

EMPLOYEE

NEWSLETTER

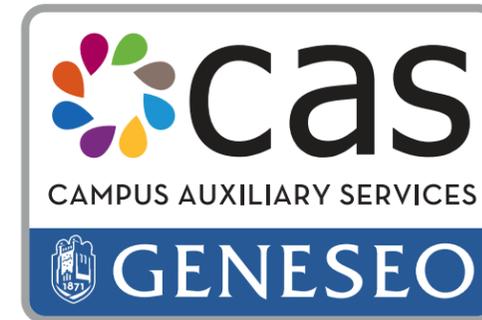
AUGUST 2020





WHO ARE WE?

Campus Auxiliary Services at SUNY Geneseo



Campus Auxiliary Services introduces our updated logo mark. This new symbol helps address who we are and ties us closer together with the college. As our mission states, we are committed to continuous growth and improvement. Therefore, we need to express who we are and tell our story with greater unity, consistency, and purpose. Our partnership with SUNY Geneseo enhances many aspects of campus life, programming, and other initiatives. A stronger visual connection between Campus Auxiliary Services and the Geneseo brand will symbolize our partnership and our shared interest in serving the needs of the campus.



A Note from our Executive Director

We are excited to welcome the team back soon! We missed having the entire team on campus, as well as the community that we serve. On a personal note, I appreciate that the past several months have involved significant challenges, whether individually or for those we care about. The executive team knows

that announcement to see how the campus has been responding because CAS is working closely with our campus partners to ensure that we are ready to support the plan.

This newsletter will cover changes in policy, procedures, and facilities that are being put in place for the resumption of operations at the end of August. I have asked each of the directors to share information from their perspectives on what you need to know to get started. Significant changes are in place or underway to protect our employees' welfare and the community we serve, including protective barriers, reduced density, more delivery/takeout options, signage, and provision of masks.

Because there was no recent precedent for a pandemic, our plans will inevitably need to be adjusted. To that end, we will rely on feedback from all employees on what is working well and what needs to be adjusted. If you see opportunities for improvement, please raise them with your supervisor. We are committed to ensuring the safety and welfare of all employees and the community we serve.

Mat Felthousen

that those challenges may persist for some time while the world continues to address COVID, and we are committed to supporting our team through those challenges. Please keep in contact with your supervisors and our HR department about situations or concerns that may impact your return to work so that we can support you.

SUNY Geneseo established a website detailing the coronavirus response, including the July 3rd announcement of the fall plan and schedule. That site can be found at geneseo.edu/coronavirus. Please take a moment to review



A Brand New Addition

Named in honor of SUNY Geneseo's founding, the 1871 Café will be opening this fall in Fraser Hall. The new café will feature the convenience of on-the-go coffee, snacks, and beverages.



CAS is Partnering with Palmer Food Services

CAS is switching prime vendors! Starting this fall, we will be using Palmer Food Services as our main source for bringing healthy, local options to campus. Palmer was among three vendors to submit proposals to our team and met all product availability and pricing criteria. Palmer will provide us with most of the same products and brands that we have come to trust and they are located right in Rochester, NY.

Any vendor can supply products, but it's what makes each company unique that truly makes a difference. As a family-owned business, Palmer has been a Rochester institution for over 100 years. When choosing our vendor for the 2020-2021 academic year, we were looking for a vendor that was able to supply an assortment of products needed for our diverse dietary and ethnic communities, as well as an excellent source for locally or NYS-based products. Palmer has developed a notable ordering and information platform that blends well with our systems.

Sustainability is one of our priorities on the SUNY Geneseo campus. Therefore, we need to make sure that our prime vendor can contribute to our efforts. Palmer Food Service is located 30 miles from Geneseo, which makes for a shorter commute for deliveries. They do business with over 90 NYS-based companies and sources of products, and they employ 675 people that live in the greater Rochester area.

Tom D'Angelo, Director of Supply Chain Management, is very excited to utilize Palmer Food Services and believes they're a special company. "I think what makes them special is the relaxed non-corporate approach they bring to the table. Kip Palmer, the President, makes himself available to his customers, and it's that level of service and availability that he expects from his entire organization! I believe this will be a great partnership," says D'Angelo.

Health & Safety First

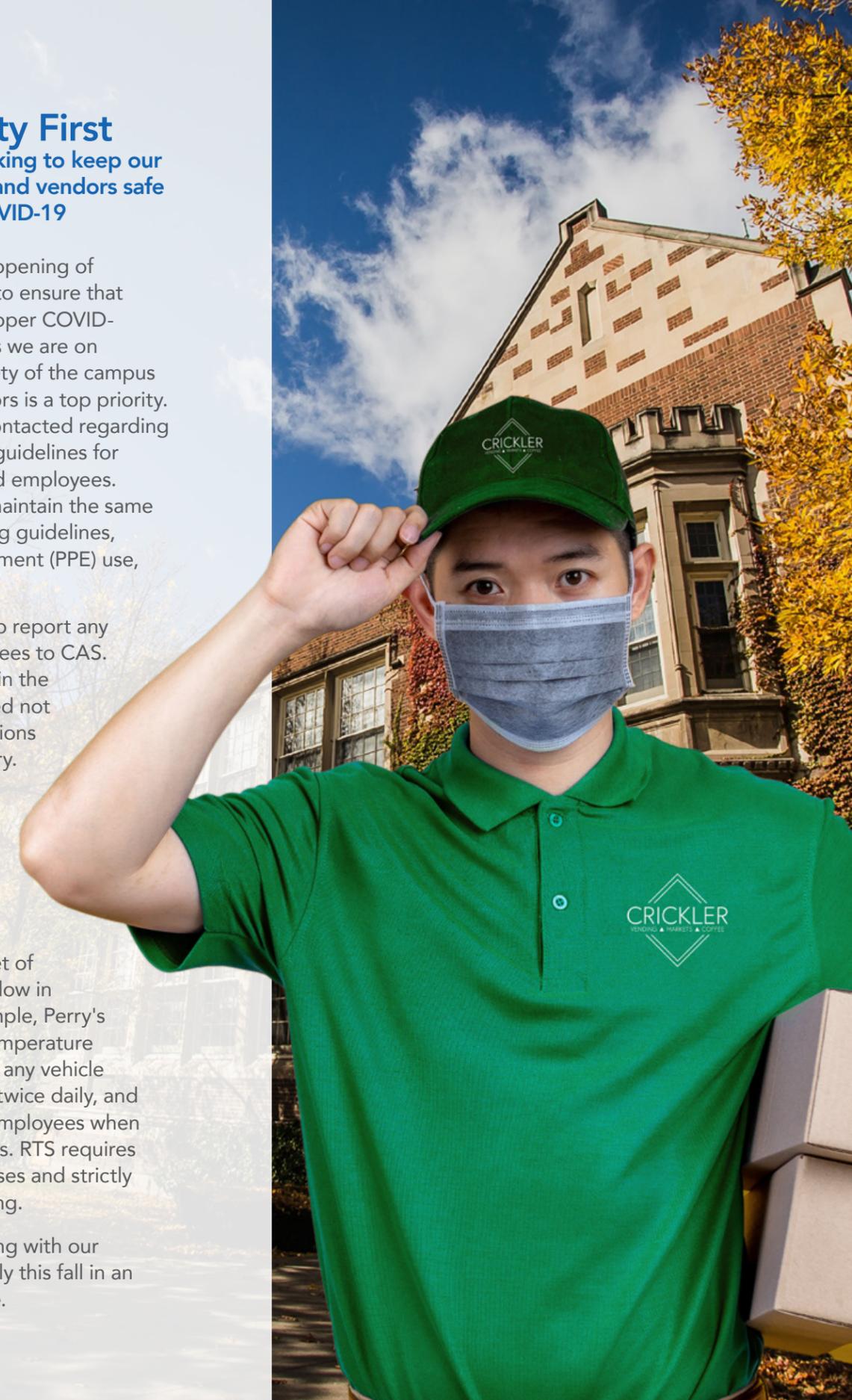
Here's how we are working to keep our employees, customers and vendors safe in light of the novel COVID-19

As we prepare for the re-opening of campus this fall, we want to ensure that our vendors are taking proper COVID-related precautions just as we are on campus. Ensuring the safety of the campus community and our vendors is a top priority. All of our vendors were contacted regarding following CDC and State guidelines for protecting themselves and employees. Vendors are required to maintain the same campus physical distancing guidelines, Personal Protective Equipment (PPE) use, and more.

All vendors are required to report any positive testing of employees to CAS. Vendors are only allowed in the receiving areas and notified not to venture into our operations unless absolutely necessary. Wearing proper PPE is also a requirement of our vendors when they are on campus.

Many of our vendors responded to our safety requests with their own set of guidelines they plan to follow in addition to ours. For example, Perry's Ice Cream has installed temperature checkpoints in their plant, any vehicle touchpoints are sanitized twice daily, and gloves must be worn by employees when they are handling products. RTS requires masks to enter/ride on buses and strictly enforces physical distancing.

We look forward to working with our vendors safely and healthily this fall in an effort to protect everyone.



Fall 2020 ID Card Services

For the safety of our staff and customers, our IT and Business Office team worked very hard to deliver hands-off, virtual ID services this fall semester. New students (first year and transfer) will receive an email from CAS inviting them to upload a photo following guidelines, including how the individual should face the camera, use a neutral background, and remove hats.

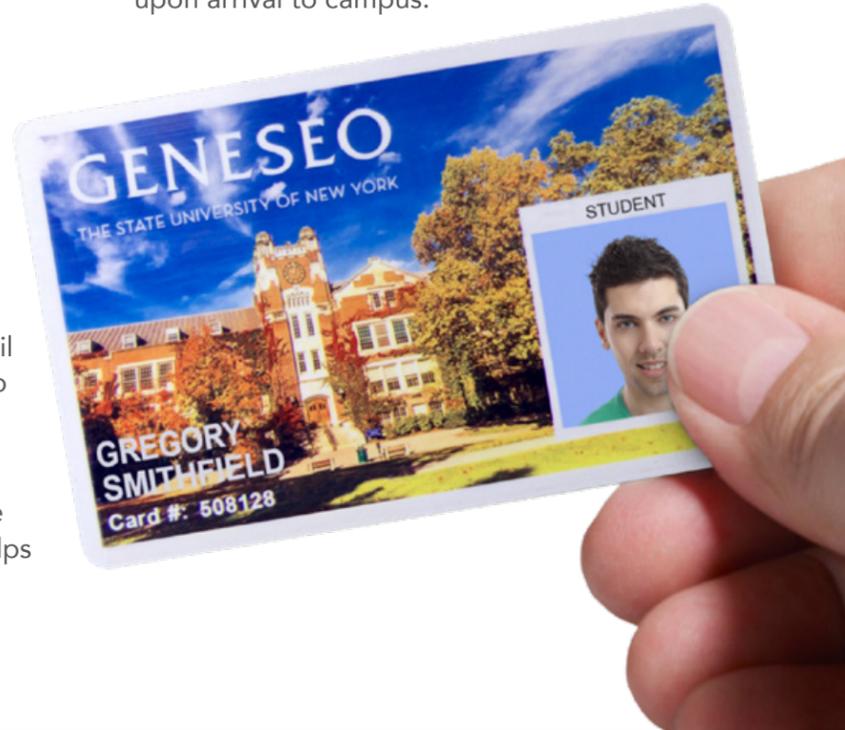
Students can submit by clicking the link at the bottom of the email to upload their photo along with a required, government issued ID for verification. Once approved by the business office, the card is printed and will be handed out upon their arrival to campus.

If a photo is rejected for not meeting the outlined criteria, the student will receive an email that explains why and requests that a new photo is uploaded.

This new process reduces the need for people waiting in lines for their pictures and cards to be processed at the business office. In turn, this helps enforce physical distancing requirements and

improves the customer experience, allowing the students immediate access to buildings and meal plans upon arrival.

Students who are unable to upload a photo for any reason, will be able to make an appointment to have their photo taken with the business office upon arrival to campus.



Online Parking Stickers

Please be on the lookout for an email notice from the Parking and Transportation department in August. This year you will need to request your parking sticker online, and it will be mailed to your home address, or you may request a pickup by appointment.

If you are unable to apply online, Parking and Transportation will be sending a link to a printable form you will be able to print out and mail in. You can then make an appointment to pick up your sticker. If you need further support, please contact Human Resources at 585.245.5021.

COVID-19 Screening

Local agencies and businesses, including CAS, must abide by mandated workplace safety protocols. This includes daily monitoring of employees for symptoms associated with COVID-19. The purpose of this memo is to provide clarification and resources for supervisors. Please contact Larry Mancuso with questions or unique circumstances as they arise.

Prevention and Safety Protocols

In an effort to prevent the spread of the Coronavirus and reduce the risk of exposure to our customers and employees, all workers who are physically present at their worksite must complete a questionnaire immediately or within the first hour of reporting to work.

Your supervisor can provide you with the printed form, called "Weekly Office COVID Screening Questionnaire", which should be completed daily by the employee and submitted to the employee's supervisor on a weekly basis. Forms should then be forwarded to Human Resources.

Please note that employees are to self-assess their wellness and whether they have symptoms. One criteria of self-assessment is a fever above 100°F. Importantly, employees should err on the side of caution. If they believe they may have a fever above 100°F, they should not report to work and immediately notify their supervisor.



Weekly Office COVID Screening Questionnaire

The safety of our employees is our overriding priority. We are following the guidance from the NYS Department of Health and the CDC. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking employees who are physically present at their worksite to complete this questionnaire within the first hour of reporting to the workplace.

This form should be completed daily and submitted to your supervisor on a weekly basis. Supervisors are required to audit forms periodically each day to ensure screening is occurring.

Employee Name: _____
 Department: _____
 Week of: _____

Screening Questions: Please answer Yes/No to each question. If you answer yes to any questions, leave work immediately. Please notify your supervisor and the Office of Human Resources for guidance at 585.245.5021.

- Do you have a fever (above 100°F)? **Yes/No**
- Have you had COVID-19 symptoms within the past 14 days? **Yes/No**
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or chills
 - Nausea or vomiting
 - Diarrhea
 - Stomach pain
 - Sore throat
 - Muscle or body aches
 - New loss of taste or smell
 - Headache
 - Red, swollen, or bleeding eyes
- Have you had a positive COVID-19 test within the past 14 days? **Yes/No**
- Have you had close contact with confirmed or suspected COVID-19 cases within the past 14 days? **Yes/No**

Please check to confirm you have a mask in your possession available for immediate use: _____

Initialing below attests that you are not experiencing any of the symptoms as listed above.

Employee Initials and Date Completed	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Completed							

Submit completed form to (supervisor's name): _____

PH-19-2020

When working on site, COVID screening must be completed daily and submitted weekly to your supervisor.

COVID-19 Precautions



Wash your hands thoroughly with soap and water for at least 20 seconds, especially before eating.



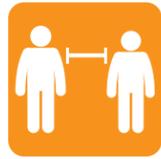
Avoid close contact with people who are sick and stay home if you are sick.



Avoid touching your eyes, nose, and mouth.



Stay home as much as possible. Everyone – even young people and those who feel well.



If you must go out, stay at least 6 feet away from others.



You must wear a face mask or face covering in public when physical distancing (staying 6 feet apart) is not possible, especially on public transport, in stores and on crowded sidewalks.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.

Stay home. Stay safe. Save lives.

www.ny.gov/coronavirus

YOUR HEALTH IS IN YOUR HANDS

HELP STOP THE SPREAD OF GERMS That Cause Colds, Flu, and Other Respiratory Diseases.

Always WASH YOUR HANDS WITH SOAP AND HOT WATER, Or USE A WATERLESS HAND CLEANSER After:

- Blowing your nose or coughing
- Using the bathroom
- Before and after eating
- After being in contact with or being near someone who is ill



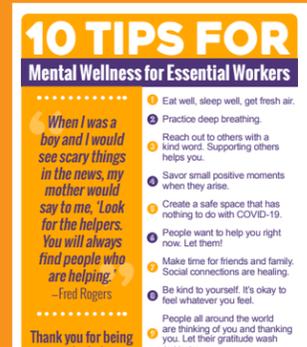
FIND OUT MORE AT: www.health.state.ny.us

Employee Training

August 12 & 13



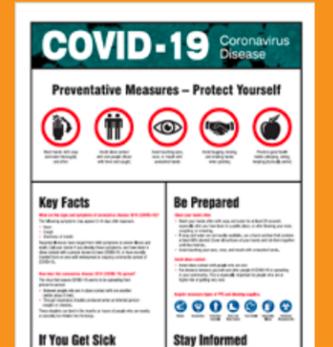
Tips to protect yourself and stop the spread of germs.



LEARN MORE Mental Wellness »



LEARN MORE Employee Rights »



LEARN More COVID Prevention »

Please call Human Resources with any questions at: 585.245.5021.



MacVittie College Union Starbucks Expansion



We are excited to announce that plans to move forward with the Starbucks remodel are underway!

In order to better serve and keep up with an increased demand for Starbucks products, the location will move into what was Fusion Market with a complete renovation. During this transition the current Starbucks will remain in operation.

By adding this new concept to the Union, we are expanding the space for our staff to serve customers better and increase product offerings and seating. The new space enables us to keep up with the growing demand for Starbucks while continuing to serve the diverse offerings of Fusion Market by integrating these into Mary Jemison's selections, and dispersing them throughout campus.

This project will be completed in the winter of 2020. Stay tuned for more updates and information as the process unfolds.

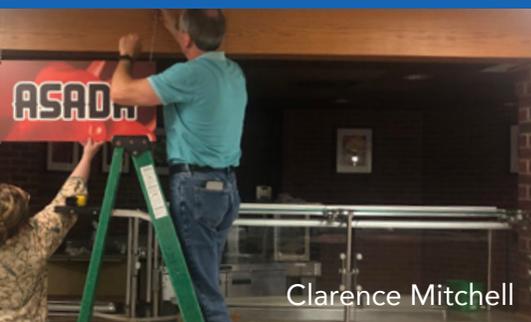




Fall 2020 COVID-19 Updates for Restaurants & Cafés

- New hours of operation
- Directional signage will indicate specific entrance and exit doors
- We are increasing mobile ordering options with designated pickup locations outside of serving areas in each dining complex
- Plexiglass is installed at cashier stations and around all food serving areas
- Self-service areas will now be served to individuals, including any condiments
- Salad bars are now full-service concepts
- All areas will have new physical distancing arrows and circles to visually mark a 6-foot distance
- A limited number of customers will be allowed within each restaurant with reduced seating for inside dining and additional outside dining options around campus
- Updated kiosk placement adheres to physical distancing guidelines in all locations and will decrease the congregation of lines
- Indoor dining will include visible messaging which allows customers to see what tables are clean and sanitized prior to sitting down

Departments Work Together to Help Renovate Mary Jemison



Clarence Mitchell



Patrick Munto



Debbie Buchanan