



**Herkimer**  
THE STATE UNIVERSITY OF NEW YORK

Office of the President  
Cathleen C. McColgin, Ph.D.

August 5, 2020

Dear Faculty and Staff,

As announced during our most recent open forum, the tentative date of return to campus for employees is Monday, August 10, 2020. We have been working diligently to develop protocols and prepare the campus for your return.

Department leaders were charged with developing staffing schedules for their respective departments for the two-week period covering August 10-21, 2020. Please confirm with your respective supervisors your individual campus work schedules.

Employees will be screened daily upon arrival, and those experiencing symptoms of COVID-19 or who have been exposed to a person who has tested positive will be directed to stay home and contact their health care provider or their local public health department for instructions. Attached for your reference are the employee guidelines and the daily screening checklist (to be replaced in the near future with an electronic app).

Please be assured that we will be adhering to a variety of physical distancing measures and protocols designed to detect and contain any spread of COVID-19. Face masks will be required at all times in common areas (ex: parking lots, hallways, lobbies, restrooms, elevators, conference rooms, kitchens, break rooms, etc.) and when a minimum of six feet of physical distancing cannot be maintained. Face masks will be available for those who need them at the campus checkpoint.

This week, we are finalizing details such as placement of signage, installation of acrylic shields, distribution of hand sanitizer, and removal of furniture to ensure social distancing in waiting areas. Additionally, the air handling systems will be back up and running this week in order to move air around prior to your arrival. If you have specific questions or concerns about your work areas, please contact your direct supervisors, and they will bring them forward to the executive leaders as appropriate.

As we return to campus, please be assured that our first and foremost priority is the health and safety of everyone in our campus community. I appreciate your cooperation in helping to keep our campus community "HERKSafe," and I look forward to seeing you soon.

Sincerely,

A handwritten signature in cursive script that reads "Cathleen C. McColgin".

Cathleen C. McColgin, Ph.D.  
President