

# COVID-19 Campus Re-Opening Plan



**July 27, 2020**

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## Executive Summary

In response to the COVID-19 pandemic, on Thursday March 12, 2020 and in parallel with directives provided by the Connecticut State College and University System, Charter Oak State College enacted emergency plans that removed approximately 95% of the workforce from the building and transitioned those employees to telecommuting arrangements. The remaining 5% of the workforce balanced their time between telecommuting and performing limited on-campus essential operations (i.e. delivery services, facilities, etc.).

The document herein represents Charter Oak State College's physical reopening plan for the Fall 2020 semester as of July 27, 2020 and has been filed with the State of Connecticut Department of Public Health. As the COVID-19 pandemic continues to shift on a daily basis, this document may have undergone changes since such time. To reaffirm the contents herein reflect the most current plan or for questions, please contact the Office of the Chief Financial & Administrative Officer at 860-515-3760.

Charter Oak State College employs approximately 80 permanent staff located in New Britain and Newington, CT and 250 faculty who teach digital classes online. While students visit the Charter Oak campus generally for testing or advising associated with academics, admissions and financial aid; the volume of student visits is low as compared to Charter Oak's sixteen sister State schools. There are no residence halls and faculty work on campus is by reservation only.

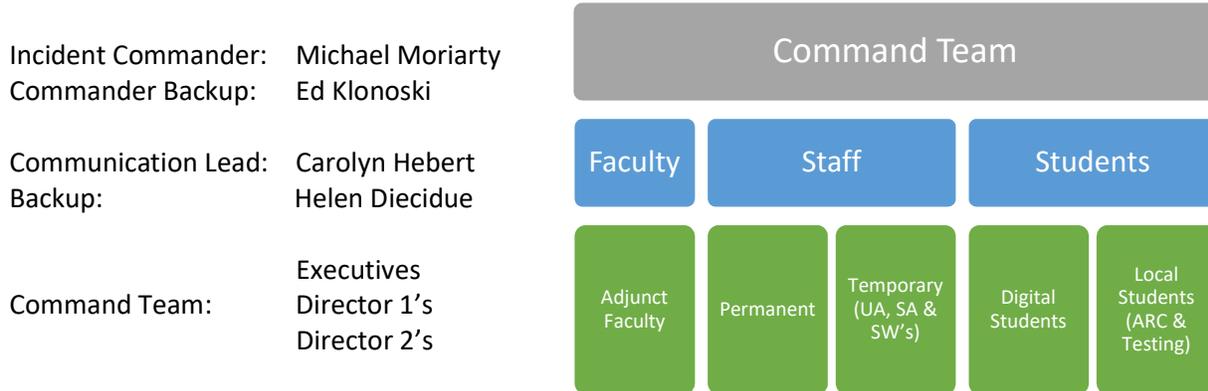
Charter Oak was able to conduct a 2-day telecommuting drill prior to the closure of the campus which allowed the College to resolve hurdles and problems associated with moving an entire workforce to an interim telecommuting arrangement. While there are inherent inefficiencies associated with working remotely full time, College leadership feels strongly that employees have been able to perform most of the operational work remotely without a substantial decline in services.

Several sources were considered while developing the reopening plan including Federal and State of Connecticut orders, guidelines from health agencies such as the CDC and WHO, CSCU initiatives, student safety considerations and employee preferences conducted through surveys. Due to the distance learning nature of Charter Oak, the campus has been able to maintain its pre-existing educational delivery system while using the advantage of time so that national trends and information could be weighed.

The plan herein calls for Charter Oak to reopen its doors to the student population in mid-August 2020. At first, on-site student services will be by appointment only for those students seeking on ground advisory services including academics, admissions, financial aid and accessibility accommodations. In October, services related to on-site testing will resume. Workspaces on campus that do not meet distancing or suggested safety standards will undergo modification to ensure compliance. Core facilities will additionally be outfitted with signage and other measures to promote safety in the workplace. For the Fall 2020 semester, approximately 25% of the individuals previously assigned to the physical campus will return based upon their own preference to return to the physical workplace. This population of returning workers will be split into two schedules who will alternate working a single week on campus and the following week remotely. The effective occupancy rate of campus will be approximately 15% compared to pre-pandemic operations with a full return to campus expected by January 1, 2020.

## Reopening Administrator & Command Team

On March 6, 2020 Charter Oak State College's President engaged the College's incident Command Team to address the COVID-19 pandemic structured as follows



This team will continue as the program administrator for the reopening plan subject to additional changes or amendments from the College President, CSCU System and State of Connecticut.

The repopulation of Charter Oak's campus was examined from three different perspectives which are outlined below. This allows the College to consider the various intricacies depending on which lens an individual may view the College from.



## Repopulation of Campus – Department Operations

Charter Oak examined the operational aspects of the College and summarized reopening plans and timelines associated with each channel as follows:

Operations / Department	Status / Reopening Considerations	Timing
Digital Classrooms	Classroom instruction has continued online within the Blackboard Learning Management System without disruption	All services currently available
Library	Library services have continued to be available digitally without disruption.	All services currently available
Academic Advising	Advising services for these departments are currently available via telephone, chat and email. Appointments for on-ground advising will be made available to students for those individuals requesting in-person meetings beginning in August. Both indoor and outdoor space will be made available, weather permitting.	Week of August 24, 2020
Admissions		
Financial Aid		
Registrar		
Disability Services		
Computer & Testing Labs	Testing is currently closed. The computer testing lab is undergoing minor renovations to allow operation with reduced volume and renovations that allow for proper social distancing.	Reopening expected the week of October 5, 2020
Early Childhood Certifications & Classes	All early childhood activities that were formerly conducted on-ground have been moved to an online format. Students can schedule in-person appointments on demand.	All services currently available
Student Industry Practicums	Student Practicums have been modified based upon employer preferences.	Modified services available or postponed.

Corporate Relations	All on-ground corporate visits have been postponed, generally at the request of the corporate party. Several activities have continued through digital means including Chamber of Commerce events and networking functions. Charter Oak's "Always Learning" Webinar series is continuing as planned.	Operations moved to digital channels
Prior Learning Assessments	Prior learning assessments that do not require an on-site presence are still being conducted including credentialing reviews and CCAP renewals.	Most services currently available
Instructional Design	These departments do not offer on-ground student facing services and may continue to work remotely until additional phases allow the workforce to return.	All services currently available
Institutional Effectiveness		
Bursar		
Controller		
Human Resources		
Marketing		
Institutional Advancement		
Enterprise Applications		
Network & Infrastructure Services	Network & Infrastructure services will continue to work remotely but be available for emergency services related to data and virtualization services, networking and telecoms.	All services currently available
Technology Help Desk	Help desk services are available via telephone, email and live chat. In person services will be available as staff return to the office.	Week of August 24, 2020
Health Services	Not applicable	Not applicable
Campus Transportation	Not applicable	Not applicable
Athletics	Not applicable	Not applicable

The starting occupancy of the building in August of 2020 to support these operations will be approximately 15% capacity calculated as the number of employees working on campus as a percent of total employee workspaces assigned (rather than maximum building capacity under fire code). The allowable capacity set forth by the State of Connecticut has been designated as 50%. Over time as indicated in the latter section capacity will increase provided world events and State restrictions allow.

Student capacity will be managed through the development of an appointment only system with offices accepting appointments on select days. Safety measures will be taken to ensure these one on one meetings are conducted in an environment with settings being available both indoors and outdoors should weather permit.

## Repopulation of Campus – Workforce Considerations

Charter Oak's response to the pandemic has always been centered around the safety of our students, faculty and staff. The staff has demonstrated that core operations can be performed remotely but over time it is desirable for a full return to campus. Leadership also understands that there are an infinite number of variables associated with an employee's return to campus including medical, family, risk acceptance, childcare and that an employee's mental health is just as critical to successful operations as their physical state.

Telework – To balance an employee's comfort level with returning to campus to those operations requiring on ground services, a survey was conducted to understand an employee's comfort level to return. Approximately 30% of the workforce was comfortable returning to campus with representation across all departments that would require an on-ground presence. As a result, leadership will be asking those comfortable returning to campus to make plans accordingly. Furthermore, this percentage falls within the State of Connecticut reopening plans requiring a maximum occupancy of 50% so no additional mandates or limitations are required.

Face Coverings & Masks – Face coverings or a mask must be worn in areas where 6-foot distancing cannot be maintained. As most spaces within each campus do not allow for social distancing it is expected individuals wear a mask outside of their work station. Employees do not have to wear a mask in an individual office or room that is not shared with another employee. Employees may wear their own mask or utilize masks provided by the College.

Symptomatic Individuals – Whether we are in the state of a pandemic or not, individuals that are not feeling well should not arrive to work. If you are displaying any symptoms of illness you will be asked to telecommute or take sick time. Employees are requested to take a conservative stance and be prudent when deciding to risk exposure to others in the workspace.

COVID Laboratory Testing – Employees will not be mandated to take a COVID test and produce results prior to returning or continuing to work on campus. However, should an individual

become sick on campus and display COVID like symptoms, management will ask the employee to have a test performed in the best interest of the College.

Employee Training – All employees are required to read this document and indicate they have understood the information presented herein. A form will be distributed via email to each employee to confirm compliance.

Quarantined Individuals - Employees who are in quarantine regardless of a COVID positive status will be required to work remotely or take sick/medical leave in accordance with the standards set forth by CSCU and the State. This includes any and all quarantine recommendations such as travel related, close contact, etc. The current quarantine guidelines have been established as 14 days.

COVID Positive or Presumed Positive Employee Restrictions – In the event an employee tests positive for COVID or the employee believes it is likely they have contracted COVID, the employee is encouraged to notify the Incident Commander. Employees should provide proof to the College of positive results so that proper precautions can be taken regarding any shared equipment, documents or other logistical items. Medical information will be retained by only the necessary staff. Employees in this category can return to campus if all the following are true:

- ✓ At least 10 days since symptoms first appeared and
- ✓ At least 24 hours with no fever without fever-reducing medication and
- ✓ Symptoms have improved
- ✓ 10 days have passed since test

The criteria above have been established by the CDC and are subject to change by such.

Hand Hygiene & Respiratory Etiquette – Employees are reminded to continue appropriate hand hygiene and respiratory etiquette.

Counseling Services – The emotions associated with the pandemic can be stressful and produce the feeling of being overwhelmed. Employees and supervisors are encouraged to access services through the College's Employee Assistance Program (EAP) when in need. The disaster distress helpline is also available at 1-800-985-5990. Additional information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/index.html>

Working Hours – As the pandemic has shifted our ordinary way of life, our traditional working hours have also been impacted. Changes to timing of working hours (not quantity) should be handled on a case by case basis between the employee and their direct supervisor. Changes to working hours are considered temporary in nature until the College resumes normal operations.

Temperature Checks – Daily temperature checks will not be mandated as many of those infected do not register elevated temperatures. Infrared thermometers will be available to employees should an employee wish to check their temperature during the workday. Employees should disinfect the equipment subsequent to each use.

Employee Surveys – Employee surveys for fever, chills, pain, headache, sore throat, loss of smell and other symptoms will not be conducted at the current time but may be introduced later in the year as employees return to campus.

Leave & Excused Absences – Employees should contact the Human Resources department should an employee required an extended leave from their work schedule. The College will continue to follow the guidance set forth by the State and CSCU System.

Travel Restrictions – Official College out of state travel will be restricted until January 1, 2021. For those employees commuting to the office, employees should additionally consider transportation means other than mass transit if feasible.

Organization of Employee Workspaces – To facilitate a more effective cleaning regime, employees are encouraged to clear their workspace at the end of each day. Evening janitorial services will have an easier time performing their tasks in addition to weekly electro-static spraying covering more workspace rather than temporary documents.

Disciplinary Actions – Over the last several months, as a workforce and a civilization we have experienced several unprecedented events. While Charter Oak employees continue to stay focused on providing the best for our students, some across the nation have chosen to act in a less than professional or ethical manner. Any employee who intentionally conducts or threatens to conduct actions that pose a threat to another individuals exposure to COVID will undergo formal disciplinary proceedings. Individuals who witness such behavior or non-compliance with safety mandates are encouraged to notify Human Resources and call 211.

Employee Scheduling - To further mitigate the risk of exposure to the workforce, employees will be assigned an “A” or “B” week whereby on-site employees will work from the office one week and telecommute the next with schedules alternating accordingly. This will lead to approximately 15% of the workforce being on-site with the additional benefit of improved contact tracing and the ability to respond to potential outbreaks. Charter Oak will maintain the following schedules:

Schedule Name	Description
<b>Manafort – A</b>	Employees assigned to work from the Manafort building one or more days during an A scheduled week.
<b>Manafort – B</b>	Employees assigned to work from the Manafort building one or more days during an B scheduled week.
<b>Alumni – A</b>	Employees assigned to work from the Alumni building one or more days during an A scheduled week.
<b>Alumni – B</b>	Employees assigned to work from the Alumni building one or more days during an B scheduled week.

<b>Manafort – T</b>	Employees temporarily telecommuting full time in lieu of their workstation at the Manafort building.
<b>Alumni – T</b>	Employees temporarily telecommuting full time in lieu of their workstation at the Alumni building.
<b>Remote</b>	Employees without a designated workstation on campus telecommuting full time.

Employee schedules will be maintained by the Human Resources department. Employees initially assigned to an A or B schedule may elect to move to a telecommuting designation and vice versa. Requests should be made directly to the Human Resources department with changes to be approved by the corresponding division Executive and Controller. No employee may switch designated weeks (i.e. A moving to B, B moving to A) as such a change may reduce the ability to perform proper contact tracing and increase the potential for transmission. Employees assigned to the Manafort building shall not enter the Alumni building and vice versa with the exception of those facility employees identified in Appendix A. Employees assigned to work in one of the buildings physically may elect to telecommute certain days of the week provided such telecommuting does not interfere with the operations of the departments.

August 2020							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
A	23	24	25	26	27	28	29
B	30	31					

September 2020							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

October 2020							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
B					1	2	3
A	4	5	6	7	8	9	10
B	11	12	13	14	15	16	17
A	18	19	20	21	22	23	24
B	25	26	27	28	29	30	31

November 2020							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

December 2020							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
A			1	2	3	4	5
B	6	7	8	9	10	11	12
A	13	14	15	16	17	18	19
B	20	21	22	23	24	25	26
A	27	28	29	30	31		

Weekend Closures - Both campuses will remain closed on the weekend to accommodate cleaning schedules and maintenance. All weekend visits are to be approved by the Controller in advance.

Emergency / Urgent Visits – It is understood that there may be limited cases whereby a telecommuting employee may need to visit campus. As both campuses will be occupied each day arrangements will be made on a case by case basis and it should be expected that interactions on campus will be short and heavily restricted. All requests should be made in advance to the Controller. If an emergency visit is required, either the Controller or Chief Financial & Administrative Officer should be reached via mobile phone.

Campus Meetings – Campus meetings will be limited to a single College employee and student at the current time.

Documents & Equipment – Documents and equipment transferred between employees and/or students should be presumed to be pose a risk of transmission. Proper disinfection utilizing the disinfecting wipes available on campus are to be utilized.

## Repopulation of Campus – Facility Modifications

The College reviewed the reopening plans established by the State of Connecticut in addition to CSCU and CDC guidance to formulate the following modifications that will be made to the College’s physical campuses. Charter Oak has additionally incorporated the results of employee surveys in these modifications.

<i><b>Modifications</b></i>	<b>Additional Details</b>
<i>Building Entrances</i>	Two additional entrances to the Manafort building will be created on the lower level next to the ECE/ARC and President Annex areas. The President Annex entrance will additionally function as a visitor entrance during the construction of the CCSU parking garage. One additional entrance will be created at the Alumni building which was previously reserved for test takers. All new entrances are expected to accommodate badge reader access.
<i>Manafort Fleet Room</i>	At the current time only one on one meetings will be conducted in the Fleet Room. Appropriate furniture will be positioned as a suitable space for student appointments. Due to the size of the room and suitable distances, physical partitions will not be required.

<i>Manafort Large Conference Room</i>	The large conference room at Manafort will be closed for meetings due to the lack of space for physical distancing.
<i>Manafort Break Room</i>	The seating area in the Manafort break room will be replaced with a 2 person meeting cubicle that provides a plexiglass partition between the attendees. This area will be utilized as a staging area for those visitors waiting for campus services or meeting with an employee.
<i>Alumni Conference Room</i>	The large conference room at Alumni will be available for 2 person meetings as needed. Due to the size of the room and suitable distances, physical partitions will not be required.
<i>Alumni Testing Lab</i>	The testing lab will be outfitted with physical partitions and a room size limit of 4 testing candidates. Electronic surveillance will additionally be made available to test proctors. Surveillance will be triggered by a wall switch and by default will be off unless engaged by the proctor.
<i>Employee Access Logs</i>	Building access reports will be reviewed on a weekly basis to ensure compliance with the established protocols.
<i>Water System Cleaning</i>	Subsequent to a prolonged shutdown, the risk of a Legionnaires infection increases through the water system. Although the building water system has been in use, a cleaning will be conducted conservatively to ensure the reduced consumption has not allowed such bacterium to grow.
<i>Delivery / Visitor Areas</i>	The reception area of the Manafort building will continue to be utilized for deliveries and visitor staging. Adjustments to the front reception area will be made to ensure those visitors logging in maintain physical distance from reception. Masks will additionally be available at check in or in the areas where student appointments are conducted.
<i>PPE Inventory</i>	An adequate inventory of PPE and cleaning supplies is being maintained on campus. Suppliers include those vendors directly engaged by the College and group purchasing efforts the CSCU System has made on the College's behalf. CSCU

	supply stockpiles are accessible should the College require the assistance.
<i>Revised Cleaning Standards</i>	Cleaning checklists provided to the janitorial vendor are based on CDC protocols. Spot checks will be conducted by College staff to ensure compliance. Janitorial services will be moved to evening hours with weekly electro-static disinfecting occurring each weekend.
<i>Social Distance Signage</i>	Additional signage will be placed around campus promoting positive pandemic behavior (hand hygiene, mask coverings, etc.) in addition to distancing protocols unique to the College's operations.
<i>HVAC Adjustments</i>	HVAC systems within the Manafort and Alumni buildings will be set to increase airflow and provide an adequate mix of outdoor air to interior spaces.
<i>Install Desk Partitions</i>	For employees returning to campus, desk partitions will be installed should natural barriers not allow for physical distancing.
<i>Shared Equipment</i>	Employees are encouraged not to share equipment where possible. For common area equipment such as copiers, disinfecting wipes will be available for employees to use.
<i>Non-essential Amenities</i>	The break rooms at Manafort and Alumni will remain open for food storage and preparation, but seating will no longer be available.
<i>Install Touchless Appliances</i>	The feasibility of additional touchless appliances is being examined by the Facilities team.
<i>211 Self Reporting Signage</i>	To promote an environment to hold everyone accountable for each other's safety, 211 tip line signage will be posted around campus. The school will strictly follow a no retaliation policy similar to the State of Connecticut ethics guidelines

*Hand Sanitizer Stations*

Hand sanitizer stations will be strategically placed at entrances and all common areas in accordance with CDC guidelines.

*EAP, National Distress Hotline & State hotline*

Additional signage will be posted to remind employees about programs available for mental health and easy to remember notices to access such services.

*Single occupancy state vehicle*

Whereas the CDC recommends creating distance within a vehicle the College will limit vehicle usage to single occupancy. Those employees with insurance policies on file will continue to be permitted to receive mileage reimbursements when travel restrictions are lifted.

## Monitoring

As teaching faculty instruct via distance learning, whether a faculty member is COVID-19 positive or probable positive will only impact the potential that the employee cannot complete the instruction of the class due to medical symptoms similar to any other medical affliction that may impact teaching faculty. The Office of the Provost maintains substitute faculty to address this with minimal interruption to the student body. During the COVID-19 pandemic, the Office of the Provost has presumed that absence rates may spike as compared to historical averages and has prepared accordingly.

## Containment

Charter Oak State College is not required to implement contact tracing as contact tracing will be led by the local department of public health. Positive test results will be reported to the state and contact tracing will commence. Employees who have tested positive will be contacted by the health department to check on their condition and to identify potential individuals who may be impacted by close contact with the infected employee. Those contacts will hear from the health department as well to check on their condition and recommend steps to address potential exposure. Employees should indicate that they work at the College and provide their recent activities. COSC will share daily campus access logs to assist the local health department if helpful in the contact tracing. Should an employee be notified of a positive test result, they are encouraged to contact the Incident Commander. The employee will be requested to provide proof of the result and share that information with the local department of public health. The department will work with the College should steps be necessary to address the spread of virus on campus and conduct the contact tracing as outlined above.

## Additional Shut Downs

Consistent with discussions adopted earlier in the pandemic response, Charter Oak believes basic operations to students will continue with absenteeism rates at 20% or less. In the event of an absenteeism rate that begins to cause critical break downs of services, the Command Team will hold an emergency meeting and make a recommendation to the College President whether select or all services provided by the College are suspended.

All individuals are encouraged to report to the College if they have tested positive for COVID-19. The Incident Commander will inform the President and gather specific information on when the individual was last on site, their role and their schedule. Once information has been gathered on the circumstances, the President and Incident Commander will inform and meet with Alice Pritchard, CSCU Chief of Staff and Keith Epstein, VP of Facilities to discuss recommended next steps. As discussed in the contact tracing section, the local public health department may be engaged to document the case and to share plans to address and seek additional guidance/referrals.

Charter Oak will also continue to monitor local, national and worldwide events that address the pandemic. With the assistance of the State of Connecticut and approval of the CSCU system, should leadership believe an unacceptable risk is posed to College employees, the College will once again move to a 95% telecommuting arrangement or another alternative that keeps staff safe. The College will also follow any closures mandates by the Governor's Office or CSCU System Office. Emergency shutdown notifications will be made via email and the Everbridge notification system.

## Future Planning

College leadership will continue to follow at minimum the guidance suggested by the CDC and those mandates issued by the State of Connecticut and CSCU System Office. Charter Oak State College has and will continue to utilize the advantage of time and hindsight in responding to the pandemic. Whether it be lifting previous restrictions or implementing new ones, reopening updates will be provided on a monthly basis to all staff. Significant updates to the reopening plan will be attached as appendices to this document and redistributed.

The months of August and September are expected to be limited to on-campus interactions which are appointment based. October will see the reintroduction of limited on-site testing and early childhood programs. A full return of employees to campus is expected no later than January 1, 2020; but is heavily contingent upon the future state of the state and nation which are beyond the current control of the College.

The success of our actions to date are a direct result of the various resources made available to the College including our staff. Employees with concerns or suggestions should continue to provide constructive dialog by sending an email to Human Resources.

## Appendix A – Employee Schedule Assignments (as of 7/27/2020)

Last Name	First Name	Schedule	Last Name	First Name	Schedule
Adams	Shirley	Manafort - T	Morganti	Paul	Manafort - T
Adgers	Moses	Manafort - T	Moriarty	Mike ( <i>facilities</i> )	Alumni - T
Almeida	Rafaella	Alumni - T	Newgarden	Kristi	Manafort - T
Barron	Thomas	Manafort - T	Nunley	LaToya	Manafort - T
Brasure	Ralph	Manafort - B	O'Grady	Lindsay	Manafort - T
Broderick	Michael	Manafort - B	Olumide	Folake	Manafort - B
Burnes	William	Alumni - A	Omicieski	Kim	Manafort - T
Colacicco	Stephanie	Manafort - T	Orozco	Suzzane	Manafort - T
Craddock	Cheryl	Manafort - A	Pacheco	Yolanda	Alumni - B
Davis	Kaylah	Manafort - T	Pacheco	Natalie	Manafort - T
Deer Dalomba	Orchid	Manafort - T	Palkie	Brooke	Manafort - T
Diecidue	Helen	Alumni - T	Paternoster	Steve	Manafort - T
Dittrich	Christine	Manafort - T	Pelton	Paige	Manafort - T
Duquette	Laura	Manafort - A	Pendleton	Lori	Manafort - T
Edgerton	Cindy	Manafort - T	Perfetto	Linda	Manafort - T
Ellis	Jon	Alumni - T	Pickering	Matt	Alumni - T
Ellis	Sarah	Manafort - B	Salvatore	Marianne	Manafort - T
Folts	Ellen	Alumni - T	Schaefer	Jennifer	Manafort - T
Frederick	Robert	Manafort - A	Schultz	Karen	Manafort - T
French	Carmel	Manafort - A	Severino	Karen	Alumni - T
Gagliardi	Gerard	Alumni - B	Shannon	Silas	Alumni - T
Gandhi	Tejas	Alumni - T	Silva	Paula	Manafort - T
Gentry	Adam	Manafort - T	Sincovic	Allison	Manafort - T
Glasscock-Stephens	Crystal	Alumni - A	Stefano	Brandee	Manafort - B
Graham-Handley	Susan	Manafort - T	Steinis	Tyler	Alumni - T
Griffin	Kate	Manafort - T	Student Worker	President	Manafort - T
Guillet	Lila	Manafort - T	Student Worker	Financial Aid	Manafort - T
Gustafson	Nancy	Alumni - T	Student Worker	Inst.I Design	Manafort - T
Hall	Carol	Manafort - A	Student Worker	Advising	Manafort - T
Herbert	Carolyn	Alumni - T	Szydlik	Iwona	Alumni - T
Hogan	Maureen	Manafort - T	Taylor	Nancy	Alumni - T
Holliday	Shawn	Manafort - T	Urquilla	Larissa	Manafort - T
Hurlburt	Steve ( <i>facilities</i> )	Alumni - B	Valier	Frank	Manafort - T
Klonoski	Ed	Manafort - B	Vroeginday	Barry	Manafort - T
Langenauer	Lindsay	Manafort - A	Warshauer	Wanda	Manafort - T
LeBlanc	Colleen	Alumni - T	Washington	Jennifer	Manafort - T
Luby	Amy	Manafort - T	Wilder	Linda	Alumni - T
Mathews	Suzanne	Alumni - T	Williams	Jo-Ann	Manafort - T
McGoldrick	Rowena	Alumni - A	Witherall	Brian	Alumni - B
McGovern	Tom	Manafort - A	Yllanes	Ady	Manafort - T
Morand	Donna	Alumni - T	Zennis	Ashley	Manafort - T

<u>Schedule</u>	<u>Employee Count</u>	<u>Occupancy</u>
Manafort - A	7	12%
Manafort - B	6	11%
Manafort - T	<u>44</u>	<u>23%</u>
	57	
Alumni - A	3	12%
Alumni - B	4	16%
Alumni - T	<u>18</u>	<u>28%</u>
	25	
<b>Total</b>	<b>82</b>	<b>24%</b>