

Re: Building reactivation checklist

Alfred, Marcus <marAlfred@Howard.edu>

Thu 7/16/2020 5:33 PM

To: Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>; Bostic, Daniela <daniela.bostic@Howard.edu>; Wutoh, Anthony K. <awutoh@Howard.edu>
Cc: Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljKelly@Howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>; Frederick, Wayne <HUPresident@Howard.edu>; L

Thank you Dr. Dubroy,

I will let the faculty know of this response from the HU Administration and Board.

Best,

Marcus Alfred
Associate Professor
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202-806-6258
maralfred@howard.edu

From: Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>

Sent: Thursday, July 16, 2020 5:22 PM

To: Alfred, Marcus <marAlfred@Howard.edu>; Bostic, Daniela <daniela.bostic@Howard.edu>; Wutoh, Anthony K. <awutoh@Howard.edu>

Cc: Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljKelly@Howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>

Subject: Re: Building reactivation checklist

Hi Dr. Alfred,

We have a little over 80 buildings on our campuses, 67 of which are most commonly used. We do not separate academic building managers from research or operations building managers. They all benefit from hearing each other's questions, and participating in facilities and maintenance problem solving.

The food section refers to the 5 major cafeteria and catering spaces. This section is applicable to the appropriate building manager representatives.

For your awareness: For the safety of our stakeholders, we will not be placing high touch, re-usable items like ketchup and mustard bottles on tables. Instead, we will offer packets, as students are being given the option to grab and go. If you would like to be briefed on dining preparations, I can have the appropriate team member do so.

One form was created for uniformity. As I mentioned previously, not all parts of the form are applicable. The sections that do not apply should not be answered, as with any questionnaire, checklist or survey.

Thank you for bringing the concerns to my attention. If there is a specific building manager that needs an orientation on how to complete the form, please put them in touch with Mr. Aaron Baltimore so he can assist. Aaron is cc'd.

The team utilizes guidance from various regulatory agencies, that include, but are not limited to: the CDC, DOH, FDA, local regulatory agencies and APPA. You may find the requisite excerpts from the checklist on these websites as well.

Kindest Regards,
Dr. Dubroy

Tashni-Ann Dubroy, Ph.D.
Executive Vice President & Chief Operating Officer
Howard University

From: Alfred, Marcus <marAlfred@Howard.edu>

Sent: Thursday, July 16, 2020 3:01 PM

To: Bostic, Daniela; Dubroy, Tashni-Ann; Wutoh, Anthony K.

Cc: Paschall, Samuel; Kelly, Lynne J.; Patterson, Rubin;

Frederick, Wayne

Subject: Re: Building reactivation checklist ?

Thank you Ms. Bostic.

Drs. Wutoh and Dubroy, I wanted to make sure about the information that was reported to me. Faculty are a bit concerned about this. They are concerned about the safety of students, staff, and our colleagues. Why?

Take a look at some of the language.

"Are high touch self-service containers and items requiring frequent hand contact removed from use (e.g., seating covers, tablecloths, throw rugs, condiments such as ketchup bottles and salt/pepper shakers, and reusable menus)?"

Some of our colleagues have said this doesn't really make sense for a physics, science, engineering, or other academic building.

It seems like much of the HU document is similar to the following:

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-re-opening-retail-food-establishments-during-covid-19-pandemic>

I think the faculty were saying that it might help them feel a bit more secure about the safety of students if the checklist was more applicable to classroom / office safety and less so food establishments.

Some of our colleagues have asked if there is a way to tailor this more by experts?

Thanks,

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From: Bostic, Daniela <daniela.bostic@Howard.edu>
Sent: Thursday, July 16, 2020 2:06 PM
To: Alfred, Marcus <marAlfred@Howard.edu>; Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>; Wutoh, Anthony K. <awutoh@Howard.edu>
Cc: Paschall, Samuel <spaschall@Howard.edu>; Kellv, Lynne J. <likelly@Howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>;
d i >; Frederick, Wayne <HUPresident@Howard.edu>
Subject: RE: Building reactivation checklist ?

Good afternoon! Please see attached.

Cheers,
Daniela



Daniela Bostic
Sr. Special Assistant
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Desk: 202.806.2258 | Mobile: 202-731-0410 | Daniela.bostic@howard.edu
"Excellence in Truth and Service"

From: Alfred, Marcus <marAlfred@Howard.edu>
Sent: Thursday, July 16, 2020 2:05 PM
To: Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>; Wutoh, Anthony K. <awutoh@Howard.edu>
Cc: Bostic, Daniela <daniela.bostic@Howard.edu>; Paschall, Samuel <spaschall@Howard.edu>; Kellv, Lynne J. <ljKelly@Howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>;
; Frederick, Wayne <HUPresident@Howard.edu>
Subject: Re: Building reactivation checklist ?

That sounds great. Thank you Dr. Dubroy and Ms. Bostic. I look forward to receiving the document.

Best,

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From: Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>
Sent: Thursday, July 16, 2020 1:25 PM
To: Alfred, Marcus <marAlfred@Howard.edu>; Wutoh, Anthony K. <awutoh@Howard.edu>
Cc: Bostic, Daniela <daniela.bostic@Howard.edu>; Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljKelly@Howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>
Subject: RE: Building reactivation checklist ?

Hi Dr. Alfred,

Sure. Daniela will send. She is cc'd.

For context, the building managers meeting was led by the PFM team, ahead of the checklist being sent. As is customary, and as requested by academic division leads, building managers are included in the PFM building checks, especially because there are specialty equipment that require expert handling. All building managers were able to ask questions of the facilities team during the call. Per the building managers' request, I asked PFM leadership, EHS, AUX and Thompson facilities to work on a checklist for the building managers to use as a guide to determine their building needs. The PFM team is using the data submitted to prioritize specialized maintenance repairs, signage requirements and supply needs.

Not all sections and questions are applicable to all buildings or building managers, and as a result, the fields are not fully populated when the document is submitted.

Kindest Regards,
Dr. Dubroy



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To: Wutoh, Anthony K. <awutoh@Howard.edu>
Cc: Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljkkelly@Howard.edu>; Frederick, Wayne <HUPresident@Howard.edu>; Larry Morse <larry.morse@howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>; Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>
Subject: Re: Building reactivation checklist ?

Thank you,

Dr. Dubroy, would you mind sending us a copy?

Thanks again,

Marcus Alfred
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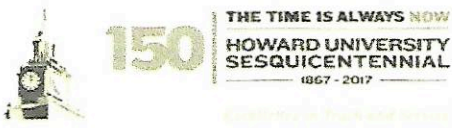
From: Wutoh, Anthony K. <awutoh@Howard.edu>
Sent: Thursday, July 16, 2020 12:41 PM
To: Alfred, Marcus <marAlfred@Howard.edu>
Cc: Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljkkelly@Howard.edu>; Frederick, Wayne <HUPresident@Howard.edu>; Larry Morse <larry.morse@howard.edu>; Patterson, Rubin <rubin.patterson@howard.edu>; Dubroy, Tashni-Ann <tashni.dubroy@Howard.edu>
Subject: Re: Building reactivation checklist ?

Dr. Alfred,

Good afternoon. A Building Manager Re-Activation Checklist was distributed to Building Managers by the Office of the Chief Operating Officer. I have cc'ed Dr. Dubroy if you have specific questions regarding the checklist. Thank you.

AKW

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Cc: Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <lkelly@Howard.edu>; Frederick, Wayne <HUPresident@Howard.edu>; Larry Morse <>; Patterson, Rubin <rubin.patterson@howard.edu>
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Good afternoon Dr. Wutoh,

Has the HU administration distributed a "building reactivation checklist"? If so, may I ask which office(s) sent it out and approved it?

Thank you,

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