Coronavirus

Per the Texas A&M University System COVID-19 Response Plan, faculty, staff or students that test positive for COVID-19 are required to notify the University by filling out the TAMU-CC COVID-19 Reporting form. TAMU-CC will adhere to our standards regarding the treatment of Protected Health Information. As a reminder, anyone coming to campus must complete a daily assessment to ensure that they are free of COVID-19 symptoms. A COVID-19 Daily Checklist can be printed and must be used each day before reporting to the workplace. If you have been exposed to a confirmed positive COVID-19 case, or if you are exhibiting any symptoms of COVID-19, do not report to campus. Contact your medical provider, fill out the TAMU-CC COVID-19 Reporting form, and inform your supervisor. Questions pertaining to this process should be directed to covidreporting@tamucc.edu.

Anyone coming to campus should download the Contact Tracing Log and record all close contacts (within 6 feet for 15 minutes) with others daily on the log. Should you become COVID-19 positive, this log will be used to notify those whom you may have come in close contact with. Managers should be able to access the log in the event it is needed, and the employee is not available.

As COVID-19 cases continue to spread across the Coastal Bend and Nueces County, you should take maximum precautions to prevent the spread of this disease among our campus community. As departments begin bringing personnel back to work through the phased process, you are encouraged to designate groups or teams (i.e. Team 1, Team 2, etc.) that would work together in shifts on alternating days. These alternating schedules will help ensure social distancing and limit the number of individuals the Team comes in contact with. If a team member were to display symptoms of COVID-19 then it would only require that Team to self-quarantine instead of the whole unit or office. Should you need any assistance in developing this team mentality contact EHS@tamucc.edu. Wireless access has been expanded into the campus parking lots to extend wireless coverage. This expansion will provide the campus community with more connectivity options and assist with social distancing. Coverage information has been added to the interactive campus map. More coverage will be added to the parking lots over the Summer. As coverage expands, the map will be updated. To view Wi-Fi coverage: Visit https://www.tamucc.edu/about/campusmap.html

- Click “View Interactive Map”
- Select the box for “WIFI Coverage”

The SandDollar$ Office is open Monday-Friday 8a.m.-4p.m. to pick up your Islander mask and disinfectant spray. You must have your SandDollar$ ID with you but if you have lost your card, this is the perfect time to replace it.

To conserve resources and minimize plastics going to the landfill, departments are encouraged to save departmental plastic hand sanitizer bottles. The Environmental, Health, and Safety department has purchased hand sanitizer in bulk and will refill those empty bottles free of charge. Contact them at EHS@tamucc.edu.

Statistics: Over 750 faculty, staff and students have picked up their masks and spray disinfectant since the beginning of June. 65 Plexiglass guards for various facilities across campus have been distributed and more is being manufactured for classrooms this Fall. Over 140 A-Frame signs are being placed around campus and in buildings to remind individuals how to protect themselves from COVID-19. Custodial Services disinfects twice daily.

Mark your Calendars

July 1-31 – Open Benefit Enrollment
July 8 & 9 – Catapult Health Screenings (on campus), by appointment only
July 15 – FY20 Year-End Workshop, 1:30-3:30 p.m. (via WebEx)
Information Technology

As we look ahead to the Fall semester, DoIT is interested in collaborating with areas or departments that anticipate holding more events online (i.e. recognition events, performances, etc.). Particularly under discussion is the equipment necessary to facilitate large scale, virtual activities in order to collaborate on purchases and/or consider a central pool of commonly used equipment. Ben Soto is coordinating efforts of the group and can be reach at Ben.Soto@tamucc.edu or 361.825.2494.

Facilities

UC Wall Replacement and Roofs Update - The UC wall is scheduled to be completed in July and the roof portion is expected to be completed in August.

Elevator Program – CCH elevator cab arrived June 29 and the project is scheduled to be completed in September. USC, UC, and CI are scheduled to have their cabs replaced this Fall.

UC Cove Renovation - Demolition and construction started at the end of June and is expected to be complete before the beginning of the Fall semester.

Fire Alarm Panel and Suppression System inspections were conducted in June.

Human Resources

Benefit changes for the New Fiscal Year 2021 can be made from July 1 -31 by submitting the Open Enrollment Task that appears in your Workday inbox July 1. All Open Enrollment changes must be in a completed status by July 31. If you are adding dependents to your coverage, you must also have all dependent documentation submitted to the Benefits Office before July 31. To view upcoming changes, plan and premium information, go to the HR Open Enrollment website: http://hr.tamucc.edu/benefits/enrollment.html FMI call ext. 2625 or email Benefits@tamucc.edu.

Remember to Check:

- Your Workday Inbox for your Open Enrollment Task. You need only submit the task if you are making changes to your benefits.
- Flexible Spending Account is entered for new fiscal year (re-enrollment is required each year)
- Did you check the Tobacco Status for you and your spouse?
- Did you receive your Wellness Credit? Did your Spouse Receive his/her Wellness Credit?
  - The Two-Step Wellness Program credit has been applied to your calculated premium if you completed both of your activities before August 31.
  - Don’t see your credit? Contact MyEvive customer service at 1.888.208.9470 or Questions@evivehealth.com
  - Personal Check List Guide is available to review options in the Two-Step Wellness Program.

Comptroller

Mail Services is open daily from 10:00 a.m. - 3:00 p.m. to assist with your mailing needs and/or supplies. Packages are being delivered to the building/departmental mailboxes across campus. Please check your mailbox at least once a week to collect your mail.

FY2020 will soon be coming to an end and the Procurement & Disbursements and Accounting departments encourage departments to send representatives who work in FAMIS or IslanderBuy to this Year-End Closeout Workshop. The workshop will explain procedures, answer questions, and review Object Codes and Accounts that will or will not rollover into the new year. Training will be held July 15 from 1:30-3:30 p.m. For more information, contact Brandice MacDonald at 361-825-2617 or e-mail brandice.macdonald@tamucc.edu.

Upcoming Year-End Deadlines:

- July 6 - Requisition ($≤ 50,000) informal bids required
- August 17 - State & TX MAS Contracts, Cooperatives and Blanket Awards
- August 17 - Delegated Purchase Orders in IslanderBuy (< $5,000)
- August 26 - Procurement Credit Card purchases