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### TODAY

### TOMORROW

### SATURDAY

- [#SaxonFriday](#)

### Daily Health Screenings    Attention all Staff and Faculty

All employees, whether scheduled to work from campus or remotely, are required to do a daily on-line screening for COVID -19 Symptoms. The daily screening is required for all weekdays, defined as Monday through Friday, regardless of whether you are scheduled to work on or off campus.

Completing the daily screening is not required on Saturday and Sunday unless you are scheduled to work on either of the two weekend days or will be coming to the campus for some other reason. If you are scheduled to work from the campus you must do the screening prior to coming to campus. If you are not scheduled to come to the campus, the screening should still be completed each day by 10:00 a.m. If you work an afternoon or evening schedule you will be able to enter your screenings between noon and 2:00 p.m. for a separate list.

Under New York State order, the University is required to record the responses and to keep a record of all screenings. If you have further questions regarding the daily screening please call the Human Resources Department or email [guinan@alfred.edu](mailto:guinan@alfred.edu) or [misner@alfred.edu](mailto:misner@alfred.edu) for direction.

Submitted by: Mark Guinan

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### Requesting PPE and Cleaning Supplies for Office Spaces:

As offices return to campus, we know that there are some questions regarding PPE and cleaning supplies. We have the following items available that can be requested by entering a work order in the QWare system:

- Disposable face masks, 50 pcs per box
- Desktop Hand Sanitizer

- Refilling hands free sanitizer dispensers, if there are any in your area
- Canister of disinfectant wipes
- Refill of disinfectant wipes canisters
- Disinfectant spray
- Paper Towels
- Face Shields (please limit requests for these as much as possible, we do not have a large inventory, and are trying to reserve them for areas that really require them.

\*Please note, if your building is not listed in the menu, please specify, building, floor, and room number in the description on the work order.

These are the standard items that we have available. If you have other needs for your department, please work with Procurement. You can send your requests to them via email at [procurement@alfred.edu](mailto:procurement@alfred.edu)

Link: [QWare Login \(use AU Username & Password\)](#)

Submitted by: Operations Task Force

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### HR/Payroll Department Appointments

Due to COVID-19, the HR/Payroll department can only see people by appointment. If you need an appointment, please contact the HR/Payroll individual that best suits your needs or if you are not sure, contact Kayleigh Jones at 607-871-2276. Most appointments will be virtual, unless HR determines physical presence is necessary.

Submitted by: Kim Wyant

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### Virtual Events from Center for Student Involvement

Check out our virtual events that we have planned out this month. You can check them out at <http://auconnect.alfred.edu>

Link: [AU Connect link](#)

Submitted by: Patricia Debertolis

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### Free Yoga classes on Zoom

Free Kripalu Yoga Classes on Zoom  
Thursdays 12-1 pm throughout the summer  
All are welcome!  
Please contact Cecilia for Zoom link: [fbeach@alfred.edu](mailto:fbeach@alfred.edu)

Submitted by: Cecilia Beach

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### **Precision Scales and Balance Visit**

We are in the process of scheduling the annual visit from Precision Scales and Balances to have campus scales and balances serviced in September. If you have equipment you would like serviced, please send the make, model, serial number, and location as well as a contact name and FOAP to [procurement@alfred.edu](mailto:procurement@alfred.edu) by August 31st. Please call Procurement at x2698 with any questions.

Submitted by: Valerie Ewald

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### **Blood Drive at Alfred Village Hall**

Alfred State College is holding a blood drive at the Alfred Village Hall on Friday, August 21st from 11:00 AM to 4:00 PM. See attached flyer for more information.

Attachment: [Blood Drive Flyer](#)

Submitted by: Amanda Khodorkovskaya

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### **Job Posting - Student Fundraisers Needed!**

Join the Alfred Phonathon team today!

We are looking to hire 10 hardworking, self motivated students, work study and non-workstudy positions available. Through this position, you will have the opportunity to gain communication skills, personal skills, and negotiating skills. You will also get the opportunity to share your AU pride with alumni, parents, and friends! APPLY TODAY!

Attachment: [Application](#)

Submitted by: Megan Thomas

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