



A JOINT PROJECT OF
The Department of Biostatistics,
Epidemiology and Informatics
AND
The Center for Clinical
Epidemiology and Biostatistics

**Staff Quarterly Meeting Minutes
September 22, 2020 | 11-12 am via BlueJeans**

- Introductions
 - Purpose of these meetings is to support staff, and even more important now during this pandemic
 - Staff are encouraged to provide feedback and ideas regarding these meetings; please use the [comment box](#)
- Business Office Updates
 - Deliveries off –campus
 1. Send new address information to apaycceb@lists.upenn.edu for deliveries
 - Specific subject lines in emails
 1. BO has gone paperless
 2. Email needs to be searchable
 - Working hours during remote operations
 1. Use office numbers to get in touch with people
 2. Do not call personal numbers without permission
 3. 'Work hours' may be different now due to a myriad reasons
 - Staff Update
 1. [Bill Lafferty](#), Computing Assets & Contracts Specialist, replaced Scott Alberts
- COVID-19
 - PPE including masks, hand-sanitizer and sanitizing wipes are available; contact Merceda to obtain supplies
 - Research Resumption Plan: Fall Semester phase
 1. Continue to work remotely until at least 1/1/21
 2. No one is permitted into Blockley Hall without approval from division administrator
 3. Before entering Blockley Hall
 - complete the PennOpen Pass assessment AND
 - wear a Penn/PSOM logo mask or one that meets Penn requirements; refer to <https://ehrs.upenn.edu/covid-19/universal-mask-and-cloth-face-covering-precautions> for current standards AND

- enter/exit through Stellar Chance Labs AND
 - follow social distancing guidelines.
- Diversity and Inclusion
 - DBEI hosted discussions as part of the PSOM initiative, [ACT - Action for Cultural Transformation](#) Staff sessions were held on: 9/21 from 10:30-12:00 and 9/22 from 9:00-10:30
 - Results from Anonymous Survey on how the DBEI can address diversity and inclusion are being reviewed by leadership; more information to follow
- Remote Platforms
 - Zoom
 1. Access by using PennKey and password: <https://penncmedicine.zoom.us/>
 2. Existing Zoom users who access their account through another link, should continue to do so
 - Microsoft Teams
 1. Sign into webmail; click on the Microsoft Teams app
 2. Sign in with pennmedicine email and password you use to log into your computer
 - BlueJeans – Still available to use
- Staff Life Committee Update
 - Upcoming online Quizo
 - Mindfulness workshops – Oct 23 from 1:00-2:00 pm; Oct 29 from 3:30-4:30 pm
- Penn Resources and Support
 - [PennMedicine Together](#)
 - [Penn Employee Assistance Program](#)
 - [Penn Childcare Resources and Support](#)
 1. [Komae](#) - Families can setup pods to rotate care and homeschooling
 2. [Pupil Pods](#) - Two- six students per teacher to supplement in-school learning; variable hours
 - [Well-being Resources and COVID-19](#)
 - [Penn Medicine Employee Assistance Fund](#)
 1. To get onto Sharepoint site: <https://pennmedaccess.uphs.upenn.edu/>
 - (Use password for computer log-in if different from PennKey password)
 - Type in the search bar: “Penn Medicine Employee Assistance Fund”
 - [DBEI-CCEB Intranet](#)
- Office of the Chair Staff Update
 - [Kate Deppen](#), Executive Coordinator and supporting Susan Ellenberg, Interim Chair, DBEI and Harv Feldman, Director, CCEB