



Perelman
School of Medicine
UNIVERSITY of PENNSYLVANIA

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

Staff Quarterly Meeting Minutes
January 12, 2021 | 2-3 pm 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
 - Removing Penn property and personal items from the office
 1. Please don't remove anything from Blockley Hall without working with your division administrator
 2. Procedures and forms are located on the [intranet](#):
Quarterly Staff Meeting >Presentation Materials
 - Coming to campus
 1. Complete PennOpen Pass
 2. EHRS Training located on Knowledgelinek
 3. Wear a mask and follow social distancing guidelines
 - Mail in Blockley Hall
 1. Staff are encouraged to change the address or come into the office to check mail
 2. Contact your Division Managers who can assist with this process
- Leadership Transition
 - [Enrique Schisterman](#) will be the Chair of the DBEI as of Feb 1, 2021
 1. Comes to Penn from the NIH where he was a senior investigator and Epidemiology Branch Chief
 2. Earned both his master's degree in statistics and his doctorate degree in epidemiology from SUNY Buffalo
 3. Research interests focus on epidemiological methods and reproductive epidemiology
- Microsoft Teams Presentation (George Bedford, Brian Korn)
 - All future DART imaged machines will have MS Teams installed during the imaging process.
 1. Users can use this link to download and install the desktop client:
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

- For additional information on MS Teams features and training visit this url:
<https://www.isc.upenn.edu/how-to/microsoft-teams#Features-Overview>
- Vaccines and coming back to the office
 - We anticipated the PSOM will provide additional information on receiving vaccinations after the Health System has completed their vaccination process.
 - There is no definitive date for coming back to the office, but we think it will not be before the summer.