

A photograph of the Marist College building at dusk. The building is constructed of stone and features a central circular section with a large glass entrance and a domed roof. The sky is a mix of purple, pink, and blue. A red banner with the word 'MARIST' in white is in the top left corner.

MARIST

Marist College Office of Human Resources

GUIDE TO RETURNING TO THE WORKPLACE

Fall 2020



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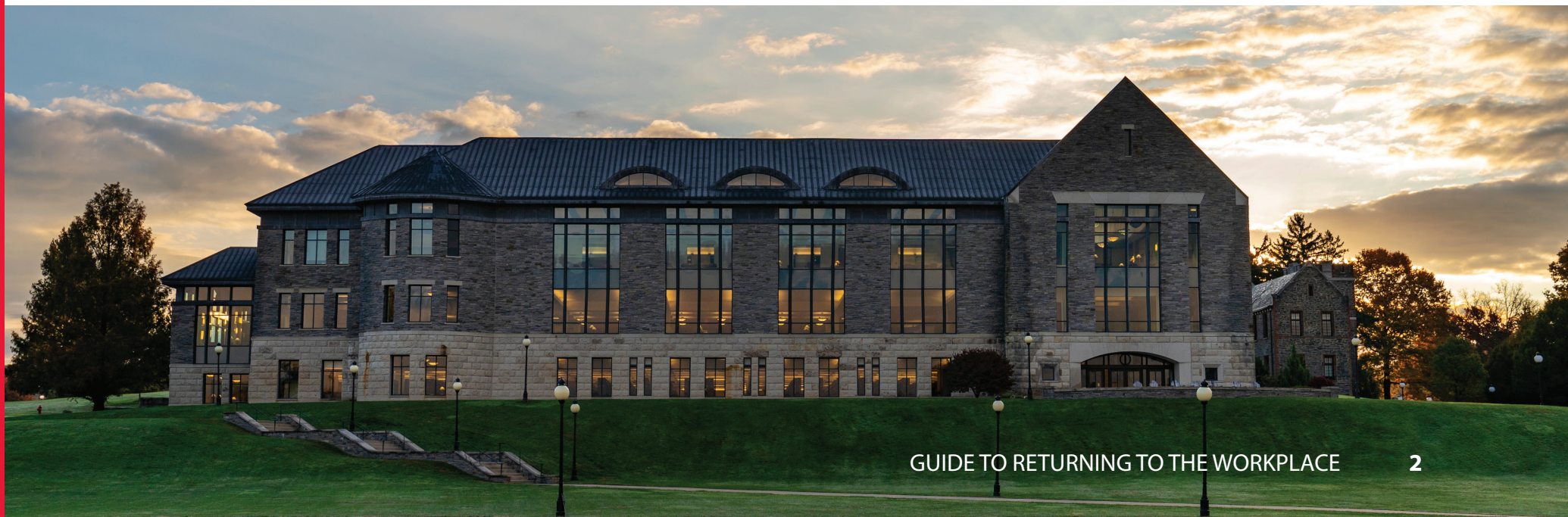
This document was last updated on July 15, 2020.
For the most up to date information please visit marist.edu/reopen.

EXECUTIVE SUMMARY

The Marist College Guide to Returning to the Workplace has been developed to inform faculty, administrators, and staff of the policies and procedures for returning to campus for the Fall 2020 semester. The College's top priority is the continued safety of all members of the Marist community.

Since spring, College leadership, along with three committees representing academics, student affairs, and campus operations, has utilized guidance from the Centers for Disease Control (CDC), New York State, local officials, and Marist's own health experts and physicians to inform decisions about resuming operations. This guide contains detailed information to help employees understand both the measures the College has put into place to ensure safety as well as their own personal responsibility for the health of the larger community. All of the information contained here aligns with *New York Forward* requirements.

Employee safety and well-being has always been vital to Marist's successful operations and remains particularly so during this unprecedented, challenging time of the COVID-19 pandemic. We ask that you familiarize yourself with the procedures and policies outlined here as the entire Marist community works toward a safe and productive campus reopening and welcomes you back to campus.



COLLEGE NONDISCRIMINATION STATEMENT

Marist College adheres to all federal, state, and where applicable, local civil rights laws banning discrimination in private institutions of higher education. The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, religion, color, sex, pregnancy, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, sexual orientation, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence, violence victim status or any other protected category under applicable local, state, and federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, housing, social access, financial aid and scholarship, benefits and/or other services and opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of College policy. When brought to the attention of the College, any such discrimination will be appropriately remedied.



Phased Staffing

Workforce Return to Campus. The return to work on campus for Marist College will conform to all guidelines and policies outlined in New York State's *New York Forward* Reopening Plan (<https://forward.ny.gov/>) and will be carefully controlled and coordinated to ensure appropriate social distancing and availability of Personal Protection Equipment (PPE) and to reduce potential risks and ensure the safety of the entire College community. In consultation with the relevant personnel, the decision process has taken into consideration mission-critical operations, the ability to manage specific work environments, and the need to access on-site resources in determining which work must be conducted on campus and which can be done at home. To ensure that their return to campus is as safe as possible, individuals whose work is being done remotely will only return to campus when notified by their supervisor that it is appropriate to do so. Those who return to campus in any capacity must follow the prevention guidelines outlined in the College's Guide to Returning to the Workplace, which is available, and also posted on the Human Resources [website](#). The current plan is to return staff to campus in three steps, which align with the *New York Forward* Reopening Plan. Accommodations will be made for those with medical conditions who are unable to return to campus and need to continue working remotely.

- **Step 1:** Those whose jobs can only be performed on campus. (Currently in progress)
 - On-campus employees critical to the operations of the College or as permitted by *New York Forward* Phase 1
 - Population density restrictions will be enforced
- **Step 2:** Increase the numbers of those reporting to campus. (Est. July 15)
 - As permitted by *New York Forward* Phases 2-4, additional staff will be permitted to return
- **Step 3:** Continue to increase the numbers of those reporting to campus.
 - Telework will continue to be utilized where possible. (Est. August 3)
 - Faculty and staff who do not need to be onsite to perform their job functions may be able to return to campus when their line executives conclude it is safe and desirable to do so



WHAT TO EXPECT

Staffing Options

As staffing on campus increases and operations expand, the College will closely monitor and assess the potential spread of the COVID-19 virus, as well as existing policies and procedures to mitigate it.

Remote Work: Those who can work remotely to fulfill some or all of their responsibilities may be instructed to continue to do so to reduce the number of individuals on campus and mitigate the potential spread of the COVID-19 virus. These arrangements, whether on a full or partial-day/week schedule, as appropriate, must be approved by the area line executive.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days with line executive approval. Such schedules are intended to enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. You may be asked to stagger your reporting and departure times by at least 30 minutes to reduce traffic in common areas to meet social distancing requirements. (More details are outlined in the Enter/Exit Controls section.)

Accommodations for At-Risk Community Members

The College recognizes that there may be faculty, administrators, and staff who are required to return to work on campus, but who may not be able to do so. Supervisors are encouraged to be flexible and collaborative in an effort to identify solutions that will meet both staff needs and the needs of the department. Marist is committed to providing reasonable accommodations for faculty, administrators, and staff who may be at-risk for contracting COVID-19. Where feasible, such accommodations may include remote instruction and/or work, or modifications to campus workspace. Individuals who have been instructed to return to work on campus and have concerns about doing so due to a medical condition should contact Eva Jackson, Director of Employee and Labor Relations, at eva.jackson@marist.edu as soon as feasible. The Request for Accommodations Form can be accessed on the myMarist portal under the HR tab.

Employees who are unable to return to work on campus for any other reason besides illness should also submit a request for an accommodation. Personal leave requests will be reviewed and approved on a case-by case basis relative to operational needs and applicable laws (e.g. Americans with Disabilities Act) and will be approved or denied at the sole discretion of the College. Personal leaves that are approved may be granted in increments of 30 days and require the use of accrued, but unused paid time off.



Monitoring and Contact Tracing

- **Health screenings:** To ensure the ongoing health and safety of the community, all faculty, administrators, staff, and students will be required to participate in a robust health screening program. In accordance with New York State guidelines, faculty and staff will complete health screenings daily, prior to arrival on campus.
- **Contact tracing:** Marist will operate an in-house system of case investigation and contact tracing for COVID-19 and will also work closely with the Dutchess County Department of Health to allow for the most rapid, comprehensive approach possible to limit outbreaks.

Quarantine and Isolation Measures

In accordance with New York State guidelines, Marist will require isolation for any individual who tests positive for COVID-19, or quarantine for any individual who has been exposed to someone with a confirmed case of COVID-19.

Changes to Campus Spaces

As the College moves forward with its reopening plan, the Operations Committee has implemented protocols to ensure that all physical spaces meet or exceed CDC, *New York Forward*, and New York State Department of Health standards. Because the safety of the Marist community is the responsibility of everyone, the College invites and encourages faculty, administrators, and staff to be active participants and aid in the disinfecting of frequently touched surfaces.

- **Density reduction planning:** To plan for the fall semester, Marist Physical Plant staff worked with Robert A.M. Stern, Liscum McCormack and VanVoorhis, and Ann Beha Architects to develop comprehensive density reduction plans for academic buildings on campus, including the Murray Student Center.
- **Administrative office changes:** As a measure of additional safety, administrative offices will be relocated or modified to ensure appropriate physical spacing between individuals and, where feasible, plexiglass barriers have been installed to minimize contact between individuals.
- **Maximizing outdoor locations:** The College will create additional multi-use spaces and take advantage of fresh air ventilation.
- **Public health signage:** Branded signage and messaging will be installed in all campus buildings, including academic buildings and residence halls, to continually reinforce community expectations. Signs will also indicate designated entrances and exits as well as one-way directions for stairways and hallways, provide floor marks to show people where to stand and sit, and note elevator capacities.
- **HVAC system enhancement:** In accordance with industry best practices, HVAC systems have been modified to increase the amount of fresh air introduced into campus buildings.

Modified Fall Academic and Holiday Calendars

After careful consideration for the overall health and the safety of the Marist community, an altered Fall 2020 schedule has been established. In-person courses will run from Monday, August 24 to Tuesday, November 24. Classes will continue November 30–December 4 online, with final exams taking place December 7–11. There is a clear health rationale for these changes. Many epidemiologists are predicting a surge in COVID-19 cases in early December, which also coincides with the annual flu season. By ending the on-campus portion of the Fall semester at Thanksgiving, we will eliminate the health risks of students traveling all across the country and then returning to campus. Holding classes on Saturdays and canceling the fall break discourages travel, again minimizing the risk of exposure to the virus.

To further prevent potential spread and support the academic calendar, the College has moved its traditional College holidays to the following:

November 26-27	Thanksgiving - Holiday Observed
December 24	Christmas Eve Day – Holiday Observed
December 25	Christmas Day – Holiday Observed
December 28	Labor Day – Holiday Observed
December 29	Indigenous Peoples' Day – Holiday Observed
December 30	Election Day – Holiday Observed
December 31	New Year's Eve Day – Holiday Observed
January 1	New Year's Day – Holiday Observed

Before Returning to Campus

Workplace Expectations and Guidelines

The health and safety of the Marist community is our top priority. In order to make returning to campus possible, the College has developed a series of protocols and safety measures as recommended by the CDC, New York State and county health officials, as well as the experience of Marist's own health experts. As a condition for returning to the Marist campus, community members are required to follow the COVID-19 related policies and requirements that have been established. The College continues to monitor the evolving understanding of COVID-19 and will adapt its policies and procedures as new information becomes available.

As members of the Marist community, all faculty, administrators, and staff are expected to do their part to assist in efforts to keep themselves, our students, and others safe for the duration of the COVID-19 public health emergency. All are expected to fully comply with the policies, protocols, and guidelines outlined in this document for returning to and working on campus. Failure to do so puts the entire community at risk and will result in disciplinary action, up to and including suspension and/or separation.



Training

Training materials are available in myMarist for all faculty, administrators, and staff to review prior to their return to campus. Supervisors, in conjunction with the Office of Human Resources, will ensure that training has been successfully completed by employees before they return to campus.



Employee Commitment Attestation

All faculty, administrators, and staff will be expected to pledge that they will adhere to required health and safety guidelines established by the College.



Daily Symptom Monitoring

Prior to reporting to work, all faculty, administrators, and staff are required to conduct symptom monitoring on a daily basis by logging in to an online questionnaire accessed in myMarist and attesting that they are COVID-19 symptom-free and that they have not had recent close contact with anyone who has tested positive. At this time, symptoms may include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever equal to or greater than 100.3° F
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms, including nausea or diarrhea
- New loss of taste or smell

If you have any symptoms, **DO NOT REPORT TO WORK**. After receiving your report, the Office of Human Resources will contact you for additional information and discuss next steps. The designated Contact Tracing Coordinator, when appropriate, will initiate steps, in accordance with local health guidelines and College policy, to address COVID-19 cases on campus. You should also promptly notify your supervisor and the Office of Human Resources that you will not be reporting to work. You should quarantine at home until cleared by a healthcare provider to return to work.

Health and Safety Guidance for On-Campus

Personal Safety Practices

Face masks

Face masks or cloth face coverings must be worn by all staff working on the campus when in the presence of others and in public settings where other social distancing measures cannot be maintained (e.g., common workspaces, meeting rooms, classrooms). Appropriate use of face masks or coverings is critical in minimizing risks to others nearby. Employees could spread COVID-19 to others even if they do not feel sick. The face mask or cloth covering is not a substitute for social distancing.





Each employee will be provided two (2) cloth face coverings upon request. If an employee loses one, or if one is damaged during normal use, they may request a replacement.

Each employee who works in a public-facing position will be provided three (3) additional cloth face coverings upon request. A public-facing position is one where the employee's primary job responsibility is interacting with walk-in customers at a publicly-accessible service counter or workspace. Requests for these additional cloth face coverings should be requested by the employee's department head.

Employees can access masks or other job-specific PPE by contacting PPE.Requests@marist.edu. Additionally, there will be a distribution point set up in front of Donnelley Hall on July 22, 2020 and August 3, 2020 from 8am to 2pm where faculty and staff can pick up their face coverings. Additional dates will be announced during the first week of August.



Employees may use their own face masks or cloth coverings following the guidelines below:

Type and Intended Use of Face Coverings/Masks				
	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Home-made or commercially-manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions
Intended Use	These masks are required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas) where 6 feet of social distancing cannot be consistently maintained. Disposable masks must be replaced daily (while likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards.	



Use and Care of Face Coverings

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with the nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: avoid touching the front of the face covering/disposable mask.



Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering or disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.



Care, Storage, and Laundering:

- Keep face covering/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after each use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (i.e., ripped, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (ie. stretched ear loops, torn or punctured material) or visibly contaminated.



Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves, Goggles, and Face Shields

Only employees working in high-risk areas are required to use gloves as part of PPE. Staff performing work not considered high risk are not required to wear goggles or face shields as part of general activity on campus. Questions as to whether or not your job requires gloves, goggles, or face shields should be directed to your supervisor. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands is considered the best practice for common everyday tasks. The College also has a supply of face shields for classroom instruction, if desired.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your face mask or cloth covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Personal Disinfection

While Housekeeping will clean offices based on CDC and OSHA guidelines for disinfection, office and building occupants will be responsible to take additional care to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with the EPA-registered, 60% alcohol disinfectant provided by the College. This includes any shared space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).



Campus Environment

Enhanced Cleaning

- **Hospital-grade sanitation:** In conjunction with social distancing and personal hygiene guidelines to minimize the spread and health risks of COVID-19, the College will employ a consistent, thorough, and deliberate cleaning strategy across all campus facilities. This strategy includes use of hospital-grade, EPA-approved products for disinfecting and deep cleaning of communal areas including bathrooms, lounges, elevators, laundry areas, and hallways.
- **Access to cleaning supplies:** As part of this strategy, it is expected that individuals take responsibility for cleaning and sanitizing their own work spaces. College offices and departments must order supplies, such as sanitizing wipes and hand sanitizer, to be used within personal work spaces. Housekeeping will provide sanitizing wipes at high-touch communal areas, such as classroom podiums. Housekeeping staff will increase the frequency of sanitizing services with a focus on high-touch surfaces, such as public restrooms, handrails, tables, faucets, and doorknobs, among others.
- **Increase in hand sanitizer:** To support increased hand washing, Marist has increased the number of hand sanitizer dispensers throughout the campus in order to ensure placement at the entrance to every building.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid exposure to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to protect people who are at a higher risk of getting very sick. All employees working on campus must follow these social distancing practices:

- Stay at least 6 feet (about two arms' length) apart from others.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.

Entry and Exit Control

Entry to all campus buildings will be regulated and monitored as necessary by the Office of Safety and Security. ***You may not hold or prop exterior doors for any other person.***

Building access and exit points have been identified. Arrival and departure times to reduce congestion during typical "rush hours" of the business day will be assigned. Once you have been instructed to return to campus, you should report to work or depart work through the designated building access and at your designated time to limit the number of people simultaneously entering and exiting the buildings.

Guidance for Specific Workplace Scenarios



Working in the Office

If you work in an open environment, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another coworker. You should wear a face covering at all times while in a shared workspace/room.

Departments will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers, and visitors, such as:

- Placing virtual cues such as floor decals, colored tape, or signs to indicate to where visitors should stand while waiting in line.
- Placing one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Designating specific stairways for up or down traffic, where allowable

If you work in an office, no more than one person must be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face masks/coverings should be worn at all times. A face mask or covering is not required if you are working alone in a confined office space (this does not include partitioned work areas in a large open environment).



Using Restrooms

The general guidelines for keeping yourself and others safe in any environment are no different from what should be practiced in the restrooms, which include:

- Practice social distancing and wear a face covering.
- Avoid touching your face.
- Do not spit.
- Avoid loitering in common areas and setting down personal items on restroom surfaces.
- Wash hands with warm water and soap for at least 20 seconds.
- Dry hands thoroughly.
- Use a paper towel to turn off the sink and open the door to exit.



Using Elevators and Stairs

Guidelines may vary across campus buildings. If you must enter an unfamiliar space, check for instructional signage and markers. No more than one person may enter an elevator at a time, so using the stairs whenever possible is strongly encouraged. If you are using the elevator, wear your face mask/covering and avoid touching the elevator buttons with your exposed fingers/hand, if possible. Consider using the cap of a pen, your knuckle, or elbow to push the elevator button. Wash your hands or use hand sanitizers with at least 60% alcohol upon departing the elevator.

Meetings and Conference Rooms

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed virtually rather than face-to-face. Convening in groups increases the risk of viral transmissions. Meetings should still be held virtually, utilizing the extensive range of collaboration tools (e.g., Webex, Zoom, Microsoft Teams, email, telephone) unless impracticable.

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50% of a room's occupancy, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between those in attendance. All attendees are required to wear a face mask/covering while sharing space in a common room.

Dining and Break Rooms

Whenever possible, we strongly encourage you to take your breaks and eat your meals outdoors to help reduce the potential transmission of the virus.

Before and after eating, you should wash your hands thoroughly. Face masks/coverings should be worn until you are ready to eat and then you should put the face covering back on after you finish your meal. If you are eating in your work area (e.g., break room, office), you should not sit facing another colleague, and you must maintain 6 feet of distance between you and others.

While bringing your own food is strongly encouraged, Marist and its dining partner, Sodexo, are committed to ensuring safe access to a wide variety of dining options and are in the process of implementing a number of safety measures for the Fall semester. More details will follow.



Travel and Public Transportation

College Business Travel: The College is committed to minimizing the spread of COVID-19 across the campus and in the community. Very limited business-related travel will be permitted and only as authorized. To be authorized, any College-related travel will need to be essential and to facilitate work that can be done in no other way. All travel will require pre-approval by the appropriate vice president. Professional or educational conferences are defined as non-essential travel until further notice.

Personal Travel Plans: Marist strongly discourages travel and recommends staying at home as much as possible. Because of the significant risks posed by international travel as well as domestic travel to states deemed as “hot spots,” employees traveling to and from these areas will be required to self-isolate for a 14-day period before returning to work on campus. It is important to understand that New York State has identified states it considers to be hot spots and that this list is continually updated. If you have any questions about this policy, please contact Human Resources. Employees are responsible for being aware of these changes, available at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. If you have any questions about this policy, please contact Human Resources. For self-isolation in this limited situation, you may use your accrued time, as applicable; otherwise, this time will be unpaid. If you decide to travel, it is important to continue to take appropriate COVID-19 precautions throughout your travel. If you or your travel companions develop COVID-19 symptoms while on personal travel, you must seek medical attention from your healthcare provider and inform your supervisor prior to returning to campus. Before you leave for personal travel, the regular procedures for requesting time off are in effect and must be followed. Requests, as usual, will be considered based on operational needs.

Public Transportation: If you must take public transportation, wear a face mask or cloth covering before entering the bus/train/subway/taxi and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with at least 60% alcohol as soon as possible before removing your mask.



Visitors and Public Access to Campus

Public access to campus is restricted until further notice. Violation of this policy may result in the immediate revocation of access privileges as well as disciplinary action.

Visitors to campus for admissions purposes will be accommodated in accordance with New York State requirements and CDC guidelines. Visit marist.edu/visit for more information.

Mental and Emotional Well-Being

Marist College has established guidelines to protect the health and safety of the community and we will abide by the directions and recommendations of the CDC, federal, state, and local health authorities. We understand that despite these measures, some may remain fearful. If you are afraid to come back to campus, the College's Employee Assistance Program (EAP) is available to offer emotional support during this stressful period. Telephone or video counseling is available, and you can access this service using smartphones, tablets, and computers with a camera. **Emergency One can be reached at 845-338-5600.**

Contact Information and Resources

Office of Human Resources

1. Accommodation Requests: Eva Jackson, Director of Employee & Labor Relations, eva.jackson@marist.edu
2. Benefits Requests: Amanda Zarrelli, Benefits Specialist, Amanda.zarrelli@marist.edu
3. General Information: Christina Daniele, Vice President for Human Resources, Christina.daniele@marist.edu

Inquiries specifically related to COVID-19 can also be sent to HRCOVID@marist.edu.

Office of Safety and Security

1. General Information: John Blaisdell, Director of Safety and Security, john.blaisdell@marist.edu
2. Signage Requests: Al Abdelrahman, Associate Director for Safety and Security, al.abdelrahman@marist.edu
3. PPE Requests: Brian Dolansky, PPE.Requests@marist.edu
4. Marcel Cekuta, Contact Tracing Coordinator, Marcel.Cekuta@marist.edu

Physical Plant

1. General Information: Justin Butwell, Director of Physical Plant, justin.butwell@marist.edu
2. Housekeeping and Grounds: Kim Bodendorf, Associate Director of Physical Plant, kim.bodendorf@marist.edu
3. Mechanical Services: Jesse Hewitt, Associate Director of Physical Plant, jesse.hewitt@marist.edu

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