Appendix D: MEC Health Screening

Effective August 25, 2020, in addition to obtaining prior approval, employees must do the following before arriving on campus:

1. Complete the mandatory New York State COVID-19 Return to Work Training and Attestation, located in Blackboard. This is a one-time requirement, and must be completed in advance of arriving on campus. Per the directive issued by New York State, training is required for all employees who will be onsite at Medgar Evers College or any other City University of New York offices or facilities. This includes employees returning to work according to approved plans and employees deemed essential already working onsite. This asynchronous training can be accessed via CUNY Blackboard and takes approximately 20 minutes to complete. To complete the course:
   • Log into CUNY Blackboard using your CUNYfirst credentials.
   • On the right-hand side under “My Organizations,” click on “Medgar Evers College New York State COVID-19 Response: Return to Work Training.”
   • View the training video and complete the attestation. *Completion of this training does not grant permission to enter the campus.*

2. Download the Everbridge app and complete the daily health screening. Employees who are physically reporting to work must complete the screening within 60 minutes before reporting to campus for the start of their workday.

Frequently Asked Questions

**How do I request one-time access to campus?**
Email your supervisor/department head/chairperson/provost your request. Include the following information: name, department, role, entry date and time, departure time, campus entrance and building location, and reason for access. You must receive written approval from the SVP of Administration and Finance before you can enter any campus building or leased space.

**What should I do once I arrive on campus?**
Before entering any MEC or CUNY building, be sure you have downloaded the Everbridge app. All faculty, staff, students, and visitors must complete the daily COVID-19 Wellness Check Survey before arriving on campus. It is important to consider whether you have any symptoms of – or have been exposed to someone with symptoms of – COVID-19 before you enter any MEC building. The survey results in either a green token (approved) or a red token (not authorized), and you will be required to show your results to the screener on campus upon entry.

While on campus, adhere to all safety guidance and requirements.

If you have any questions, please email Human Resources at ohr@mec.cuny.edu.