

NORTHERN VIRGINIA COMMUNITY COLLEGE  
DAILY COVID ADMINISTRATIVE COUNCIL MEETING MEMO  
OF ACTIONS TAKEN ON  
August 6, 2020

IN ATTENDANCE (alpha order): Charlotte Calobrisi, Ina Dimkova, George Gabriel, Annette Haggray, Pam Hilbert, Corinne Hurst, Dana Kauffman, Chad Knights, Anne Kress, Julie Leidig, Molly Lynch, Lindsay Mills, Steve Partridge, Kelly Persons, Nicole Reaves, Sheri Robertson, Steve Sachs, Frances Villagran-Glover

1. The Administrative Council reviewed the policy of the COVID-19 signage on the campuses. There are blue signs that are required by the Virginia Department of Health to be displayed at all State Agencies. These signs are required and cannot be removed. NOVA's Office of Emergency Management (OEM) has worked with marketing to produce the additional building signage.
2. The request for ADA accommodations was discussed. The Administrative Council agreed that anyone required to return to campus based on their role and function but does not wish to return has to file a request for an accommodation and have medical documentation to support the request. They need to work directly with Human Resources.
3. Dr. Kress emphasized the need for an administrative leadership presence on the campuses once the students return. The Provosts were asked to work with their Provost staff to have an identified rotation schedule for the Deans and Associate Deans and other appropriate support staff.
4. Ms. Calobrisi, Associate Vice President of Human Resources, is working with VP Dimkova, Police Chief Dan Dusseau and Ms. Donna Patchett, Policy and Planning to send out a "Return to NOVA" college-wide email outlining the guidelines for faculty, staff and students.
5. Vice President Villagran-Glover stated that there will be on line COVID-19 training for the students in Canvas.