Subgroup Members

☒ Esber Andiroglu – Chair
☒ Jonathan Flannery – Vice Chair
☒ Alastair Chapman
☐ Geoff Hanmer
☐ Hassan Younes
☒ Jim Kendzel
☒ Jim Ranfone
☒ John Steele
☐ Jon Crittenden
☐ Jonathan Wilson
☒ Matthew Peacock
☐ Steve Ericson

Other Pandemic Task Force Members

☐ Adil K. Al-Tamimi
☐ Anthony Santiago
☒ Austin Perry
☐ Bryan Holland
☐ Chad Beebe
☐ China Clarke
☒ Chris Jensen
☒ Dan Buuck
☐ Dave Collins
☐ Elizabeth Bednarcik
☐ Jason Root
☐ Jatinder Khokhar
☐ John Catlett
☐ Larry Lynch
☐ Matt Sigler
☐ Nadja Tremblay
☐ Niki Lemin
☒ Paul Taft
☐ Rich Anderson
☐ Robert Maglievaz
☐ Shawn Smitter
☐ Stephen Garvin
☒ Tara Henderson
☒ Ted Black
☒ Tim Washington
☐ Tom Peterson

ICC Staff

Mark Roberts, ICC Staff Liaison
Jim Cika, ICC Staff Liaison

Shawn Strausbaugh, ICC Staff Liaison
Gary Gauthier, ICC Staff Liaison

1. Welcome/Introduction
2. Roll Call – Subgroup only
3. Research Needs/Assignments
   3.1. Code related impacts
      a) Research the effects of pandemics on mechanical system designs in the built environment
         Leads: Stephen Ericson, Austin Perry; Others: Ted Black, John Steele
      b) Research & review current codes and standards
         Leads: Chris Jenson, Alastair Chapman; Others: John Catlett, Matthew Peacock, Dan Buuck,
      c) Research & review code change proposals under consideration for future codes & standards
         Leads: Jatinder Khokhar, Tim Washington
      d) Research & review current published information related to the effects of pandemics on the built environment
         Leads: Esber Andiroglu, Jonathan Flannery
   3.2. Research impacts of 3.1a to 3.1d on various aspects of structures
      a) Operational management
      b) Environmental health
      c) Other takeaways from 3.1
4. **Deliverables TBD**
   a) Prepare code change proposals
   b) Prepare various publications and white papers on significant topics
   c) Develop guidelines and best practices to address the design and layout of new and existing buildings and temporary structures.
   d) Develop a comprehensive package of public information materials

5. **Other business**

6. **Adjourn** – We plan to adjourn no later than 10:00 a.m. EDT.

6.24.2021 Notes:

- **Use of document review rubric**
  - PTF is reviewing and making final edits on rubric
  - Jonathan is working on rubric instructions; hope to have finalized by 6/25
  - Review of documents should await completion of the rubric

- **Discussion of “Operational Management” category under Research Needs/Assignments**
  - Current 3a to 3d to become 3.1a to 3.1d
  - Add new 3.2a covering operational management; it will encompass all 3.1a to 3.1d categories (new structure included in body of meeting notes)

- **Discussion on adding document index to Research Document Library**
  - Add a unique ID to each document; add this Document ID to rubric as a new column.

- **Discussion on assigning liaisons to participate in Architectural/Structural Working group subgroup meeting to share updates across various disciplines**

- **Esber updated the group on a PTF deliverable due late July/early August; draft report should be completed by 1st week of August.**

- **Timeline for document review**
  - Two week review of documents once rubric is complete
  - Scoring and analysis of all documents once reviewed
  - Selection of documents to proceed with

- **Additional documents should continue to be sought out and added to Research Documents**
  - New assignments will be made as new documents are found

- **New WG/SG members**
  - Jim Kendzel, ASA, has joined MPE WG, Mech SG, and Plumb SG
  - Jim K. to act as liaison between Mech SG and Plumb SG

**Action Items:**

- **Document index**
  - □ Jim to create document index for Research Document Library

- **Development of document review rubric**
  - □ Jonathan to complete rubric instructions
  - □ Jim to complete document index and ID numbers; to be added to rubric
  - □ Working Group and Subgroup member review of rubric