COVID-19 Preparedness and Response Plan

Last Updated: June 22, 2020

Resources

- [Executive Order 2020-42](#) (04/09/2020)
- [Executive Order 2020-59](#) (04/24/2020)
- [Executive Order 2020-70](#) (05/01/2020)
- [Executive Order 2020-91](#) (05/18/2020)
- [Executive Order 2020-97](#) (05/21/2020)
- [Executive Order 2020-100](#) (05/22/2020)
- [Executive Order 2020-110](#) (06/01/2020)
- [Executive Order 2020-114](#) (06/05/2020)
- [State of Michigan Safe Start Plan](#)
- [Guidance on Preparing Workplaces for COVID-19](#) (OSHA)
- [Interim Guidance for Administrators of US Institutions of Higher Education (IHE)](#) (CDC)
- [Considerations for Institutes of Higher Education](#) (CDC)
- [Guidance for Institutes of Higher Education](#) (CDC)
- [Calhoun County Health Department](#)
- [MiOSHA COVID-19 Workplace Safety Guidance](#)
- [Michigan Department of Health and Human Services](#)
- [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)](#) (CDC)
- [Here's a List of Colleges' Plans for Reopening in the Fall](#) (The Chronicle of Higher Ed)

<u>INTRODUCTION</u>

Emergency preparedness and response is a shared responsibility. Albion College provides information regarding emergency preparedness and response to the campus via the College's website, email, phone/text messages, and printed materials. Faculty, staff, students, and guests at Albion College should commit to personal preparedness and, because general preparedness guidelines may not apply in every emergency, should integrate their own preparedness activities within the circumstances of an emergency. Although voluntary, the College encourages faculty, staff, students, and guests with disabilities to notify the College of any need for assistance in planning for emergencies. Albion College plays an important role in slowing the spread of COVID-19, protecting students, staff, faculty, and our community and to help ensure a safe and healthy learning and working environment. Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

Please keep the following guidelines in mind during emergency situations:

- Be positive and realistic
- Recognize that you may be on your own for part of the time during an emergency
- Realize that your actions can, and will, make a difference
- Try to do the most good for the most people during any emergency

I. **General Information and Basic Prevention Measures: COVID-19**

    A. The most common symptoms for infected individuals include (CDC):
        1. Fever
        2. Cough
        3. Shortness of breath or difficulty breathing
        4. Chills
        5. Repeated shaking with chills
        6. Muscle pain
        7. Headache
        8. Sore throat
        9. New loss of taste or smell

    B. Who is most at risk of becoming infected or suffering severe health implications?
        1. Individuals with recent travel history, especially by plane
        2. Those over the age of 65
        3. Individuals with compromised immune systems or suffering from medical conditions including presence of chronic medical conditions, such as asthma, immunocompromising conditions, pregnancy, etc. People Who Need to Take Extra Precautions (CDC)

    C. What should I do if I think I've been infected? (CDC)
        1. If you have mild symptoms, stay home and isolate yourself. Call your healthcare provider.
        2. If you have severe symptoms, call 911 or go to the nearest emergency department or urgent care.

    D. **Basic Prevention Measures:** The College will promote and facilitate all students, employees, and visitors to practice basic infection prevention measures (CDC)
        1. If you are in a high risk group (I)(B), limit your movements in public
        2. If you exhibit any symptoms, stay home
        3. Wash hands frequently with soap or use hand sanitizer containing at least 60% alcohol
        4. Do not share personal items with others
        5. Avoid touching your face, especially your mouth, eyes, and nose
        6. Practice respiratory etiquette: cough or sneeze into a tissue or the sleeve of your shirt
        7. Avoid crowded areas
        8. Adhere to the Face Covering or Mask Guidelines
        9. Minimize non-essential travel
        10. Routinely clean and disinfect common areas and equipment
        11. Practice physical (social)distancing; keep at least 6 feet of space between you and others
        12. Avoid sharing phones, desks, offices, and/or tools/equipment whenever possible
        13. Follow all recommended and required State and Federal directives

    E. **Responsible Sourcing of Information and Reducing Stigma (CDC):** Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. Albion College will provide accurate and timely information from verified, scientific sources about COVID-19 to students, staff, and faculty to minimize the potential for stigma on our campus.

    F. **Mental Health / Stress and Coping (CDC)**
        1. Mental health resources will be made available for employees and students. These resources will be shared frequently to encourage use:
            a) Students: Counseling Services - operating remotely
            b) Employees:
                (1) Blue Cross Blue Shield Online Therapy
                (2) The Standard's Phone Counseling Employee Assistance Program

(3) Local Employee Assistance Program

II. **Event Planning**
- A. **Events on campus property are subject to being postponed or cancelled**
  - a. Due to the Governor's orders to ban several types of public gatherings, the College may postpone and cancel certain events depending on how long these guidelines remain in force.
  - b. The College reserves the discretion to cancel and postpone events even after the Governor lifts the ban, depending on the evolving circumstances.
  - c. Instead of events on campus or our staff traveling to constituents around the country during this time, the College is hosting many virtual events. This will continue to the fall. When the ban is lifted, we will plan for virtual options to remain for those not able or comfortable with attending in person.
  - d. The College will provide clear physical (social)distancing instruction and signage to ensure the proper requirements are met and well communicated to on-campus visitors.
  - e. All campus events must abide by the state mandated gathering limits for the date of the event.
  - f. Athletics events will comply with MIAA, NCAA, and Executive Orders.

III. **Facility Protocols**
- A. All common campus areas (e.g. KC Living Room) will be cleaned and disinfected daily and before any meeting occurs. See Enhanced Cleaning and Disinfecting Plan
- B. The College, including Facilities in collaboration with the custodial vendor (ABM), will follow the Cleaning and disinfecting Guidelines (CDC)
- C. Each employee will be responsible for cleaning and disinfecting their personal workspace. Cleaning supplies that follow the EPA's Recommended Products List for Use Against COVID-19 will be made available for all offices.
  1. Employees will disinfect their individual work space twice daily including high-touch areas (i.e. counters, phones, keyboards, computer mouse, cell phone, tablet, door knobs, light switches, drawer handles, etc.)
  2. Each department will designate an individual or rotating schedule to ensure office common areas (kitchenette, conference room) are disinfected twice daily and before any meeting
- D. No employee will bring in food to share with their coworkers.
- E. Employees should be mindful of on-campus travel between buildings, floors and offices to minimize contact with others.   Personal visits between buildings, floors, offices are discouraged,
- F. For meetings occuring on-campus, chairs will be spaced further apart (at least 6 feet). Attendees will be required to wash their hands before entering and individuals who are displaying any symptoms of COVID-19 will be required to leave the meeting. Meeting spaces will be cleaned and disinfected before each meeting.
- G. Water fountains will be turned off
- H. Remove pens from reception areas and shared spaces.

IV. **Employees**
- A. **Workplace Coordinator** identified as Lisa Locke, Director of Human Resources
  1. Philadelphia / Pennsylvania Workplace Coordinator identified as [TBD based on hiring new Exec Director - currently no on-site work being conducted]
  2. Review, update existing policies and initiate drafting of new policies as circumstances evolve

3. Stay aware of changes through federal and state government that affect employees including CDC, OSHA, Executive Orders, federal and state legislation and update the Preparedness and Response Plan, as appropriate
4. Educate employees on the symptoms of COVID-19 and personal prevention measures.
    a) Through routine email messaging
    b) Through physical signage around campus
    c) Through COVID-19 website
    d) Through training as employees return to on-site campus work. See Required Return To Work Training for Employees

B. **Work-Related Travel**
1. See Temporary Work-Related Travel Policy including phased return to standard travel

C. **Supervisors**
1. Employees will be returned to campus work incrementally.
    a) Supervisors will notify employees of their estimated return to campus work date
2. Develop a written, clear, and specific Return To Work Plan for your Department or Area of Responsibility. Submit your plan to the Return to Work Task Force for input prior to implementation. Email plans to Lisa Locke (llocke@albion.edu)
3. Review the Return to Work: Guidance For Supervisors Document
4. Determine the risk level for each position in your area (OSHA Guidelines - Page 20). Include risk levels in your Return to Work Plan.
    a) Low risk: Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
    b) Medium risk: Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings)
        (1) Post Office
        (2) Accounting
        (3) Campus Safety + Transportation
        (4) Facilities including Loading Dock
        (5) Faculty providing in-person instruction
        (6) Library
        (7) Student Development Office
        (8) Residential Life Office
        (9) Registrar
        (10) Fitness Facilities (Dow, Depot, Kresge, Washington Gardner)
        (11) Helpdesk
5. Determine controls based on risk levels (OSHA Guidelines - Page 20)
    a) Low risk employees: OSHA recommends that employers provide ordinary PPE for the job

b) Medium risk employees: provide additional PPE and consider engineering controls (e.g., sneeze guards, barriers)

6. Determine how your function will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care (CDC)
    a) Minimum operations needed
    b) Cross-training
    c) Reliance on other departments
    d) Consult/Update Department Crisis Plan

7. Supervisors should check in with each team member at least once per week (ideally daily) to ensure their reports have:
    a) The resources they need to do their job effectively
    b) Check-in on how they are doing
    c) Ensure they understand the objectives and expectations of their work
    d) Answer any questions/concerns

8. Supervisors should practice and promote healthy work-life balance encouraging their team to "unplug" and use vacation time, as appropriate.

9. Enforce all safety protocols, always

10. Put all employees on watch for violations; encourage feedback and open, safe dialogues

D. Safety Protocols

1. At all times, employees should protect their own personal health.

2. Restrict In-Person Work
    a) The College will restrict the workers permitted to perform in-person work to no more than is necessary to perform the College's critical infrastructure functions and minimum basic operations.
    b) Technology should be used to replace the need for in-person meetings and gatherings.
    c) The College will determine which employees are either:
        (1) Critical infrastructure workers or
        (2) Conduct minimum basic operations
        (3) Employees designated as either of the above shall receive, in writing, that they have been identified as such.
    d) Non-medical grade face masks will be provided by the College to all employees performing on-site work. All employees shall follow the Face Mask Guidelines.
        (1) Signage will be displayed at building entrances reinforcing the requirement to wear a mask when entering.
        (2) If an employee is unable to wear a face mask, the employee should contact the Director of Human Resources to begin the accommodations process.
    e) Those employees reporting to on-site work will practice physical (social)distancing (i.e. maintain a minimum of 6 feet of distance between individuals).
        (1) Before, during, and after shifts
            (a) Stagger start and stop times
            (b) Gaps between shifts (allows for cleaning)
        (2) Entrances and exits
        (3) Timeclock areas
            (a) Tape areas
        (4) Elevators and stairwells

          (5) Breaks/Lunches

          (6) Common Areas will be closed until further notice

          (7) Meetings

          (8) Moving throughout the workspace

    f) Avoid sharing tools/equipment when possible

    g) Employees should report any violations to this plan immediately to their supervisor or Division Head.

3. **Remote Work**

    a) The College will encourage employees to work remotely to the fullest extent possible.

    b) The College will temporarily suspend any in-person operations that are not deemed critical to the operation of the College.

4. **Compensation**

    a) For the immediate future, Albion College intends to continue to pay its employees regardless of their ability to work on-site or remotely. Of course, given that we cannot predict what the future will bring regarding further executive orders or other financial impacts on the College, continuation of wages for all employees is not an indefinite policy.

    b) Hourly employees that are unable to perform remote work should log return hours (unworked) as "Crisis Pay" so that hours worked plus Crisis Pay equals the standard hours normally worked.

    c) President Johnson has guaranteed no layoffs or furloughs through September 1, 2020.

V.   <u>Procedures for prompt identification and isolation of sick people</u> (OSHA)

* In all cases, the College will work with and follow the guidance of the local health department. Currently the local health department is only utilizing the symptom-based strategy.

A.   **Potential Exposure or COVID-19 Symptoms**

1. Employees should self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

2. When an employee reports signs or symptoms of COVID-19, the employee should not show up to conduct in-person work and should notify their direct supervisor immediately.

3. A supervisor may order any employee displaying COVID-19 symptoms to go home and contact their healthcare provider.

    a) Employee must contact a healthcare provider to inquire about testing within 48 hours of being sent home

    b) If necessary, an employee displaying COVID-19 symptoms, should be isolated from other employees (e.g. separate office or room) until they are able to leave campus.

    c) For an employee that has been sent home a healthcare provider's note, guidance from the local health department, or a test result is required as documentation to return to work.

B.   **Isolation And Quarantining At Home - When Employees Can Return To Work**

1. If an employee has been diagnosed with COVID-19 or is waiting to receive the results of a lab test for the disease, the employee will self-isolate for the following wait periods before returning to work*:

a) **Symptom-Based Strategy - Persons with COVID-19 <u>who have symptoms</u>**
   (1) At least 72 hours (3 days) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
   (2) At least 10 days have passed since symptoms first appeared or
   (3) Letter has been received from the County Health Officer releasing the employee from isolation.

b) **Test-Based Strategy - Persons with COVID-19 <u>who have symptoms</u>**
   (1) Resolution of fever without the use of fever-reducing medications and
   (2) Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
   (3) Negative results from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)

c) **Symptom-Based Strategy - Persons with COVID-19 <u>who have NO symptoms</u>**
   (1) At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.

d) **Test-Based Strategy - Persons with COVID-19 <u>who have NO symptoms</u>**
   (1) Negative results from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens).

2. **Close Contact Protocol**
   a) Individuals who have been in close contact defined as close proximity (< 6 feet) for a prolonged amount of time (> 10 minutes) should monitor themselves for COVID-19 symptoms, which may appear 2-14 days after exposure to the virus. If telework is available/feasible, the individual should continue working.
      (1) If the individual feels healthy, but recently had close contact with a person with COVID-19:
          (a) Quarantine → Stay Home and Monitor Your Health
              Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
          (b) Stay home until 14 days after the employee's last exposure
          (c) The employee should check their temperature twice a day and watch for symptoms of COVID-19
          (d) If possible, stay away from people who are at higher risk for getting very sick from COVID-19
      (2) If the individual recently had close contact with a person with COVID-19 and has any symptoms of COVID-19 or is awaiting test results:
          (a) Isolation → Isolate Yourself From Others
              Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should

stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

    (b) Stay Home

    (c) If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available

    (d) Read important information about caring for yourself or someone else who is sick, including when it's safe to end home isolation

3. **Notification Procedures**

    a) If an employee is diagnosed with COVID-19, they should notify the HR Director (or other applicable individual) immediately.

    b) The HR Director (or other representative) should inquire into the following areas of the employee's situation:

        (1) Ask about current health status.

        (2) Ask about emotional state.

        (3) Answer health insurance questions.

        (4) Answer other benefits related questions.

        (5) Ask about other resources or assistance the College can provide.

        (6) Ask for information about when and where the employee had been in the past several days and for a list of other personnel with whom they have had contact.

        (7) Immediately, the College will notify:

            (a) The local health department (269-969-6990, ext 5) and initiate a contact tracing process to identify individuals, including employees, customers, vendors, etc., with whom the diagnosed employee has come in close contact.

        (8) Within 24 hours Human Resources or designee will notify:

            (a) All individuals, including employees, customers, vendors, etc., with whom the diagnosed employee has come in close contact. Personnel who have been in close contact with the employee will need to self-quarantine for 14 days.

            (b) "A member of the staff with whom you may have had contact during the period when infection was possible, has tested positive for COVID-19"

            (c) Close contact should include:

                (i) Prolonged period = >10 minutes

                (ii) Proximity to infected individual = <6 feet

                (iii) Was the infected individual wearing a mask during the close contact? If no mask, then continue close contact protocol

            (d) Employees that were in close contact as listed above with the infected individuals should not return to work for three (3) days symptom-free AND a total of 7 days from the first day the symptoms appeared

    c) Human Resources will notify all employees (staff@albion.edu) via email of the fact that an employee, student, visitor, vendor, etc. has tested positive for COVID-19. The individual shall remain anonymous, maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention (CDC) Public

[Health Recommendations for Community-Related Exposure](#). This message shall include the following:

    (1) Reminder to all employees of CDC and local health department testing guidelines.

    (2) Reminder to all employees of policies and procedures that have been put in place to combat the spread of COVID-19 on campus.

    (3) Acknowledgement of the emotional impact this news and all COVID-19 news is having on members of our community, and encourage employees to contact their supervisors with any questions or concerns.

d) Human Resources in collaboration with Facilities, will arrange for a thorough cleaning of the areas that the employee with a confirmed case inhabited. Such cleaning should follow all applicable CDC guidelines and cleaning standards.

    (1) Per [CDC](#), wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.

    (2) Employees working in areas that require a deep clean following a positive COVID-19 case, will work remotely until Facilities disinfects and designates the area as safe to resume work.

e) Students who may have been in contact with an employee who has tested positive for COVID-19 will be notified by a representative from Student Development.

VI. **Reopening Campus - Employees**

A. Follow Michigan's [Safe Start Reopen Plan](#) developed by Governor Whitmer

B. [Return to Work Plan (May - December 2020)](#)

    1. Phased approach to returning employees to campus safely and cautiously.

        a) Staffing

        b) Hygiene

        c) Physical (Social) Distancing

        d) Masks

        e) Health Screening

        f) Community of Caring

    2. Telework will be continued and encouraged

    3. Required training for all employees before returning to on-site work:

        a) Required minimum training per Executive Order 2020-97:

            (1) Workplace infection-control practices

            (2) The proper use of personal protective equipment.

            (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

            (4) How to report unsafe working conditions.

            (5) See [Required Return To Work Training for Employees](#)

    4. Common areas will be closed

    5. Accommodations procedure will be available for personal medical conditions; additional flexibility for employee living with high risk individuals or childcare responsibilities

    6. Implement Health Questionnaire and Temperature Screening [See [Health Assessment Screening Station Guidelines](#)]

    7. Limiting visitors to campus including vendors

    8. Break and lunch times should be staggered to promote physical (social)distancing

    9. Communication plan with employees

<ol type="a" start="1">
Outline expectations for resuming normal work activities
Identify who should return to on-site work
Employees requiring accommodations (due to themselves or their family members being at risk, someone in the household working in the medical field, or needing childcare)

<ol start="10">
Employees should be encouraged to take frequent breaks to wash hands or use hand sanitizer (60%+ alcohol)

VII. **Emergency Command, Operations, & Contingency Planning**

A. **Crisis Response Team:** Plan, implement, and coordinatore the College's response to any change in developments.
1. Lead → Ken Snyder (Director of Campus Safety / Assoc. Dean)

B. **Contingency Planning Task Force:** Function as the College's coordinating body and assist in deciding the appropriate scenarios we will choose to plan for and function.
1. Lead → Dr. Johnson (President)

C. **Contingency Planning Teams (CPTs): Infrastructure and Personnel** Lead planning for the infrastructure necessary to support the academic calendar chosen including 1. preparing a campus sanitizing plan; 2. a campus space utilization plan for classes and other activities that makes clear the optimal occupancy for each usable room under the public health guidelines available; 3. develop a plan to support the technology needs of faculty and staff for the chosen academic schedule including high-level of support to build the 'virtual campus'; 4. support the infrastructure needs of a potential testing lab facility deployed on or near campus.
1. Lead → Doug Laditka (Associate VP for Facilities)
2. Co-Chairs → Lisa Locke (Director for HR) & Mike Dever (CIO)

D. **Contingency Planning Teams (CPTs): Community Safety and Public Health** Develop a Return to Work (RtW) Protocol and necessary policies to protect the health and safety of faculty and staff to the greatest possible degree while also maintaining as much "normal" Albion experience and teaching and learning as possible. Coordinate College planning with City, and County planning and planning of other external partners to assure the highest possible alignment with partners, protect the broader community, and prepare contingency plans for how we will handle a shutdown of residential operations should we be called to do so at some point in the future.
1. Leads → Lisa Locke (Director for HR) & Ken Snyder (Director for Campus Safety/Assoc Dean)

E. **Contingency Planning Teams (CPTs): Student Development** Lead planning for the highest possible level of student safety and engagement possible no matter what academic calendar is chosen; this will include athletic considerations. This includes planning for housing, co-curricular engagement and personal development and support, and feeding of students. Prepare a 'virtual campus' approach to the programs and services provided to all Albion students. Just as we pride ourselves on being distinctive from other residential colleges, community colleges, and universities in our non-virtual offerings, so too do we need to be in our virtual offerings. This approach will prove to be useful even if we are able to be on-campus in the fall as it is likely we will have to limit gatherings and mitigate the number of social contacts among the student body. Once an academic calendar is chosen, provide leadership in planning for the residential options in that schedule. Leroy will pull Athletic planning into this team.
1. Lead → Leroy Wright (VP for Student Development)
2. Co-Chairs Connie Smith (AVP for Student Development/Assoc. Dean) and Matt Arend (Athletic Director)

F. **Contingency Planning Teams (CPTs): Financial Planning and Communication** Develop a financial plan that reflects the academic calendar options presented by the Academic CPT on June 1st for

consideration by the CTF on June 3 when we make our final choice for a fall schedule. Once that final choice is made, refine the financial plan, and assist with procurement and other financial implications thereof. Develop a communications plan to communicate to all stakeholders about the chosen schedule and the measures being taken to assure safety and the highest level of engagement possible. The communications plan must communicate clearly to all stakeholder groups, be clear and specific, make clear that there may still need to be adjustments made at any time to be responsive to the changing environment

      1. Lead → Tim DeWitt (Treasurer)
      2. Co-Chairs → Bob Anderson (VP for Institutional Advancement) & Hernan Bucheli (VP for Enrollment)

G. **Contingency Planning Teams (CPTs): Academic Calendar:** Provide the CTF, with a limited number of academic calendars that 1. approximate or improve upon the "normal" Albion teaching and learning experience; 2. provide flexibility to adapt in the case we need to do some or all of the scheduled instructional time remotely; and 3. has the highest potential to engage incoming students deeply in Albion along with returning students. Provide the pros and cons of each calendar, and a priority ranking. Develop a set of questions and planning steps related to fostering the most effective teaching and learning environment for each scenario you forward. Work with and support faculty to develop flexible approaches to their course offerings for the fall. This includes beginning now to help faculty understand the need to be flexible with regard to schedules, classrooms, blended and online options, and other aspects of fall instruction that may need to be altered to accommodate the evolving context.

      1. Lead → Marc Roy (Provost)

H. **Emergency Communication Plan**

      1. Development of COVID-19 specific website for updates
      2. Phone
      3. Email
      4. Text
      5. Ensure all emergency contacts are updated for employees and students

VIII. <u>Purchasing</u>

A. **COVID-19 purchases:** Because of specific reporting requirements from the Federal Government Coronavirus Aid, Relief, and Economic Security (CARES) Act, State filings, and potential insurance filing it is important we capture and account for expenses and loss revenues related to COVID-19. Process all invoices under your standard FOAPAL with the addition of the following activity code: CV.

B. **Non-Essential Purchases:** Non-essential purchases will be postponed until further notice

Approvals
● Approved by Cheryl Krause (COVID Chair) for immediate use on 06/09/2020 ● Sent to PRP for additional approval on 06/09/2020– Approved 6/17/2020 ● Sent to EMRPC for final approval 6/19/2020