

Emerging Novel Virus Plan

Level 1: Green: Normal Operations, Get Ready

Criteria: An emerging novel virus has appeared in the world. The CDC and WHO are monitoring it and sending out information. There is concern it could spread and become a pandemic situation. The virus may not be in the U.S. yet or there may be very few cases. The virus may not be in Utah, or very few cases.

Campus Status: Normal Operations

Travel Restriction:

- Review all UVU associated travel.
- If there are people in countries that are affected, consider their evacuation.
- Monitor the CDC and State Department website for travel advisories.
- Review upcoming travel (study abroad, conferences, other) and consider cancelling travel of all kind to Level #3 (CDC) affected countries.

Employees:

- Everyone comes to work, unless sick, then contact supervisors.
- Communicate to campus community the situation is being monitored and there will be continued communications.

Human Resources:

- Review policies for telework, time off, sick time off, quarantine time off, etc.

Campus Communication:

- Begin communication of protective actions.
- Create a communications plan for campus. How often, who says what and when.
- Set up uvu.info with information and continued updates of information.

Activation of an EOC:

- Consider a select group to meet and create a work group to assess, monitor, evaluate, assist in information gathering, status updates, communication with administration.
- Consider convening employee/student forums to give information and field questions and concerns.
- Monitor State and Local Health Departments, CDC, U.S. State Department, progression of virus.

Personal Protective Measures:

- Encourage employees to participate in protective actions and care. Wash hands, don't touch face, social isolation, stay home if sick.
- Work with supervisors if appropriate to work from home.

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Environmental Actions:

- Custodial will increase focus on cleaning surfaces that are touched often, such as doorknobs, handrails, bathroom doors, bathrooms, flat surfaces and so on.
- Monitor cleaning supplies and other needed supplies. Order more if needed.

Academics:

- Communicate plans for students and faculty for the rest of the semester and beyond.
- Begin a review of courses and how to continue if not in the classrooms.
- Consider how to continue with labs or other face to face situations using social distancing.
- Consider what training may be needed and who will need it, if transition to online occurs.

IT:

- Review processes for moving course work online or using other technology.
- What is the capacity and capability now?
- What can be completed now to make the transition easier in future weeks or months.
- Create training for staff and faculty on how to use technology platforms going forward.

Campus Services:

- Review and explore options for offering business services online, such as cashier, financial aid, others.

Athletics:

- Review NCAA guidelines regarding situation. Are there specific guidelines?

Events (UCCU/Brent Brown Ballfield/Lockhart Arena):

- Review contracts with upcoming events.

Student Health Services:

- Review protocols and guidelines of caring for sick students.
- Monitor CDC recommendations for healthcare workers and care of those presenting sick.
- Provide education to health clinic employees as needed.
- Consider ordering additional supplies.

Supplies/equipment:

- Review emergency supplies, such as N-95 masks, surgical masks, fit-test kits, gloves, disinfectants, cleaning supplies, other medical supplies.

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Level 2: Yellow: Normal Operations, Get Set

Criteria: Virus has spread to many countries in the world including the U.S. AND Utah. Possible that students, faculty, and staff have the virus, very few. There may be death from the virus in Utah, very few.

Campus Status: Modify Operations

Travel Restriction:

- Continue to review all upcoming UVU associated travel, study abroad, athletics, conferences.
- If additional countries have been added to the CDC or U.S. State Department do not travel list, review if UVU has any people in those countries and consider their evacuation.
- Continue to monitor the CDC and U.S. State Department website for their advisories.

Employees:

- Everyone comes to work.
- Depending on the disease and who may be high risk, consider work from home options.
- Continue regular communication of the situation and update the uvu.info website frequently.
- If sick, do not come to work.
- If employees are caring for ill at home, can they work from home?
- Enforce sick procedures for the day care.
- Review work from home agreement (HR)

Human Resources:

- Review procedures/guidelines for telework, time off, sick time off, quarantine, etc.
- Consider communication with campus community of these procedures/guidelines.
- Could post information on uvu.info.
- Monitor and report absenteeism of employees if and as possible.

Campus Communication:

- Continue updating campus by way of uvu.info, emails, other as needed.
- Continue to monitor CDC, State Health Department, and Local Health Department communications.
- Establish contact with State and Local Health Departments.

Activate an EOC:

- Select those people needed to assemble regularly and review overall operations, upcoming issues and challenges as they arise.
- This group is a cross section of campus and would add or take away people as necessary.
- Monitor K-12 actions (class cancellation other modification)

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Personal Protective Measures:

- Encourage employees to participate in self-care and health wellness.
- Wash hands, don't touch face, stay home if sick.
- Work with supervisors if appropriate to work from home.
- Review social distancing and cough/sneeze etiquette.
- Consider holding scheduled face to face meetings in another way, use technology.

Environmental Actions:

- Custodial will continue the focus on cleaning surfaces that are touched often, such as doorknobs, handrails, bathroom doors, bathrooms, flat surfaces and so on.
- Consider additional trash cans.
- Consider additional hand sanitizer.

Academics:

- Consider moving to online teaching as much as possible.
- Consider how to continue with face to face labs using social distancing, proper cleaning.
- Monitor absenteeism of faculty and students if possible.
- Look at alternative assignments for students if they cannot come to class.

IT:

- Continue to support IT operations that assist in classes being moved to an online format.
- Support and educate employees on how to use technology (Microsoft Teams, video conferencing, etc.)
- What is the capacity and capability now?
- Support any websites or webpages that need to be regularly updated with information.

Campus Services:

- Continue the review of offering business services online, such as cashier, financial aid, others
- Determine what the essential business services are and how to continue to offer them (using technology, social distancing, online)

Athletics:

- Review NCAA guidelines as they come out.
- Communicate with students and coaches.
- Use social distancing as possible for practices, ensure athletes do not participate if sick.

Events (UCCU, Brent Brown Ballfield, Lockhart Arena):

- Continue to review upcoming events and monitor recommendations from state or local government entities (health department, governor, mayor) regarding mass gatherings.

Student Health Services:

- Monitor number of sick students being seen.
- Report any unusual conditions.

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- Monitor State/Local Health Departments for recommendations.
- Monitor CDC for recommendations of caring for the sick.
- Monitor medical supplies.
- Order extra supplies that may be needed.

Supplies/Equipment:

- Monitor custodial supplies.
- Monitor emergency supplies.
- Monitor medical supplies.
- Monitor other applicable supplies.

Level 3: Orange: Go

Criteria: Campus is open under modified conditions to be determined by administration and faculty leadership. Virus is widespread, hundreds of people have the virus in Utah. UVU students, faculty, and staff are sick, have moved to online or telework, or staying away. There have been deaths related to COVID-19 in Utah. Have transitioned to an online learning environment exclusively. The Governor of Utah has issued a Shelter in Place or stay at home order.

Campus Status:

- Essential services as determined may remain open. To be determined by administration.
- Very few if any labs are on campus. To be determined by faculty leadership.
- Classes have transitioned to online.

Travel Restriction:

- Continue monitoring UVU associated travel, study abroad, athletics, conferences.
- If additional countries have been added to the CDC or U.S. State Department do not travel list, review if UVU has any people in those countries and consider their evacuation.
- Consider cancellation of travel internationally and possibly domestically.
- Continue to monitor the CDC and U.S. State Department website for their advisories.
- Review possible upcoming deadlines for travel planning or payment of funds as it relates to travel.

Employees:

- Consider telework options as possible. Those that can work at home should be at home.
- Review those that are high risk and the possibility of sending them home.
- Review any directives or orders given by State or local government.
- No face to face meetings, unless social distancing can be maintained, and less than 10 people are in the room. Use technology to continue business.
- Maintain regular communication of the situation and update the uvu.info website at least weekly.
- Close the day care, if this has not occurred.

Human Resources:

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- Assist with telework.
- Post updates for employees on uvu.info.
- Monitor and report absenteeism of employees.
- Communicate protocols or employees who run out of sick time or PTO.

Campus Communication:

- Continue updating campus by way of uvu.info, emails, other as needed.
- Anticipate needed communication for future and begin developing templates.
- Keep any websites or webpages updated with most current information.

Activate an EOC:

- Meet (using technology or face to face if necessary) regularly.
- Increase or decrease those involved as necessary
- Monitor CDC, State Department, WHO.
- Monitor K-12 actions (class cancellation)
- Continue contact with State and Local Health Departments.
- Develop regular communication with administration, may be scheduled.
- Request updates and challenges from EOC members, this would be communicated with the President and Cabinet members (Policy Group)

Personal Protective Measures:

- Continue encouraging employees to participate in protective care.
- Wash hands, don't touch face, stay home if sick.
- Work with supervisors if appropriate to work from home.
- Review social distancing and cough/sneeze etiquette.
- Discontinue face to face meetings, continue to meet in other ways, use technology.

Environmental Actions:

- Custodial will continue the focus on cleaning surfaces that are touched often, such as doorknobs, handrails, bathroom doors, bathrooms, flat surfaces and so on.
- May consider altered schedules and reducing workforce if buildings are shut down or there is limited access to campus (only certain buildings are open).

Academics:

- Move to online teaching. There should be very little classroom gathering.
- Any gathering would need to be approved of by Academic Leadership.
- Monitor absenteeism of faculty and students.

IT:

- Continue to support IT operations that assist in classes being moved to an online format.
- Support and educate employees on how to use technology. (Microsoft Teams, video conferencing, etc.)
- What is the capacity and capability now?

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Campus Services:

- Consider closing some campus services.
- Maintain other campus services through online options.
- Consider altered hours of business services or other services.
- Consider closing some buildings that have very low utilization. Limit access to campus.

Athletics:

- Review NCAA guidelines as they come out.
- Communicate with students and coaches.
- Consider sports events without the audience, unless otherwise directed by NCAA.
- Consider cancellation of sporting events. This directive may come from another source.

Events (UCCU, Brent Brown Ballfield, Lockhart Arena):

- Consider cancellation of events. This should be based off recommendations from health departments and state officials regarding mass gathering protocols.

Student Health Services:

- Monitor number of sick students being seen.
- Report any unusual conditions to local health department.
- Monitor State/Local Health Departments for recommendations.
- Monitor CDC for recommendations of caring for the sick.
- Monitor medical supplies.
- Consider closure of clinic.

Supplies/Equipment:

- Monitor custodial, emergency, medical supplies

Level 4: Red: Closed Until Further Notice

Criteria: Virus has affected thousands of people in Utah. The death rate has increased in Utah. Maybe a death of a UVU student, faculty, or staff. Need to close campus completely except for PD, facilities, and very few essential services.

Campus Status:

- Campus is closed.
- Determine what will stay open if anything. Police, some facilities, other.
- Provide security for the campus.

Travel Restriction:

- Monitoring UVU associated travel for the future.

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- Continue to monitor the U.S. State Department website for their advisories.

Employees:

- Employees are home.
- As many as possible work from home. Those whose job can only be completed on campus are home.
- Maintain regular communication of the situation and update the uvu.info website at least weekly.
- Day care closed.
- Some essential staff will continue to come to work. To be determined by administration.

Human Resources:

- Assist with telework.
- Post updates for employees on uvu.info.
- Communicate what happens for employees who can only work while on campus.
- Communicate protocols for employees who run out of sick time or PTO.

Campus Communication:

- Continue updating campus by way of uvu.info, emails, other as needed.
- Continue contact with State and Local Health Departments.

Activate an EOC:

- Meet (using technology or face to face if necessary) regularly.
- Increase or decrease those involved as necessary
- Monitor CDC, State Department, WHO.
- Monitor K-12 actions (class cancellation). Have likely cancelled at this point.
- Review protocols for reopening campus. What criteria must be met to open.

Personal Protective Measures:

- Continue encouraging employees to participate in protective care.
- Wash hands, don't touch face, stay home if sick.

Environmental Actions:

- Limited custodial services to maintain the campus cleanliness.

Academics:

- Monitor online classes.
- Create a way to communicate issues, challenges, problems with online courses.
- Communicate any academic updates to faculty.
- Consider course cancellation, if online does not meet what is needed.

IT:

- Support IT operations that assist online classes.
- As possible fix what may be going wrong with online classes.

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- Support and educate employees on how to use technology. (Microsoft Teams, video conferencing, etc.)
- What is the capacity and capability now?

Campus Services:

- Maintain select campus services through online options.

Athletics:

- Follow NCAA guidelines as they come out.
- Communicate with student athletes and coaches.

Events (UCCU, Brent Brown Ballfield, Lockhart Arena):

- Cancellation of events. This should be based off recommendations from health departments regarding mass gathering protocols. This may have already occurred.
- Review any upcoming events.

Student Health Services:

- Clinic closure.
- EMS closure.
- Review what supplies will be needed to reopen.

Supplies/Equipment:

- Resupply any needs.

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Recovery: Return to Normal

- Monitor CDC, State and Local Health Departments for information about reopening.
- Determine criteria for reopening.
- Review all business services. What needs face to face interactions sooner than later
- Consider economic impact.
- Consider reputational issues.
- Consider compliance issues as the campus reopens, if any.
- Consider soft opening, coming back in stages
- Other