

Emerging Novel Virus Plan

Level 1: Green: Normal Operations, Get Ready

Criteria: An emerging and novel virus (COVID-19) has been detected around the world, but is not a major threat in Utah. Everyone comes to work unless sick.

Campus Status: All UVU campuses are at normal operations.

Travel Restriction:

- Review all UVU-associated travel.
- If there are people in countries that are affected, consider their evacuation.
- Monitor the U.S. State Department's website for travel advisories.
- Consider canceling study abroad to affected countries.

Employees:

- Everyone comes to work unless sick.
- Communicate to the campus community the situation is being monitored and there will be continuing communications.

Human Resources:

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

Campus Communication:

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

Activation of an EOC:

- Consider a modified group to meet and create a work group to assess, monitor, evaluate, assist in information gathering, status updates, and communication with administration.
- Consider convening employee and student forums to give information and field questions and concerns.
- Monitor the state and local health departments, CDC, U.S. State Department, etc. regarding the progression of the virus.

Personal Protective Measures:

- Encourage employees to participate in self-care — wash your hands, don't touch your face, stay home if sick, etc.
- Work with supervisors if appropriate to work from home.
- Review social distancing and cough and sneeze etiquette.

Environmental Actions:

Emerging Novel Virus Plan

- 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.

Academics:

- Communicate plans for the rest of the semester and beyond.
- Review courses and how to continue if not in classrooms.
- Consider how to continue with labs or other face-to-face situations using social distancing.

IT:

- Review processes for moving coursework online or using other technology.
- What are the capacity and current capability?
- What can be completed now to make the transition easier in coming 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, and others.

Athletics:

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

Events (UCCU Center, UCCU Ballpark, and 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 others caring for the sick.
- Provide education to health clinic employees as needed.
- Consider ordering additional supplies.

Supplies and equipment:

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

Emerging Novel Virus Plan

Level 2: Yellow: Normal Operations, Get Set

Criteria: COVID-19 continues to spread to many countries, and confirmed cases are in Utah. It is possible that some on campus could have the virus, but no confirmation. There have been a few deaths in Utah.

Campus Status: Modified operations may occur.

Travel Restriction:

- Review all upcoming UVU-associated travel, study abroad, athletics, conferences, etc.
- Review if UVU has anyone in updated CDC-restricted countries and consider their evacuation.
- Continue to monitor the U.S. State Department website for advisories.

Employees:

- Everyone comes to work unless sick.
- Continue regular communication of the situation and update uvu.info at least weekly.
- If sick, do not come to work.
- If employees are caring for ill at home, decide if they may still work from home.
- Enforce sick procedures for the day care.

Human Resources:

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

Campus Communication:

- Continue updating campus by way of uvu.info, emails, and other outlets as needed.
- Continue to monitor the CDC, State Department, and the World Health Organization (WHO).
- Continue contact with state and local health departments.

Activate an EOC:

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

Personal Protective Measures:

- Continue encouraging employees to participate in self-care.
- Wash hands, don't touch your face, stay home if sick, etc.
- Work with supervisors if appropriate to work from home.
- Review social distancing and cough and sneeze etiquette.

Emerging Novel Virus Plan

- Consider holding scheduled face-to-face meetings in another way by using 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:

- Request volunteers to move to online teaching.
- Consider how to continue with labs using social distancing.
- 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 to use technology (Microsoft Teams, video conferencing, etc.)
- What are the capacity and capability now?

Campus Services:

- Continue the review of offering business services online, such as cashier, financial aid, and others.

Athletics:

- Review NCAA guidelines as they come out.
- Communicate with students and coaches.

Events (UCCU, UCCU Ballpark, Lockhart Arena):

- Continue to review upcoming events and monitor recommendations regarding mass gatherings.

Student Health Services:

- Monitor the number of sick students being seen.
- Report any unusual conditions.
- Monitor state and local health departments for recommendations.
- Monitor the CDC for recommendations of caring for the sick.
- Monitor medical supplies.
- Order extra supplies that may be needed.

Supplies and equipment:

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

Emerging Novel Virus Plan

Level 3: Orange: Go

Criteria: The virus is widespread. Hundreds of people have the virus in Utah. Many UVU students, faculty, and staff are sick and staying away from campus. There have been multiple deaths from the virus in Utah.

Campus Status: Following state and university officials' directions on closings; classes and meetings online.

- Essential services may remain open; to be determined by administration.
- Some classes may still be held; to be determined by faculty leadership.
- Classes will transition online as possible.

Travel Restriction:

- Continue monitoring UVU-associated travel, study abroad, athletics, and conferences.
- Review if UVU has anyone in updated CDC-restricted countries and consider their evacuation.
- Continue to monitor the U.S. State Department website for advisories.

Employees:

- Consider telework options as possible.
- No face-to-face meetings, unless social distancing can be maintained.
- Maintain regular communication of the situation and update uvu.info at least weekly.
- Consider closing the day care.

Human Resources:

- 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, and other outlets as needed.
- Continue contact with state and local health departments.

Activate an EOC:

- Meet regularly (using technology or face-to-face if necessary).
- Increase or decrease those involved as necessary.
- Monitor the CDC, State Department, and WHO.
- Monitor K-12 actions (class cancellations).

Personal Protective Measures:

- Continue encouraging employees to participate in self-care.
- Wash hands, don't touch your face, stay home if sick, etc.
- Work with supervisors if appropriate to work from home.

Emerging Novel Virus Plan

- Review social distancing and cough and sneeze etiquette.
- Discontinue face-to-face meetings, continue to meet in other ways using 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.

Academics:

- Move to online teaching. There should be very little classroom gathering.
- Any gathering would need to be approved 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 to use technology (Microsoft Teams, video conferencing, etc.).
- What are the current capacity and capability?

Campus Services:

- Consider closing some campus services.
- Maintain other campus services through online options.

Athletics:

- Review NCAA guidelines as they come out.
- Communicate with students and coaches.
- Consider sports events without the audience, unless otherwise directed by NCAA.

Events (UCCU Center, UCCU Ballpark, Lockhart Arena):

- Consider the cancellation of events. This should be based on recommendations from health departments regarding mass gathering protocols.

Student Health Services:

- Monitor the number of sick students being seen.
- Report any unusual conditions to the local health department.
- Monitor state and local health departments for recommendations.
- Monitor the CDC for recommendations of caring for the sick.
- Monitor medical supplies.
- Consider closure of the clinic.

Supplies and equipment:

- Monitor custodial, emergency, and medical supplies.

Emerging Novel Virus Plan

Level 4: Red: Closed Until Further Notice

Criteria: The virus has affected thousands in Utah. The death rate has increased dramatically. Possible deaths of a UVU student or faculty or staff member.

Campus Status:

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

Travel Restriction:

- Monitoring UVU-associated travel for the future.
- Continue to monitor the U.S. State Department website for advisories.

Employees:

- Employees are home.
- As many as possible will work from home.
- Maintain regular communication of the situation and update uvu.info 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 or employees who run out of sick time or PTO.

Campus Communication:

- Continue updating campus by way of uvu.info, emails, and other outlets as needed.
- Continue contact with state and local health departments.

Activate an EOC:

- Meet regularly (using technology or face-to-face if necessary).
- Increase or decrease those involved as necessary.
- Monitor the CDC, State Department, and WHO.
- Monitor K-12 actions (class cancellations).
- Review protocols for reopening campus and what criteria must be met to open.

Personal Protective Measures:

- Continue encouraging employees to participate in self-care.

Emerging Novel Virus Plan

- Wash hands, don't touch your face, stay home if sick, etc.

Environmental Actions:

- Limited custodial services to maintain campus cleanliness.

Academics:

- Monitor online classes.
- Create a way to communicate issues, challenges, or problems with online courses.
- Communicate any academic updates to faculty.
- Consider course cancellations if online delivery and facilitation do not meet what is needed.

IT:

- Support IT operations that assist online classes.
- Address what may be going wrong with online classes.
- Continue to support and educate employees in using technology (Microsoft Teams, video conferencing, etc.).
- What are the current capacity and capability?

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 Center, UCCU Ballpark, Lockhart Arena):

- Consider the cancellation of events. This should be based on recommendations from health departments regarding mass gathering protocols.

Student Health Services:

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

Supplies and equipment:

- Resupply any needs.

Emerging Novel Virus Plan

Recovery: Return to Normal

- Monitor the CDC and state and local health departments for information about reopening.
- Determine criteria for reopening.
- Review all business services.
- Consider economic impact.
- Consider reputational issues.
- Consider compliance issues as the campus reopens, if any.
- Other.