

**University of Delaware Pandemic Response Decision Tree
Administrative and Academic Department/Unit Quick Reference Guide**

PREPAREDNESS

Ongoing Preparedness Efforts	Planning Activities	Training and Exercise Development	External Agency Relationships	Monitoring National and Global Trends
	<p>Identify Department Emergency Coordinators</p> <p>Review Plans at least once a semester</p> <p>Develop departmental policies on critical functions and the essential staff to complete them</p> <p>Stockpile adequate supplies of any equipment for your staff might use to respond to an emergency</p> <p>Push healthy hand hygiene with staff through the use of hand washing and gel sanitizer</p>	<p>Training for staff on responsibilities and procedures</p> <p>Hold table top exercises with your staff at least once a year</p> <p>Conduct surprise fire drills</p> <p>Give small “mini-drills” throughout the year where it is declared that the power is out, computers are down and have staff talk through what they would do to combat</p>	<p>Meet regularly with external agencies from whom the University might need assistance</p> <p>Determine whether vendors would continue to deliver to the University if a major disaster/disease outbreak occurs</p> <p>Develop MOUs/MOAs with vendors to codify the delivery agreement</p>	<p>Follow regional, national and global trends to determine the current state of H1N1 in the world</p> <p>Consult with the Centers for Disease Control and Prevention (CDC) on current medical guidance for planning (www.cdc.gov)</p> <p>Consult with the State of Delaware and the Federal Emergency Management Agency on current planning guidance www.dema.delaware.gov or www.fema.gov</p> <p>Consider getting the flu shot</p>

RESPONSE

	Decision A	Decision B	Decision C	Decision D
University of Delaware Departmental Response Employee Responsibilities	UD Implements Social Distancing by Canceling Large Events and Minimizing Community Contact with Campus	UD Cancels Classes and Considers Preparations to Close the University	UD Closes Residence Halls, Administrative Buildings and, eventually, Entire Campus	UD Restores Campus Operations
Definition of Terms	Social Distancing is the process by which sick individuals are isolated from the rest of the community, usually through non-contact. This also includes keeping well individuals from coming into contact with sick individuals. The University might accomplish this by canceling large events such as conferences, concerts and sporting events.	Canceling class means the University is open, students are continuing to inhabit residence halls and dining halls are still serving meals in a group setting, but classes are not in session. Large events will still be canceled. This allows those commuting students to stay away from campus and not get sick.	Under direction from the State Division of Public Health (DPH) and the CDC, the University may have to close residence halls and administrative buildings if the spread of infection is severe, the symptoms have mutated and are fatal, or we cannot sustain the level of service that is needed to support student life.	Once the University has closed, there is a number of steps (a process) that must occur before the campus is ready to receive students. This could be similar to a summer preparation for the incoming fall students, but would have to be done on a much tighter timeframe. All the preparations that come with accepting students onto campus are included here.
UNIVERSITY ADMINISTRATION				
Critical Incident Management Team - Operations Group	Keep President, Vice Presidents, Deans, Directors, Department Heads and/or Department Emergency Coordinators apprised of specific issues related to critical functions Prepare to activate Campus EOC Seek guidance from DPH and CDC as appropriate	Keep President, Vice Presidents, Deans, Directors, Department Heads and/or Department Emergency Coordinators apprised of specific issues related to critical functions Activate Campus EOC for all communication, logistics, and operational issues Serve in EOC as University representatives Liaise with external response agencies	Serve in EOC as University representatives Report to Administrative command regularly on status of campus closing	
Communicable Disease Working Group	Provide guidance to University on causes of action	Provide guidance to University on causes of action	Provide guidance to University on causes of action	Notify Campus community of the restoration of campus activities

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	<p>Liase with Delaware Division of Public Health, Christiana Care and other medical response agencies</p> <p>Assist with emergency notification of faculty, staff, students and emergency contacts</p> <p>Work with the Operations Group to prepare for the possibility of canceling class or closing the University campus</p> <p>Work with Administrative and Academic units to ensure they are adhering to their Department/Unit Action Checklist</p>	<p>Liase with Delaware Division of Public Health, Christiana Care and other medical response agencies</p> <p>Assist with emergency notification of faculty, staff, students and emergency contacts</p>	<p>Liase with Delaware Division of Public Health, Christiana Care and other medical response agencies</p> <p>Assist with emergency notification of faculty, staff, students and emergency contacts</p>	<p>Assist Administrative and Academic units to prepare for students to return and classes to resume</p> <p>Work to implement any new procedures for campus operations based on guidance from DPH, Christiana Care and the CDC</p>
Athletics and Recreation	<p>Canceling of home Football Games would result in severe revenue loss, contract issues, re-scheduling, community impact</p> <p>IT is not possible to complete any work at home</p> <p>Cancel PR events by various teams</p>	<p>Most athletic contests don't allow for make-ups and UD would have revenue losses</p> <p>Recreation facilities limited in hours if student help is not available</p> <p>Facility hour reductions/cancellations</p>	<p>Critical functions that take place are housing athletes</p> <p>Must reschedule away athletic competitions, which would be very difficult</p>	<p>N/A</p>
Dining Services Auxiliary Services	<p>Ensure Catering is able to continue food production, handle an increase in demand for food and can modify their staff needs as appropriate for the emergency</p> <p>Call in additional office personnel and utilize management staff as needed</p> <p>Support staff dining needs to be placed with 1 assigned contact person at specific time daily. Priority staffing in the following order:</p> <ol style="list-style-type: none"> 1. Dining halls 2. Student centers 	<p>Reduce operations, concepts, hours and staffing as appropriate.</p> <p>Utilize staff that is available and able to get to campus (possibly ID suitable staff housing)</p> <p>Determine needs of medical operations and arrange for delivery</p> <p>Determine viability of deliveries from outside vendors and develop back up plan. If possible, place pre-established emergency plan food order with vendor</p>	<p>Identify number of affected students & personnel, as well as housing/office locations</p> <p>Determine if staff or management team is available to provide dining needs</p> <p>Determine level of service that can be provided</p> <p>Determine support needed for medical operations</p>	<p>Sanitation and cleaning of all eateries</p> <p>Dispose of all spoiled foods and clean refrigerators and freezer units if necessary</p> <p>Ensure trash and recycling pick up</p> <p>Communication of schedule to staff & vendors</p>

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	<p>3. Market and cart locations</p> <p>Offer limited service and/or hours of operation.</p> <p>Ensure the emergency contact person arranges for delivery service/or pick up of boxed meals</p> <p>Disabled employees may not be permitted to work as mandated by advocate agencies</p> <p>Confirm continuation of UD supporting services (trash & recycling)</p>	<p>Change menu options based on utility services</p> <p>Call in additional office personnel and utilize management staff as needed Notify & communicate to staff and campus community operational changes</p> <p>Secure back up bottled water and fill all possible vessels (air voids, kettles etc)</p> <p>Inventory paper supplies and order back up</p> <p>Gas up all vehicles and fill all propane units</p> <p>Confirm continuation of UD supporting services (trash & recycling)</p>	<p>Identify local ARAMARK accounts for possible off site production and delivery of meals</p> <p>Senior management team will delegate assignments</p>	<p>Restock food, paper and operational supplies</p> <p>Ensure utilities are restored (pilot lights lit, water lines flushed, etc...)</p> <p>Stagger reopening of operations & modify hours as student return (residential, catering, retail, snack bars)</p> <p>Senior management team will delegate assignments</p>
University Courtyard Marriott Auxiliary Services	<p>Remain open with normal hotel staff</p> <p>Continue outside events unless there was a government decree</p> <p>Cancel all HRIM practicum student shifts</p> <p>Relocate guests to other facilities should the Marriott become uninhabitable</p>	<p>Remain open with normal hotel staff</p>	<p>Remain open with normal hotel staff</p> <p>Ensure continuity of operations</p> <p>Ensure vendor deliveries</p> <p>Ensure operations of emergency generator</p>	<p>Resume schedule of HRIM practicum students</p>
Budget Office	<p>Work from home via the VPN login in system</p>	<p>Communicate via email or phone if normal services are unavailable</p>	<p>Use electronic communication</p>	<p>The Budget Director will coordinate what needs to be done to prepare for return</p>
Environmental Health and Safety (DEHS) Campus and Public	<p>Cancel low priority training courses</p> <p>Postpone non-critical functions</p>	<p>Engage in the following on-site or hire a contractor to:</p> <ul style="list-style-type: none"> • Facility damage assessment • Oversight of life safety systems and 	<p>Ensure the maintenance of:</p> <ul style="list-style-type: none"> • Fire extinguishing systems • Generators • Environmental conditions 	<p>Inspect all residence halls</p> <p>Coordinate the cleaning and disinfection of all residence</p>

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Safety	<p>Provide essential training in smaller groups at strategic identified facilities</p> <p>Provide services related to training and fit testing for respirator users at the University</p> <p>Distribute critical supplies and equipment.</p> <p>Have outside contractors handle critical support functions such as emergency response, waste collection and management and laboratory services</p> <p>Allow employees to work remotely</p> <p>Complete documentation of services and supplies remotely</p> <p>Conduct “train the trainer” sessions to facilitate necessary training for essential personnel. Partner with outside agencies as appropriate.</p> <p>Act as a primary liaison with health care providers and emergency staff.</p>	<p>fire suppression systems</p> <ul style="list-style-type: none"> • Oversight of ventilation for hazardous locations • Emergency response, waste management services • Acquisition and dissemination of critical supplies and equipment, training <p>Conduct in-house meetings to update staff and prepare assignments</p> <p>Prepare emergency supplies and vehicles</p> <p>Stock pile supplies for intermittent access</p> <p>Coordinate off-site waste disposal</p> <p>Secure the Materials Management Facility and surrounding grounds</p> <p>Coordinate campus wide waste pick-ups to remove excess waste and cancel/postpone non-essential orders.</p> <p>Notify regulatory agencies</p>	<ul style="list-style-type: none"> • Life safety systems <p>Stabilize temperature sensitive chemicals stored at the MMF</p> <p>Provide services to essential operations which may include Student Health Services, Facilities and Public Safety.</p> <p>Conduct facility damage assessment</p> <p>Ensure proper ventilation for hazardous locations</p> <p>Engage in emergency response and waste management services</p> <p>Ensure the acquisition and dissemination of critical supplies and equipment. Set up alternate delivery sites if DEHS office is not open</p> <p>Conduct training as necessary</p> <p>Coordinate / conduct inspections of laboratory facilities</p> <p>Set up alternate delivery sites if DEHS office is not open</p> <p>Notify regulatory agencies</p>	<p>halls and academic buildings.</p> <p>Ensure operation of:</p> <ul style="list-style-type: none"> • Life safety systems • Fire suppression systems • Ventilation systems
Public Safety Campus and Public Safety	<p>Continue to provide life safety and law enforcement services using PPE and other universal precautions</p>	<p>Continue to provide life safety and law enforcement services using PPE and other universal precautions</p>	<p>Continue to provide life safety and law enforcement services using PPE and other universal precautions</p>	<p>The building may need to be opened</p> <p>Ensure custodial services</p>

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	<p>All essential personal will report to their appropriate shifts</p> <p>Nonessential employees can work from home</p> <p>Ensure proper numbers of PPE equipment and prophylactic medicine, if available</p>	<p>All essential personal will report to their appropriate shifts. Can include students who may volunteer to report to work</p> <p>Activate the EOC and call in personnel</p>	<p>All essential personal will report to their appropriate shifts</p> <p>Utilize UD catering or procure our own food</p> <p>Ensure access to fuel for vehicles</p> <p>Ensure proper operation of generator and on site UPS units</p>	<p>cleans and sanitizes office space</p>
Custodial Services & Pest Control, Maintenance & Operations, Grounds, Planning & Construction, Facilities IT and Facilities Accounting Services, Facilities HR Facilities- Newark, Lewes Campus	<p>Maintain critical services such as trash removal, restroom disinfection and pest control</p> <p>Cancel large meetings within the department such as employee training</p> <p>Expect and complete special requests for disinfection are expected, such as “ad hoc clinics”, “hot spots”, etc.</p> <p>Custodial Services & Pest Control: The custodial staff utilizes a zone cleaning model which enable managers to supervise operations in small work groups...ideal for social distancing.</p> <p>Ancillary duties may be performed internally by departments.</p>	<p>Maintain critical services such as trash removal, restroom disinfection and pest control</p> <p>Increase critical services such as trash removal and restroom disinfection in residence halls</p> <p>Decrease critical services such as trash removal and restroom disinfection in academic buildings</p> <p>Maintain services to athletic facilities</p> <p>Provide additional disinfectant services to Laurel Hall and any campus clinics</p> <p>Make arrangements for additional supply delivery through custodial management.</p> <p>Curtail pest control operations if possible</p>	<p>If during the winter months, ensure provisions are made to clear snow before reopening.</p> <p>Make arrangements for additional supply delivery through custodial management.</p> <p>Maintain operational coverage in critical research facilities</p>	<p>Ensure custodial staff gain access to campus prior to students, faculty and staff</p> <p>Plan for a two day process to ready the buildings for reopening</p>
Maintenance & Operations Facilities- Newark, Lewes Campus	<p>Day-to-day activities in support of the university mission will remain the same</p> <p>Shift resources to any new needs arising from the pandemic response (services to incident</p>	<p>Maintenance, building and infrastructure support and utilities demands will remain intact</p> <p>Research activities will require continued</p>	<p>Maintain residence hall temperatures to ensure that individual heating system failures do not occur</p> <p>Special support provisions need to be</p>	<p>Resumption of normal operations notification needs to be made to Facilities and contractor personnel</p>

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	<p>command requirements, triage and treatment centers, etc.)</p> <p>Reassign personnel to evening shifts or 24/7 coverage as dictated by the emerging demands of the situation</p> <p>Social distancing considerations may influence decisions regarding internal meetings, communications and work flow processes</p> <p>A few specialized activities may be accomplished through technology from off-campus locations</p> <p>Heightened concerns around indoor air quality will probably increase demand on HVAC resources</p> <p>Intensify on-campus maintenance activities within the residence halls and 60+ rental housing units</p>	<p>support whether or not classes are cancelled</p> <p>A service demand increase may occur in residential buildings</p> <p>Critical staff members will be identified and allocated to respond to shifting university requirements such as triage and treatment center</p> <p>Skilled personnel from non-critical functions (preventive maintenance, paint & carpentry) may be re-allocated in support of critical response needs (plumbing, HVAC, electric, boiler house)</p> <p>Contacts will be made for contracted services (elevators, chillers, etc) for the uninterrupted delivery of parts, supplies and utility services</p> <p>Ensure dispatch functions can be handled by other administrative support and boiler house/shop personnel</p> <p>Notify contracted services and vendors to insure smooth transition into campus closing support activities</p> <p>Coordinate with EHS regarding DNREC permit requirements</p>	<p>provided for research facilities containing ongoing research</p> <p>Buildings requiring special protection are already identified</p> <p>Provisions have been made to maintain fuel supplies or other special needs</p> <p>Arrangements made prior to University closings for fuel, chemicals, supplies, etc. and the staffing of delivery points at UD</p>	<p>Prior to resuming operations, maintenance work may be required before students are able to move back into residence halls</p> <p>Once the campus is open to residence, backlogged maintenance activity and preventive maintenance will resume</p>
Grounds Facilities- Newark, Lewes Campus	<p>Continue trash/recycling, snow removal and response to flooding as necessary</p> <p>Training would be suspended</p>	<p>Trash removal requirements for residence halls may increase if students increase time spent in residential halls</p> <p>Flexible scheduling of pick-ups may be required for increased collection loads.</p>	<p>Trash pick-up from some research buildings where continuous operations are required.</p> <p>Snow removal from lots, paths and roadways will still be required</p>	<p>N/A</p>

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		<p>Outdoor grounds support will still be required for athletic team training activities</p> <p>Snow removal from lots, paths and roadways will still be required</p> <p>Recycling operations may be suspended based on staffing</p> <p>Prepositioning of materials based upon weather forecasts (snow/flooding)</p>	<p>Sand-bagging/drain cleaning activities may be required during flooding situations</p> <p>Supply fuel for facilities equipments generators, pumps</p>	
Planning & Construction Facilities- Newark, Lewes Campus	<p>UD decisions to interrupt construction schedules have cost implications for both delay claims (where UD initiates the work stoppage) and OT charges (where contractors incur additional cost due to UD decisions to temporarily halt work yet maintain current target completion dates)</p> <p>FP&C management may need to play a proactive communication role with contractors about health risks of performing work at UD</p> <p>If the construction crews are working, Project Managers need to be on-campus. If construction work is halted, design work may continue electronically</p>	<p>Class cancellation may influence the health risk decisions by contractor management of whether to send their crews on campus to continue project work</p> <p>Design services would continue electronically</p> <p>FP&C management would take steps to proactively communicate with contractor management about potential closings</p> <p>Arrangements would be made to secure sites</p> <p>Establish alternative delivery locations for pre-arranged equipment and supplies</p>	<p>Cease contractor operations</p> <p>Notification needs to be made with contractor management about the implementation of work cessation plans and arrangement for project-related deliveries or storage.</p> <p>If suspended project work requires special coverage needs, arrangements will be coordinated to ensure needs are met</p>	<p>Contractors will be kept notified campus status and details conveyed on when the project work can resume</p>
Facilities IT Facilities- Newark, Lewes Campus	<p>Continue IT infrastructure support for data access, security access control and building automation</p> <p>The operation of the servers and hardware can be administered remotely</p>	<p>Respond to increased requests for hardware and advice for setting up employees to work from home</p> <p>The IT group's operation of the servers and hardware can be administered remotely</p>	<p>The operation of the servers and hardware can be administered remotely</p>	<p>No need for additional preparation work for campus restoration</p>
Facilities Accounting	<p>Limit personal contact by the scanning and</p>	<p>Continue normal activities</p>	<p>Staff the unit adequately to serve the</p>	<p>Process backlog of non-critical</p>

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Services Facilities- Newark, Lewes Campus	<p>transmission of documents</p> <p>Reduce training participation, meetings, etc.</p> <p>Perform work from home if possible</p> <p>Revisit timelines for closure and reporting schedules across the university</p>	<p>Perform work from home if possible</p> <p>Reassign student work to regular UD personnel</p> <p>Staff the unit adequately to serve the payment processing and procurement documentation support needs of Maintenance & Operations, Grounds, Custodial & Pest Control Services and FP&C</p> <p>Staffing schedules and coverage would be established to ensure that their procurement and documentation services needs are met</p> <p>Additionally, preparatory contacts with commercial and municipal service providers would be made to assure continued service</p> <p>Ensure IT support for critical operations</p>	<p>payment processing and procurement documentation support needs of Maintenance & Operations, Grounds, Custodial & Pest Control Services and FP&C</p>	<p>items</p>
Facilities Human Resources Facilities- Newark, Lewes Campus	<p>Continue payroll administration and related employment data accessibility/administration of all staff, especially weekly submission and reporting of payroll hours</p> <p>Work from home if possible</p> <p>Cancel meetings</p>	<p>Continue payroll administration and related employment data accessibility/administration of all staff, especially weekly submission and reporting of payroll hours</p> <p>Create an administrative plan of action with the management team regarding coordination of payroll administration, including referencing UD policies and collective bargaining language in order to properly and timely pay staff</p>	<p>Continue payroll administration and related employment data accessibility/administration of all staff, especially weekly submission and reporting of payroll hours</p> <p>Implement an administrative plan of action with the management team regarding coordination of payroll administration, including referencing UD policies and collective bargaining language in order to properly and timely</p>	<p>No restoration activities necessary</p>

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		Work out accessibility plan with the UD Office of HR Systems/Payroll to upload labor hours	pay staff	
Vice President for Administration Human Resources Labor Relations Office of Equity and Inclusion	Cancel any events schedule by the Office of Equity and Inclusion and the HealthyU program Continue services to employees and students as normal Could work from home, if necessary Cease any hiring processes Tell student workers to stay home	Continue services to employees and students as normal Could work from home, if necessary	Close office Instruct employees to work from home to ensure that payroll and benefit information is continually provided to vendors and banking institutions	
IT	Continue to maintain the complete functioning of IT services	Continue to maintain the complete functioning of IT services Support faculty/departments who wish to do web-based/distance learning	Continue to maintain the complete functioning of IT services Ask critical personnel who come to work to stay at work Allow employees to work from home, if possible while keeping "eyes, ears and hands" on site. Have a minimum of two staff on site for life safety concerns. Switch to UPS and generator power if necessary. The Computing Center can run in this fashion indefinitely. Receive daily delivery of diesel fuel for the generator	Continue to maintain the complete functioning of IT services. Have minimum staff on site
Office of	Focus office activities on the messaging involved	Support communication management for the	Support communication management for	Messaging of critical

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Communications & Marketing	<p>with the emergency situation</p> <p>Divert personnel from other scheduled tasks to assist with coverage of the news events</p> <p>Activate office's Crisis Team, who plays a major role in communicating news and developments in any emergency or crisis situation to the University's many audiences</p> <p>Work from home if possible</p>	<p>emergency situation</p> <p>Appearances of YoUDee would have to be suspended or carefully evaluated</p> <p>Office personnel would pick up any student tasks, as needed</p> <p>The Office's Crisis Team would work closely with senior administration</p>	<p>the emergency situation</p> <p>The Crisis Team is mobile enough to work from a secure location that has access to energy/computing needs</p>	<p>information would continue to be disseminated through the Crisis Team</p> <p>OCM's Crisis Team will work with media and others during the restoration period, and continue to manage follow-up work in the days to come</p>
Procurement Services				
Center for Counseling and Student Development (CCSD) Student Life	<p>If necessary, the staff at Laurel Hall could move to the Perkins Student Center for their operations</p> <p>Employees cannot work from home</p> <p>Encourage teaching staff in the Department of Human Development and Family Studies to follow the plan developed for the academic department</p> <p>Establish an emergency response system to attend to the crisis calls/psychological emergencies of students</p>	<p>Staff psychologist must still respond to psychological emergencies. This can be done via phone.</p> <p>Other counseling staff could perform work functions via phone.</p> <p>Develop criteria for handling non-emergency appointments.</p>	<p>Continue response to psychological emergencies by staff</p> <p>Continue to ensure that confidential data is safe, secure and cannot be compromised</p>	<p>Ensure a procedure to handle a possibly large influx of students who are seeking psychological services as a result of the emergency</p>
Dean of Students Student Life	<p>Loss of revenue</p> <p>Remain open as long as safely possible.</p> <p>Work remotely, if possible</p> <p>Assist in the University EOC</p>	<p>Continue to address student and parent concerns via a central call center</p> <p>Focus on emergency response</p> <p>Assist in the University EOC</p>	<p>Continue to address student and parent concerns via a central call center</p> <p>Focus on emergency response</p> <p>Assist in the University EOC</p>	<p>Continue to address student and parent concerns via a central call center</p> <p>Prepare for students to return</p>

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	Prioritize office functions			
Housing Assignment Services Student Life	Cancel housing fair for upper-class students, if necessary Provide any housing information online for via phone through staff Work from home, if appropriate Utilize e-mails, telephone and the internet for office functions. Could pull employees from Residence Life to assist for short periods of time Assist with the shifting of students in order to meet isolation requirements, if necessary	Provide any housing information online for via phone through staff Work from home, if appropriate Utilize e-mails, telephone and the internet for office functions. Could pull employees from Residence Life to assist for short periods of time Regularly communicate with Residence Life staff on duty roster Assist with the shifting of students in order to meet isolation requirements, if necessary	Provide any housing information online for via phone through staff Work from home, if appropriate Utilize e-mails, telephone and the internet for office functions. Could pull employees from Residence Life to assist for short periods of time	Work with Residence Life and Student Life to prepare for the return of students Engage all staff in preparedness activities
New Student Orientation & Parent Relations Student Life	Cancel NSO if necessary Reschedule orientation events if necessary Retool activities for student leaders to limit their physical contact with one another Conduct individual interviews over the phone Work from home if possible Reassign staff to emergency activities within Student Life	Work from home if possible Close the office	Director or Program Coordinator would complete critical tasks remotely using phone or email	Respond to email and voicemail Reschedule orientation sessions if necessary
Residence Life Student Life	Assist in disseminating information to students and responding to student and parent concerns Continue to oversee residence halls through maintaining duty hours, building rounds, disseminating information, providing oversight	Establish a central call center Maintain oversight of students living in residence halls Assist in answering resident and parent	Ensure support from UDPD to perform building duty rounds	Residence Life staff will be in the buildings as residents return to the buildings, as is our procedures after all scheduled University closings

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	<p>of residents and buildings and performing administrative functions</p> <p>Allow professional staff to work from home or on-campus apartments</p> <p>Identify those residents unable to leave campus in an emergency (ID home addresses over a 6 hour drive from campus)</p>	<p>concerns</p> <p>Respond to emerging needs</p> <p>Oversee residence halls through maintaining duty hours, building rounds, disseminating information, providing oversight of residents and buildings and performing administrative functions (mail & package distribution, key/card/fob administration, facilities inspections)</p> <p>Ensure availability of hand sanitizer, mask and rubber gloves (for staff doing duty round in the building and touching door handles and railings)</p>		<p>Ensure UDPD controls traffic around the residence halls</p>
Student Centers Student Life	<p>Significant financial loss from the cancellation of major on-campus events</p> <p>Cancellations would need to be communicated to all University personnel, students, and external production professionals. Student would in turn, post notice of canceled events</p> <p>Maintain the facility with minimal staffing, if necessary</p> <p>Offer limited services and staff the facility as we do for evening or weekend hours</p> <p>Employees can work from home depending on their function</p> <p>Communicate with RSO student leaders via email from home/off-site</p>	<p>Student Centers possibly used for dining purposes</p> <p>Full-time Student Centers staff would be shifted to cover any essential vacancies</p> <p>Notify all staff</p> <p>Cancel scheduled events, post corresponding signage and change voicemail system</p> <p>Secure Student Centers.</p> <p>Contact student organization leaders to cancel their events.</p> <p>Notify artist agencies as necessary</p>	<p>Notify all staff (student & full time) to cancel all scheduled events</p> <p>Cancel all deliveries including newspaper, candy, movie and services such as plant maintenance</p> <p>Post necessary signage</p> <p>Update voicemail system</p> <p>Secure the Student Centers.</p> <p>Support Dining Services efforts for food deliveries.</p>	<p>Clean and decontaminate the Student Centers as necessary</p> <p>Advise and assist student group leaders on rescheduling meetings</p> <p>Manage lost revenue</p> <p>Address artist contractual concerns</p> <p>Negotiate UD service requests if applicable</p>

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	Handle departmental requests for service via electronic forms or over phone			
Student Health Services Student Life	Separate clinical care of students with pandemic illness from other students reporting to our facility Student Health operations must continue, but could relocate to another facility Essential employees would continue to provide critical functions Triage and postpone elective medical care such as allergy injections, routine women’s health care exams, etc. as appropriate	Continue to provide care to those students who remain on or near campus Student Health operations must continue, but could relocate to another facility Can vary hours	Continue to provide care to those students who remain on or near campus Call in additional staff as volumes dictate Contact the Delaware Division of Public Health for emergency supplies, if necessary Contact regular vendors and research other avenues for supplies	Continue to provide care to those students who remain on or near campus Restock supplies
Wellspring Student Life	Cancel campus-wide awareness events Work from home if possible Cancel all counseling sessions Cancel all pending appointments Send any client in crisis to the local emergency room or consult client via e-mail or phone	All appointments and other events would be cancelled and rescheduled	All appointments and other events would be cancelled and rescheduled	Reschedule all appointments Reschedule all events
University Development				
ACADEMIC UNITS				
Units with Special Collections	Cancel events associated with permanent and visiting collections	Begin preparations to attend to collections that have special needs	Determine frequency of access needed to special collections Identify staff who will attend to the	Work within the unit to determine any actions needed prior to reopening

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Units with Clinical Rotations	<p>Postpone large events</p> <p>If cancellation were necessary we would use email or phone to contact individuals, as well as posting on our website</p> <p>Consider holding events as web conferences or webcasts</p> <p>Teaching courses online is an option</p> <p>This is already a great portion of our teaching so very little would need to be done, except getting the courses ready for presentation online as opposed to “on the ground”</p> <p>Continue communication with clinical sites, our part time faculty and our clinical preceptors</p>	<p>Continue communication with clinical sites, our part time faculty and our clinical preceptors</p> <p>We would have a “phone tree” of faculty that would be responsible for notifying our clinical partners</p> <p>Review State Board considerations. Possibly allow use of simulation lab hours as a substitution for actual clinical hours</p> <p>Course coordinators and clinical lab instructors would be the first point of contact (POC) for the students. This communication would occur either by phone or email</p>	<p>collections</p> <p>Continue communication with clinical sites, our part time faculty and our clinical preceptors</p> <p>Safety officer and phone tree are always available during emergencies</p>	<p>Continue communication with clinical sites, our part time faculty and our clinical preceptors</p>
Research Centers/Laboratories	<p>Continue research operations within the labs</p> <p>Continue operation and repair of building facility equipment and critical research equipment</p> <p>Continue processing of information such as grants, purchase orders, budgets at home if possible</p> <p>Possibly conduct meetings and any group work as web conferences or web casts</p> <p>Limit access to center to staff only</p>	<p>Faculty or research staff would have to tend to experiments with living organisms, if they were not available the experiments would have to be abandoned</p> <p>Have building services maintained (i.e. HVAC and freezer operations)</p> <p>Maintain contact with traveling researchers</p> <p>Continue payroll operations remotely if possible</p>	<p>Have building services maintained (i.e. HVAC and freezer operations)</p> <p>Maintain contact with traveling researchers</p> <p>Students must maintain email and phone contact with faculty</p> <p>Faculty or research staff would have to tend to experiments with living organisms, if they were not available the experiments would have to be abandoned</p> <p>Work with EHS to ensure research</p>	<p>Assess the status of the building, depending on the length of time of the shut down and availability of technicians to make repairs and start up systems</p> <p>Continue communications with faculty, staff and students</p>

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			<p>personnel will be instructed how to store safely chemicals</p> <p>All chemical fume hood sashes will be closed</p> <p>If possible, safely shut down labs for extended periods</p> <p>Ensure vendor deliver of supplies such as compressed CO2 gas cylinders or other items</p> <p>Ensure delivery of fuel for any emergency generators</p> <p>Communicate to funding agencies the possibility of missed deadlines</p>	
Teaching Units	<p>Postpone and attempt to reschedule outside speakers and other events</p> <p>We would use e-mail UD Post office Box to notify faculty, staff and students</p> <p>Communicate with students on the status of any field experience classes</p>	<p>Work from home if possible</p> <p>Cancel classes</p> <p>Faculty who currently do not use LMS should be encouraged to learn and use Sakai. Those who do not find this appropriate would be expected to stay in contact with students via UD PO Box, email, webcasts, blogs or other electronic means. Students would be expected to follow the syllabus they received at the beginning of the semester and submit written assignments</p>	<p>Continue department communications</p> <p>Study abroad students would be contacted via email by the Chairperson and Study Abroad Coordinator</p>	<p>Faculty should prepare to resume their lectures</p>
Library	<p>Allow public access to the Library for as long as</p>	<p>Close the Library</p>	<p>Close the Library</p>	<p>Clear communication from the</p>

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	<p>possible</p> <p>Cancel Library events such as Special Collections Exhibitions and the Faculty Lecture in April that are open to the public</p> <p>Partially or completely suspend access to those who are not students, staff or faculty of the University via ID check</p> <p>Post signage on the front door of the Library would make people aware of risks and reduce public use of the Library</p> <p>Email contact with faculty would communicate any cancellations of instruction sessions</p> <p>Off campus students would be able to use the Library's electronic resources remotely</p> <p>The University of Delaware has agreements with other institutions that would permit undergraduates to borrow material from the libraries of Delaware Technical and Community College and Delaware State University. The University also has an agreement with the Chesapeake Information and Research Library Alliance (CIRLA) to allow faculty and graduate students to use these institution's libraries and borrow material. The following institutions belong to CIRLA: George Washington University, Georgetown University, Howard University, Johns Hopkins University, the Library of Congress, the National Agricultural Library, the Smithsonian Institution, and the</p>	<p>Continue to provide 24/7 access to all electronic library resources via the Library web including DELCAT WorldCat Local, all library databases, electronic journals and electronic books and online subject guides</p> <p>Students, faculty and staff could continue to access resources remotely from home and office</p> <p>Library supervisors would communicate with student workers via email and phone to communicate changes in schedule or closings</p>	<p>Continue to provide 24/7 access to all electronic library resources via the Library web including DELCAT WorldCat Local, all library databases, electronic journals and electronic books and online subject guides</p> <p>Students, faculty and staff could continue to access resources remotely from home and office</p> <p>Library supervisors would communicate with student workers via email and phone to communicate changes in schedule or closings</p> <p>Preservation of library materials requires that the temperature and humidity controls in place for the Library collections, and Library Special Collections be maintained.</p>	<p>University via email, the UD Web, local radio and phone trees to employees instructing then on when to return</p> <p>Following the announcement by the University of a restoration of campus activities (see answer immediately above), the Library would assist as needed with its own staff to plan an efficient and effective resumption of library services</p>

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	University of Maryland For certain kinds of meetings or instruction, web conferencing might be possible			
Physical Therapy Clinic	Clinic will remain open as long as adequate staff are present to see patients Clinic will send home any staff member exhibiting ILI Clinic will refuse treatment and reschedule appointments for any patient exhibiting ILI Clinic will post signs, have brochures available and provide as much educational information about H1N1 symptoms and treatments as possible Clinic will ensure hand sanitizer, facial tissue and disposal areas are available to patients and staff	Clinic will remain open as long as adequate staff are present to see patients Clinic will refuse treatment and reschedule appointments for any patient exhibiting ILI Clinic will send home any staff member exhibiting ILI Clinic will videotape lectures for students who are unable to attend class due to ILI	Clinic closes along with rest of University Clinic will contact patients to reschedule appointments	Clinic will continue to contact patients to reschedule appointments Clinic will resume classes