



## Continuity of Services Staffing Plan

**Effective for the week of August 17, 2020**

Although the University returned to on campus operations, the COVID-19 emergency continues to affect instructional processes and services. Some university operations remain closed or with restricted access.

<b>Academics</b>	<p>Faculty returns to on campus instruction on August 17<sup>th</sup>. All courses will be hybrid and/or have an online component. Course materials are loaded in Blackboard for student access.</p> <p>All classrooms have modified seating to achieve social distancing and to provide technology for synchronous learning. Plexiglas panels have been /are being installed in all classrooms.</p>
<b>Admissions</b>	<p>The Admission's Office resumed normal on campus hours on August 3<sup>rd</sup>. Recruitment travel has been cancelled. School visits and college fairs will be virtual.</p>
<b>Advancement</b>	<p>Advancement staff resumed normal on campus hours on August 3<sup>rd</sup>.</p>
<b>Aramark Food Services</b>	<p>The Café resumed normal hours of operation on August 13<sup>th</sup>. Subway reopened on August 10<sup>th</sup> and will resume normal hours on Monday August 17<sup>th</sup>.</p>
<b>Athletics</b>	<p>The MEC announced postponement of fall sports until the spring semester. The university will permit student athletes to participate in countable athletic-related activities effective August 20<sup>th</sup>.</p>
<b>Beckley Center</b>	<p>The HEC reopened July 6<sup>th</sup>. All classrooms provide social distancing. The CU Beckley has a fantastic Orientation video:  <a href="https://www.facebook.com/watch/?v=2403096026661094">https://www.facebook.com/watch/?v=2403096026661094</a></p>
<b>Bonner</b>	<p>The Bonner office has resumed normal on campus hours of operation.</p>
<b>Business Office (All components)</b>	<p>The Business Office resumed regular on campus hours on August 3<sup>rd</sup>.</p>
<b>Cabinet</b>	<p>Cabinet offices resumed normal hours of operation on August 3<sup>rd</sup>.</p>

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<b>Campus Book Store</b>	The Follett Bookstore resumed normal hours of operation. Online services remain available.
<b>Campus Police / Public Safety</b>	The Office of Public Safety is maintaining 24-hour on campus operations and is at full staff.
<b>Center for Academic and Career Development</b>	The CACD resumed normal operations on August 3 <sup>rd</sup> . Career Services will have an on campus presence in Beckley by schedule.
<b>Computer Labs</b>	The Computer Labs have been reconfigured and will reopen on August 17 <sup>th</sup> .
<b>Counselling Center (Student)</b>	The Center reopened for normal on campus and remote counseling on August 17 <sup>th</sup> .
<b>Daycare / Child Development Center (CDC)</b>	The CDC reopened effective July 1 <sup>st</sup> .
<b>English as a Second Language (ESL)</b>	ESL service reopened for normal hours on August 17 <sup>th</sup> .
<b>E-Sports</b>	The E-sports lab reopened on August 17 <sup>th</sup> .
<b>Financial Aid</b>	Financial Aid resumed normal hours of operation on campus on August 3 <sup>rd</sup> .
<b>Food Pantry</b>	The food pantry will continue to be open 24/7.
<b>Gear Up (Grant)</b>	Staff members have returned to on campus work.
<b>Graduate Assistants</b>	Graduate assistants are working as scheduled by the departments.
<b>Housing / Residence Life</b>	Residence Life staff and Assistant Deans of Student Services continue to provide on campus hours as well as being on call.  Student check in started on August 5 <sup>th</sup> by appointment and continues.
<b>Human Resources (HR)</b>	HR has resumed normal hours of operation.
<b>Information Technology (IT)</b>	IT resumed normal hours of on campus operations on August 3 <sup>rd</sup> . Help is available at <a href="https://www.concord.edu/it">https://www.concord.edu/it</a> . Click on the link to schedule an appointment for IT assistance, whether physically or virtually.  A plan for immediate assistance with instructional needs will be published soon.
<b>Library (Marsh Library)</b>	The Library reopened to the public on August 14, with new hours of operation, M-TH 7:45AM – 10PM and Friday 7:45AM – 4PM.
<b>Maintenance / Plant Operations</b>	Employees continue to report to work for normal hours.

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<b>McNair</b>	The McNair office resumed normal hours of on campus operation.
<b>Multicultural Affairs / Student Disability Services</b>	The Multicultural Affairs office has resumed normal hours of on campus operation.
<b>Office of Sponsored Programs (OSP) / Research Corp.</b>	OSP has resumed normal hours of on campus operation.
<b>Post Office (Campus)</b>	The Post Office has resumed normal hours, 8 – 4 weekdays.
<b>President’s Office</b>	The President’s Office has resumed normal hours of on campus operations.
<b>Provost’s Office</b>	The Provost’s Office has resumed normal hours of on campus operation.
<b>Recreational / Fitness Facilities</b>	The track is open daily until 8PM. The Student Center Game Room reopens with social distancing (no billiards) M-F, 8am - 9:30pm, weekends TBA. The Fitness Center remains closed to the public but will be open for students effective the week of <b>August 24</b> on a limited schedule (TBA).
<b>Regents’ Bachelors of Arts (RBA)</b>	The RBA office is open on a normal schedule effective August 3 <sup>rd</sup> .
<b>Registrar’s Office</b>	The Registrar’s Office resumed on campus operations as of June 1 and was opened to the public on August 3 <sup>rd</sup> .
<b>Sports Medicine</b>	The Sports Medicine program resumed normal hours of operation.
<b>Student Center</b>	The Student Center is open to the public for limited hours.
<b>Student Employees</b>	Student employees are being placed in on campus positions through the Career Center.
<b>Student Health Center (SHC)</b>	The SHC opened for normal hours effective August 17 <sup>th</sup> .
<b>Switchboard</b>	The switchboard is staffed M-F daily for normal business hours, 8:00 a.m. to 4:00 p.m.
<b>Trio Programs: (Grant)</b> <ul style="list-style-type: none"> <li>• Upward Bound</li> <li>• Student Success Services</li> <li>• Veterans’ Upward Bound</li> </ul>	Trio Program employees resumed normal on campus hours of operation on August 3..
<b>WFF Custodial</b>	Custodial Services personnel have been enhanced to clean and sanitize work spaces and common areas. Infection control measures are in place. The Red (dirty) / Green (clean) alert system is in place.