



## Continuity of Services Staffing Plan

**Effective for the week of July 13, 2020**

<p><b>Academics</b></p>	<p>Faculty are teaching online during Summer I and Summer II. The Provost's Office is now working on campus with some telework as needed.</p> <p>Faculty were released to resume research effective June 15, 2020.</p> <p>Faculty are expected to resume on campus work on August 13-14.</p>
<p><b>Admissions</b></p>	<p>The Admission's Office is closed to the public. All services are available on campus and / or remotely. In person, on campus tours resumed June 1. All staff returned to campus Jul 6<sup>th</sup> for New Student Orientations.</p> <p>The ACT national testing resumed on campus June 13<sup>th</sup> with 23 testing out of 32 registered. Residual tests are available.</p>
<p><b>Advancement</b></p>	<p>Most advancement staff members continue to work remotely. Sarah and Chris are working on campus daily with balance of staff reporting to campus as needed.</p>
<p><b>Aramark Food Services</b></p>	<p>The Café, subway sides, and catering are closed for the summer and will not reopen until students return in the fall.</p>
<p><b>Athletics</b></p>	<p>Athletic staff continue to work on campus. On campus athletic visits continue.</p>
<p><b>Beckley Center</b></p>	<p>Susan Williams is working remotely.</p>
<p><b>Bonner</b></p>	<p>The office is closed to the public. The Director is working on campus. The staff member continues to work remotely.</p>
<p><b>Business Office (All components)</b></p>	<p>The Business Office is closed to the public. Business Office staff RTW on June 15 to prepare for Audit, Budget, etc. but have returned to telework until July 13. (Will reevaluate.)</p>
<p><b>Cabinet</b></p>	<p>Cabinet offices are closed to the public. Cabinet members are working on campus primarily and telework as needed.</p>
<p><b>Campus Book Store</b></p>	<p>The Follett Bookstore is closed to the public. Online services are available.</p>

As of July 13, 2020

<b>Campus Police / Public Safety</b>	The Office of Public Safety is maintaining 24-hour on campus operations.
<b>Center for Academic and Career Development</b>	The CACD is closed to walk in traffic. Eric Lopez has returned to on campus work. Balance of staff members continue to work remotely.
<b>Computer Labs</b>	<u>Except</u> for the lab on the main (2 <sup>nd</sup> ) floor of the Student Center, which is accessible during business hours, computer labs are closed.
<b>Counselling Center (Student)</b>	The Center continues to serve students by appointment, providing services utilizing tele-counseling capabilities.
<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 is closed for the summer until fall term.
<b>E-Sports</b>	The E-sports lab is closed. A coach has been selected.
<b>Financial Aid</b>	The office remains closed to the public. Financial aid reopened on campus on June 1 <sup>st</sup> . Services are available on campus M-F, 8:00am – 4:00pm to serve students remotely.
<b>Food Pantry</b>	The food pantry will continue to be open 24/7, but not staffed.
<b>Gear Up (Grant)</b>	Staff is working remotely.
<b>Graduate Assistants</b>	As per instructions by the department(s).
<b>Housing / Residence Life</b>	<p>Billy Fraley has assumed responsibility for Resident's life. Residence Life staff and Assistant Deans of Student Services continue on call.</p> <p>The Administrative Professional resumed on campus work on a limited scheduled beginning July 7<sup>th</sup> with balance of time by telework.</p> <p>Student check in to start on August 5<sup>th</sup> by appointment.</p>
<b>Human Resources (HR)</b>	The office is closed to the public. Employee services are available on campus by appointment and remotely.

As of July 13, 2020

<b>Information Technology (IT)</b>	IT Help Desk is available 24/7. Network. Help Desk, and Telecom staff are on campus weekdays. Other IT employees will be working remotely. Searching for a System Administrator for the team.
<b>Library (Marsh Library)</b>	The Library is closed to foot traffic, but remains open virtually 24/7. One staff member will be available daily from 10:00 a.m. to 2:00 p.m. to address inquiries by phone or email. The library will staff down for the months of June and July.
<b>Maintenance / Plant Operations</b>	Employees will continue to report to work for normal hours.
<b>McNair</b>	Staff is working remotely.
<b>Multicultural Affairs / Student Disability Services</b>	Staff is working remotely. Overlap in functions. One staff member will be working remotely for the month of July.
<b>Office of Sponsored Programs (OSP) / Research Corp.</b>	OSP employees are working primarily on campus with some remote work.
<b>Post Office (Campus)</b>	The Post Office is open for full postal services from 10:00 a.m. to 2:00 p.m. weekdays.
<b>President's Office</b>	The President's Office is closed to the public. One Administrative Professional is working on campus three days per week with balance working remotely. The second Administrative Profession continues to telework.
<b>Provost's Office</b>	The Office of the Provost is closed to the public. The Provost, Associate Provost, and Administrative Professionals are working on campus with some remote work.
<b>Recreational / Fitness Facilities</b>	All recreational facilities, including the Carter Center, Fitness Center, Student Center Game Room, and the Track, are closed until further notice. No reopening schedule set at present.
<b>Regents' Bachelors of Arts (RBA)</b>	The RBA office is closed from June 6 to August 3, 2020. CLEP testing has been suspended indefinitely – nationally. The RBA office will be open on July 1st and 15th from 2PM till 4PM and by appointment.
<b>Registrar's Office</b>	The office is closed to the public. The Registrar's Office resumed on campus operations as of June 1.
<b>Sports Medicine</b>	ATs are doing some telehealth. Tracy is working with vendor on billing.
<b>Student Center</b>	Access to the Student Center is limited with 2 <sup>nd</sup> floor open from 8:00 a.m. to 5:00 p.m., M-F. A student manager is on campus.
<b>Student Employees</b>	Few students are working this summer both on campus and remotely.

As of July 13, 2020

<b>Student Health Center (SHC)</b>	The SHC is closed. Remote telemedicine services are available for athletes. Provider staff members are on call if needed. Ruthie is renewing Rx and issuing Covid-19 testing orders.
<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>• <b>Upward Bound</b></li><li>• <b>Student Success Services</b></li><li>• <b>Veterans' Upward Bound</b></li></ul>	All Trio Program employees are working remotely. UB staff will be on campus more frequently, while students take online courses.
<b>WFF Custodial</b>	Custodial Services remains available to clean and sanitize work spaces and common areas. Infection control measures are in place.

**General Considerations**

Low Earnings Reports are provided for individuals with reduced FTE or months.