



Continuity of Services Staffing Plan

Effective for the week of July 20, 2020

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| <p>Academics</p> | <p>Faculty are teaching online during 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 14.</p> |
| <p>Admissions</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 New Student Orientations.</p> <p>The ACT national testing resumed on campus June 13th with 23 testing out of 32 registered. Residual tests are available.</p> |
| <p>Advancement</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>Aramark Food Services</p> | <p>The Café, subway sides, and catering are closed for the summer and will not reopen until residential students return in the fall.</p> |
| <p>Athletics</p> | <p>Athletic staff continue to work on campus. On campus student athlete visits continue.</p> |
| <p>Beckley Center</p> | <p>Susan Williams is working remotely. HEC reopened July 6th.</p> |
| <p>Bonner</p> | <p>The office is closed to the public. The Director is working on campus. The staff member continues to work remotely.</p> |
| <p>Business Office (All components)</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 August 3rd.</p> |
| <p>Cabinet</p> | <p>Cabinet offices are closed to the public. Cabinet members are working on campus primarily and telework as needed.</p> |

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| Campus Book Store | The Follett Bookstore is closed to the public. Online services are available. |
| Campus Police / Public Safety | The Office of Public Safety is maintaining 24-hour on campus operations. |
| Center for Academic and Career Development | The CACD is closed to walk in traffic. Most staff have returned to on campus work. |
| Computer Labs | <u>Except</u> for the lab on the main (2 nd) floor of the Student Center, which is accessible during business hours, computer labs are closed. |
| Counselling Center (Student) | The Center continues to serve students by appointment, providing services utilizing tele-counseling capabilities. |
| Daycare / Child Development Center (CDC) | The CDC reopened effective July 1 st . |
| English as a Second Language (ESL) | ESL service is closed for the summer until fall term. |
| E-Sports | The E-sports lab is closed. A coach has been selected. |
| Financial Aid | The office remains closed to the public. Financial aid reopened on campus on June 1 st . Services are available on campus M-F, 8:00am – 4:00pm to serve students remotely. |
| Food Pantry | The food pantry will continue to be open 24/7, but not staffed. |
| Gear Up (Grant) | Staff members have returned to on campus work. |
| Graduate Assistants | As per instructions by the department(s). |
| Housing / Residence Life | Residence Life staff and Assistant Deans of Student Services continue on call. The Administrative Professional resumed on campus work on a limited scheduled beginning July 7 th with balance of time by telework. Student check in starts on August 5 th by appointment. |
| Human Resources (HR) | Employee services are available on campus by appointment and remotely until August 3rd. |

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| Information Technology (IT) | 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. |
| Library (Marsh Library) | 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. |
| Maintenance / Plant Operations | Employees continue to report to work for normal hours. |
| McNair | Staff is working remotely. |
| Multicultural Affairs / Student Disability Services | One staff member will be working remotely for the month of July. |
| Office of Sponsored Programs (OSP) / Research Corp. | OSP employees are working primarily on campus with some remote work. |
| Post Office (Campus) | The Post Office is open for full postal services from 10:00 a.m. to 2:00 p.m. weekdays. |
| President's Office | The President's Office is closed to the public. One Administrative Professional is working on campus three days per week with balance by telework. The second Administrative Profession continues to telework. |
| Provost's Office | 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. |
| Recreational / Fitness Facilities | 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. |
| Regents' Bachelors of Arts (RBA) | The RBA office is closed from June 6 to August 3, 2020. CLEP testing has been suspended indefinitely – nationally. The RBA office was open on July 1st and 15th from 2PM till 4PM and by appointment. |
| Registrar's Office | The office is closed to the public. The Registrar's Office resumed on campus operations as of June 1. |
| Sports Medicine | ATs are doing some telehealth. Tracy is working with vendor on billing. |
| Student Center | Access to the Student Center is limited with 2 nd floor open from 8:00 a.m. to 5:00 p.m., M-F. A student manager is on campus. |
| Student Employees | Few students are working this summer both on campus and remotely. |
| Student Health Center (SHC) | The SHC is closed. Per Gov.'s request, all out of state students will be tested for active COVID-19. |

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| Switchboard | The switchboard is staffed M-F daily for normal business hours, 8:00 a.m. to 4:00 p.m. |
| Trio Programs: (Grant) <ul style="list-style-type: none">• Upward Bound• Student Success Services• Veterans' Upward Bound | Trio Program employees are working remotely. UB staff are on campus more frequently, while students take online courses. Veterans' Upward Bound is in the office Tuesdays and Thursdays and working remotely MWF. |
| WFF Custodial | 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.