

University of West Florida Pandemic Planning Taskforce Departmental Issues

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- **Academic Affairs**

- Academics
 - At what point is a semester incapable of completion?
 - Do we provide refunds to students?
 - Do we give credit for a future term?
 - Can we extend the impacted term to provide adequate contact hours for completion?
 - Who makes the decision?
 - What is the risk of litigation if no refunds are provided?
- International Programs
 - International students,
 - Travel abroad, faculty travel
- Research
 - What building access to research labs do we provide for researchers to maintain projects at a minimal operational level?
 - How do we provide for research animals at a minimal level of food and water or do we euthanize?
 - To what extent will Facilities and Administrative revenue be impacted?
 - Can we complete research in the awarded grant period?
 - Facility support
 - Travel restrictions
 - Security of labs
 - Plans for managing experiments in progress
- Enrollment Services
 - Admissions/withdrawal issues
 - Financial aid problems

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- **Administrative Affairs**

- Police Department
 - Securing facilities
 - Coordination with SNS Activation
 - Communication with local agencies
 - Medical transport issues
 - Staffing
- Business & Auxiliary Services
 - dining services
 - inventory and staffing
- Financial Services
 - What is the impact due to the cancellation of auxiliary functions?
 - Would we be able to make revenue bond payments or replenish bond reserves?
 - Can we establish reserves to accumulate funds in anticipation of a pandemic?
 - How will we process invoices for recurring and time sensitive payments?
 - What are the available sources of funds -fundraising and the use of endowment funds?
 - Insurance is not available for a pandemic
 - Do we have an accounting system and procedures in place to track costs for possible reimbursement?
 - Cash flow issues
 - Payroll
 - Accounting
- Procurement & Contracts
 - How will we process requisitions and purchase orders?
 - Do we have an accounting system and procedures in place to track costs for possible reimbursement?
 - Procurement of goods and services
 - Bidding issues

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- Facilities Management
 - Which buildings will remain accessible?
 - How will we maintain a clean occupied space and dispose of contaminated waste?
 - How will we ensure that the utility systems are functioning?
 - How will we maintain a secure and safe environment?
 - Ventilation systems
- Environmental Health and Safety
 - Coordination with governmental agencies and internal departments
 - Plan execution

● Student Affairs

- Student Health Services
 - Clinical
 - Preventive and counseling
- Housing and Residence Life
 - How will we quarantine the ill not requiring hospitalization?
 - How do we handle evacuations?
 - How many students and staff would be on campus?
 - Do we have a dining service plan to feed students/staff in a socially distant environment?
 - Can we stockpile enough foodstuffs to survive an 8 -12 week cycle to ensure that a resurgence does not occur?
 - What is the space available to store required foodstuffs?
- SGA
 - Student involvement

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Departmental Issues

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- **President's Division**

- Marketing Communications
 - How do we communicate-website, television, newspaper, radio, text messaging and phone calls?
 - Internal and external issues
- Human Resources
 - Who are our essential employees?
 - What is our sick pay and vacation policy?
 - What is our telecommuting policy?
 - Do we pay staff that are told to stay at home?
 - Use of benefit time?
 - Can we mandate overtime with staggered scheduling 12 hours on/off?
 - What is our succession plan and how deep do we go?
 - How do we discipline staff that refuse to come to work?
 - How do we treat staff working outside their job class?
 - How would we utilize volunteers?
 - Do we have an emergency contact list?
 - How do we cross train staff?
 - Other types of training
 - Closure guidelines
- ITS
 - What are our necessary computer applications both administrative and departmental?
 - How will we support these applications?
 - Instructional support
 - Website communications