## COVID-19 Fall Planning Steering Committee - Technology/Operations/Logistics Steering Committee

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>USE GROUP</th>
<th>Completed By Campus Staff</th>
<th>Dependency</th>
<th>Deployment Time Frame</th>
<th>Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Social Distancing</td>
<td>Determine maximum capacity of occupants for each room and post outside of space. Remove and or descant 60%-70% of seating capacity in utilized classrooms, including computers to maintain 6’ social distance.</td>
<td>1 - Academic, 2 - Student Life, 3 - Technology, 4 - Operations, 5 - Other</td>
<td>Y</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>2</td>
<td>Vendor Training</td>
<td>Vendor training to ensure proper training of vendors to operate properly. Replace filters to MEERO 11-2020 38 where possible. Quarterly filter changes or more frequent. Provide right sizing per page of 2 x exchanges.</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>4, Y</td>
<td>Yes or No</td>
<td>TBD</td>
</tr>
<tr>
<td>3</td>
<td>Isolation Rooms</td>
<td>Develop protocol to identify persons on campus who are COVID-19 positive and procedures for isolation rooms.</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>Y</td>
<td>Yes</td>
<td>TBD</td>
</tr>
<tr>
<td>4</td>
<td>Public Water Bases</td>
<td>Put off engineering all public water fountains (use bottle filling stations).</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>Y</td>
<td>Yes or No</td>
<td>TBD</td>
</tr>
<tr>
<td>5</td>
<td>Building Services</td>
<td>Ensure building entrances are unobstructed 24 hrs.</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>Y</td>
<td>Yes</td>
<td>TBD</td>
</tr>
<tr>
<td>6</td>
<td>PPE</td>
<td>PPE masks, PPE gloves, PPE face shields, face masks, hand sanitizer, etc.</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>Y</td>
<td>Yes</td>
<td>TBD</td>
</tr>
<tr>
<td>7</td>
<td>Supply Chain</td>
<td>TBD</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>8</td>
<td>Operations</td>
<td>Develop plan to control crowding in hallways should courses be held with back-to-back classes, creating virtual and physical distance both in classrooms and hallways.</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>Y</td>
<td>Yes</td>
<td>TBD</td>
</tr>
<tr>
<td>9</td>
<td>Food Service</td>
<td>TBD</td>
<td>1 - Critical, 2 - High, 3 - Medium, 4 - Low, 5 - Less Important</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Priority (1-5)</td>
<td>ITEM</td>
<td>DESCRIPTION</td>
<td>USE GROUP</td>
<td>Completed By Campus Staff</td>
<td>Dependency</td>
<td>Deployment Time Frame</td>
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<tr>
<td>1- Critical</td>
<td>Restrooms</td>
<td>Increase air flow-volume</td>
<td>1 - Academics, 2 - Student Life, 3 - Technology, 4 - Operations, 5 - Other</td>
<td>Yes or No</td>
<td>Yes or No</td>
<td>List Time Frame or NA</td>
</tr>
<tr>
<td>1- Important</td>
<td>College Hours</td>
<td>Consider either reduced hours or extended hours to minimize the number of individuals on campus.</td>
<td>1 - Academics, 2 - Student Life, 3 - Technology, 4 - Operations, 5 - Other</td>
<td>Yes or No</td>
<td>Yes or No</td>
<td>Precautionary Measures</td>
</tr>
<tr>
<td>2- Important</td>
<td>College Hours</td>
<td>Reduce PPE - Lysol Wipes and Gloves</td>
<td>1 - Academics, 2 - Student Life, 3 - Technology, 4 - Operations, 5 - Other</td>
<td>Yes or No</td>
<td>Yes or No</td>
<td>Precautionary Measures</td>
</tr>
<tr>
<td>3</td>
<td>HR</td>
<td>Identify which employees are high risk &amp; will be operating remotely indefinitely. Do we backfill in order to maintain necessary functions on campus? Their physical area may be repurposed. They may have to be reassigned.</td>
<td>1 - Academics, 2 - Student Life, 3 - Technology, 4 - Operations, 5 - Other</td>
<td>Yes or No</td>
<td>Yes or No</td>
<td>Precautionary Measures</td>
</tr>
<tr>
<td>3</td>
<td>Social Distancing</td>
<td>Stanchions for line forming</td>
<td>1 - Academics, 2 - Student Life, 3 - Technology, 4 - Operations, 5 - Other</td>
<td>Yes or No</td>
<td>Yes or No</td>
<td>Precautionary Measures</td>
</tr>
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