

Coronavirus-19 Virus Meeting – 3/3/2020

	Trigger	Actions	Details	Responsible Parties
Phase I - Prevention	CDC NJ Health	Communications: Broadcast, Texting	<ul style="list-style-type: none"> <li>Regular broadcast communications based on CDC (text, Instagram, social media – message should be read your email/or attach the link)</li> <li>Identify a back-up person for your division</li> </ul>	1. Point of Contact – PLT - Bryon Marshall (Designee: Incident commander: Mike Flaherty and Officer Jarvis) <ol style="list-style-type: none"> <li>Diane Campbell to students (MAAlert)</li> <li>Chuck Keeler and Joe Claffey(content) regarding when to use text messaging</li> </ol> Communication campaign – print and video, communications
		Information Campaigns by Student Affairs & Human Resources	Communications campaign on respiratory hygiene (daily) – Did you know? (Campbell & Basel) – Due by 3/5/2020 <ul style="list-style-type: none"> <li>Sanitizer (alcohol 70% - is more effective to wipe down germs than 91%)</li> <li>Masks are to keep your germs away from others</li> <li>Cover your nose, cover your cough</li> <li>Currently 40 kits for essential employees (complete)</li> </ul>	Incident committee, Diane Campbell and Barb Basel will support with distribution
		Set up an information Desk at WW & JKC	Due 3/4/2020	Diane Campbell
		Form a committee to lead information campaign		Incident committee: Mike Flaherty, Hope Jarvis, Officer Scott, Dorothy Gasparro, and a nurse
		Administer a survey to all students and staff	Create the survey review with support from Institutional Effectiveness (Due by the end of the day 3/3/20) – use the Google translate feature	It's Complete

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		Uniform Survey form for sick students/staff – use CDC	Survey results would go to the incident command committee	Incident committee: Mike Flaherty, Hope Jarvis, Officer Scott, Dorothy Gasparro, and a nurse
		Create an email address (covid-19@mccc.edu) to be handled by the committee	The mail will be created by 3/4/200	Barb Basel and Chuck Keeler
		Review survey results by Incident team.	Mike Flaherty, Hope Jarvis, Officer Scott, Dorothy Gasparro, and a nurse	Committee should refer respondents to self-help guide attached to the survey
		Utilize sick bank for employees without sick leave	Supervisor, up through the VP, is responsible to allow employees to work from home.	Supervisor up through the VPs. Must be approved by area VP's, who will keep PLT informed.
		Students who want to attend classes from home	Division and department meetings by the end of 3/3/2020. Deans meeting will be held 3/4/2020 to finalize the details of the academic and attendance procedures.	
		Survey students to see if they have computers and instruct them to contact Danielle Garruba	Consider using laptops, Chrome books	Diane Campbell & Chuck Keeler (area VP must approve the employee & check out the device)
		IT sends a message to campus community with a set of tools to stay connected during potential shut down	This will be completed 3/4/20	Chuck Keeler
		Review any reporting requirements with Mercer County/State Health Agencies		Human Resources

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		Distribute sanitizing wipes		Bryon Marshall
Phase II - Containment	Emergency Declaration from County, NJ CDC – Partial lockdown	Restrict non-instructional activities	Remind people to take technology home (but sure to keep records of any devices)	PLT
		Ensure the Cleaning Services have a back-up action plan		Byron Marshall
		Plan for virtual Open House, College Fair, and High School visits (including study abroad)		Diane Campbell and Beth Knight
		Daily Check in phone calls	Need to set up a conference call meeting (daily) Need to identify the schedule for the call (morning, morning and afternoon, or afternoon)	PLT and Incident Command team Chuck to set up conference call number
	Emergency Declaration from County, NJ CDC – Complete lockdown	Continue to deliver instruction by all means except face-to-face	Identify live feed electronic means	Rob Schreyer, Chuck Keeler, IT
		Technology equipment access team - VP OF ACADEMIC AFFAIRS to submit the plan to PLT by 3/5/20	Need to be prepared to deal with faculty without internet	Rob Schreyer, Chuck Keeler
		IT creates a group for instruction support Due 3/6/20		Chuck Keeler
		Payroll – establish processing protocol by 3/6/20		Susan Perkins

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		Explore Electronic Payments to vendors by 3/6/20		Susan Perkins
		Update the essential personnel list 3/6/20		Susan Perkins
		Schedule meetings with each union		Beth Knight will coordinate the coalition meeting
Phase III - Return	Lift of Emergency Declaration from CDC, NJ, County Emergency Operations	Cleaning, IT, Facilities - clean and sanitize the college (2 -3 days)		Byron Marshall
		Administrative Functions (1 day) – all full-time employees return to work		PLT
		All instructional activities resume		VP of Academic Affairs
		Non-instructional activities resume		VP of Student Affairs

Designees

- President Wang – Rob Schreyer
- VP Academic Affairs – Robert Kleinschmidt
- VP Student Affairs – John Simone
- VP Finance & Administration – Bryon Marshall and Brian McCloskey
- CIO –Inder Singh and Jared Carter
- VP Advancement & Foundation –Francis Paixao
- VP Human Resources – Scott Butchley

Resources:

1. [MCCC Emergency Operations Plan](#) (In the future a section needs to be added for payroll and EFT transfer)
2. [Pandemic Policy](#)