

COVID-19 IMT RESPONSE REPORT 2020



8.2. EMERGENCY MANAGEMENT OVERVIEW OF COVID-19 RESPONSE

Global Public Health Event (Pandemic)

Emergence of a Novel Coronavirus 2019

In late December of 2019 OEM's situational awareness monitoring observed a potential virus incident emanating from the Wuhan Province of China through the Emergency and Disaster Information Services (RSOE/EDIS) site.

What are coronaviruses?

Coronaviruses are a large group of viruses that can cause illness in animals and humans. Some coronaviruses commonly circulate in the United States and usually cause upper respiratory symptoms such as cough or runny nose, although some can cause more serious illness. The 2019 novel (new) coronavirus causes the illness coronavirus disease 2019 (COVID-19).

What is COVID-19?

[Coronavirus Disease 2019 \(COVID-19\)](#), a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person

CWU Office of Emergency Management (OEM)

Central Washington University's Office of Emergency Management (OEM) daily maintains situational awareness through a myriad of reliable open source and secure membership sites that include;

- Washington State Emergency Operations Center Dashboard, Disaster Resilient Universities Network DRU), Homeland Security Intelligence Network, Center for Disease Control (CDC), Overseas Security Advisory Council (OSAC), Emergency and Disaster Information Services (RSOE/EDIS), National Oceanic and Atmospheric Administration (NOAA), Pacific Northwest Seismic Network (PNSN), and the Fire Weather and Avalanche Center.
- November 6, 2019, OEM created a site on TEAM to act as a **Virtual Emergency Coordination Center (VECC)**.
- December 2019 and January 2020 OEM created three Tabletop Exercises (TTX) dealing with pandemics for Student Affairs, Public Affairs and President's Cabinet.

December 2019

CWU OEM advised of potential virus in China through open-source website.

January 2020 Timeline

- January 6th OEM Director in communication with V.P. Operation providing update to situation.

- January 6th through the 30th brought together a CWU Threat Assessment Team comprised of International Studies, Student Success, University Public Safety & Police Services to address the increase of the illness within the Pacific Rim region and its potential impact to students, faculty and staff. Recommendations to leadership from this group included:
 - That South Korea, Mainland China and Macau be restricted, and existing students, staff and faculty be repatriated. This was per CWUP 2-10-155. (<https://www.cwu.edu/resources-reports/cwup-2-10-155-international-travel>)
 - Any country flagged by the CDC as Level 3 for coronavirus would be automatically added to the restrictions without reconvening the Team each and every time.
 - If a U.S. Department of State advisory level 3 or 4 precedes a CDC advisory, the Team would analyze that closer.
- January 15th OEM met with Washington State Emergency Management Division's Continuity of Operations Coordinator Kent Catlin to discuss assistance with Continuity of Operation Plans (COOP).
- January 16th, OEM met with Washington State Emergency Operations Center staff and administration at Camp Murray, Tacoma.
- January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington.

CoViD-19 Incident Management Team

January 30th and January 31st CWU OEM assembled an Incident Management Team (IMT) comprised of, but not limited to, staff leadership in Health, Wellness, Facilities, Public Affairs, Student Support Services, International Studies, Provost's office, Human Resources, Public Safety & Police Services. External partners included; Kittitas Public Health, and Kittitas Valley Hospital.

- Gregg Heinselmann appointed IMT Incident Commander and Dr. Shawnte Elbert, Deputy Incident Commander.
- Heinselmann to attend and coordinate with Kittitas County Public Health regarding CWU CoViD19 cases and plans.
 - The IMT named CoViD-19 IMT focused on three (3) **Priority** areas within the **Preparedness, Prevention, Response, Mitigation, and Recovery** Phases:
 - ✦ **People:** the highest priority is the safety of those who live, study and work within the Central Washington University campus community.
 - ✦ **Property:** our property collectively constitutes an extraordinary important resource. As it is intended to support the academic mission of the institution, must be protected and preserved by any means that do not require our people to assume **undue risk**.
 - ✦ **Business continuity:** beyond the more quantifiable priorities discussed above, there are values, rights, processes and operations that are essential to the identity, reputation and sustainability of the University. That is, the element of who we are, how we fulfill our responsibilities to each other in the appropriate means of our common goals.
 - ✦ Daily IMT meetings were held with various IMT members throughout the weeks.

CWU IMT Objectives

- Review plans within Housing, Academic, Clinic, Information Services (IS) and Essential CWU departments
- Review existing pandemic plans (Medical Clinic, Health and OEM) – Dr. Elbert, Dr. Horsley, ARNP Larson, and Dr. Mark Larson (KCPHD)
- Meetings – daily until can be tailored to weekly, bi-weekly and/or monthly with key stakeholders.
- Plans submitted to IMT Teams page with revisions as they are created.
- Review of department plans by OEM for feedback.
- Public Affairs – Emergency Notification webpage updated with CoViD-19 relevant and accurate information, timely updates to campus community, coordination with internal stakeholders regarding flyers, communicate, and social medias. (P.A., Medical, Health, Wellness, Academics, H.R. and OEM)
- Inventory personal protective equipment and supplies, and assess needs (Housing, Facilities Maintenance, UPPS and Medical Clinic).
- Academics – continuity of operations plans, IS needs (Canvas, Centers, etc.) (Provost’s Office, Student Affairs, International Studies, Information Services and Public Affairs).
- Medical Clinic – Tele-medicine, Best practices, Talking points, consistent messaging, timely updates to community. (Health, Wellness, Medical and Public Affairs).
- Wellness – Tele-counseling, Best practices, Talking points, consistent messaging, timely updates to community. (Health, Wellness, Medical and Public Affairs).
- Information Services – Cybersecurity, bandwidth, and available equipment for distance learning and tiered approach to VPN.
- Human Resources – Essential personnel, emergency contact staff/faculty information updated, online classes and personnel health education. (H.R., Medical, IS and Public Affairs)
- Dining Services – Optional “Wellness” menus for students in isolation/quarantine. Deep cleaning. Supply inventory and supply chain disruption mitigation.
- Facilities Maintenance – Inventory of cleaning supplies, essential employee schedules, supply chain interruption mitigation strategy, essential tasks identification and protective equipment purchases.
- January 30th President Gaudino sends communique regrading CWU student in isolation with the following guidelines for preventing the spread of respiratory viruses, especially during cold and flu season, including:
 - Stay home when you are sick to prevent others from being exposed to your illness.
 - If you see a health care provider for fever and cough, ask for a surgical mask to help prevent spread of infection when in the health care setting.
 - Cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and immediately dispose of the tissue.
 - Wash your hands often and avoid touching your eyes, nose or mouth.
 - Clean and disinfect surfaces that are frequently touched.
- January 31st, International Affairs Director Ediz Kaykayoglu and Associate Director Steve Cook, and OEM had a Skype meeting with Dia Gary and Paul Ballard, CWU faculty to discuss the

potential risk to our students and the question of allowing them to stay and continue studies or to cancel the program and have them return home.

- January 31st OEM hosted three meetings with key stakeholders including: Kittitas County public health, Kittitas Valley Hospital, Kittitas Valley fire and rescue, Kittitas County Sheriff's Department and Ellensburg Police Department.
- January 31st the university was notified by the Kittitas County Public Health Department (KCPHD) that a student at Central Washington University's Ellensburg residential campus was being screened for the Novel Coronavirus. The student, who was in voluntary isolation, had recently traveled internationally to attend an event, which may have exposed the student to the virus. The student became ill and was seen locally at the CWU Student Medical & Counseling Clinic. This was not a confirmed case of the virus. Test results received on February 7th came back negative for CoViD-19.
- January 31st, OEM activated a standby Emergency Coordination Center (ECC) on the Washington State Emergency Operations on the State's **WebEOC** website.
- January 31st the United States Department of Health and Human Services Secretary declared a public health emergency for COVID-19.

February 2020 Timeline

- February 1st, CWU OEM added to Disaster Resilient Universities (DRU) Virtual IMT network to collectively assess and address response, mitigation of CoViD-19 from as many Institution of Higher Education (IHEs) as possible.
- February 4th OEM activated the CWU VECC. On Teams and increased the number of individuals on the site including members of the CWU President's Cabinet.
- February 3rd, Dr. Shawnte Elbert and OEM met to review, and revise Pandemic and response plans created by both departments. (See Attachment A)
- February 7th President Gaudino issues communique to CWU community regarding negative test results for CWU student suspected of contracting CoViD-19.
- February 18th OEM met with CWU Wellness team to review CWU's pandemic plan and responses.
- February 28th Update meeting with International Studies, Student Affairs, Provost's Office and OEM regarding study abroad programs.
- February 29, 2020, the CDC indicated that there were 85,688 confirmed cases of COVID-19 worldwide with 66 of those cases in the United States, and the Washington State Department of Health and confirmed localized person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and infection to Washington State's general public and creating an extreme public health risk.
- February 29th Washington State Governor Jay Inslee issued a proclamation that a State of Emergency existed in all counties in the state of Washington in response to the outbreak.
- UPPS Assistant Chief, Eric Twaites to attend First Responder CoViD-19 meetings
- IMT meetings

March 2020

- Stakeholder meetings continued throughout the month with internal and external partners.
- CWU Response plans uploaded by IMT members into VECC Team site between March 4th and April 24th which included revisions.
- Asst. Chief Twaites met with First Responders CoViD-19 group.
- OEM Coordinator, Robert Cepeda to attend Kittitas County Emergency Operations Center meetings.
- OEM added by Washington State Military Department to Washington State CoViD-19 Unified Command Situation Reports (SitReps) distribution list.
- OEM attended CWU Safety Council meeting as a guest.
- OEM attended a CoViD-19 Threat webinar and later in the month a CoViD-19 Cost and Recovery seminar hosted by the International Emergency Mangers Association
- OEM attended presentations by Dr. Wojtyna and Dr. Amy Pickart regarding coronaviruses. Both professors were invited to assist in reviewing CWU's pandemic plans and responses by Dr. Elbert and OEM.
- OEM met with Housing regarding Pandemic plans via Zoom.

April 2020

- Asst. Chief Twaites met with First Responders CoViD-19 group.
- OEM met with U.S. Army Medical Research Institute of Infectious Diseases (USAMRIID) staff regarding CoViD-19
- OEM met with Kittitas EOC staff regarding infectious disease safety and control measures.
- OEM met with Centers Director and UPPS Chief and Asst. Chief regarding Centers safety and emergency plans.
- OEM attended municipalities CoViD-19 meetings
- OEM participated in a CoViD-19 Tabletop exercise with Kittitas County EOC, Long-term facilities and Kittitas Valley Hospital (KVH)

May 2020

- Meetings with James Jankowski, CWU Project Manager regarding CWU CoViD-19 Steering Committee. EH&S Interim Manager, Katie Litzenberger and OEM Coordinator Robert Cepeda added to project as consultants.
- Asst. Chief Twaites met with First Responders CoViD-19 group.
- OEM attended municipalities CoViD-19 meetings
- OEM and COTS completed Emergency Operations Plans template for university-wide implementation.

IMT DEPARTMENT UPDATES

Medical Clinic

In response to the COVID-19 pandemic CWU Medical have responded in a multifaceted manner.

1. We have adjusted as well as created new clinical policies specifically for COVID-19 pandemic
2. Initiated and implemented daily questionnaire and temperature testing of staff
3. Manage distancing and PPE for safety of the students and staff during in person appointments.

4. Suspended On-line appointments
5. Screen all students before their appointment for illness and potential exposure
6. Limited visitors (allowed when accommodation is required).
7. Identified and established 6 ft. markings on the floor of the clinic
8. Identified and established 6 ft. markings for seating in the waiting room area.
9. Dedicated two exam rooms; set-up and ready for isolation with sufficient PPE.
10. All Student Health Services (SHS) Staff completed CLA COVID-19 training
11. Continuously update staff trainings, signage on the outside doors and in the buildings, as well as, patient education as the pandemic continues to evolve.
12. Participated in HR Q&A for CWU Faculty and Staff
13. SHS continues to be available to answer question from the CWU Faculty and Staff to assist in supporting their areas and needs.
14. Minimum weekly COVID-19 updates for all SHS staff. Daily when new information requires.
15. Stories: The staff is "Front Line" and in the clinic every day. Many if not all staff had to take a look at their vulnerabilities, mortality and the real dynamics of healthcare professionals in the midst of this deadly pandemic.

Dining Services

- **Prevention plan developed and implemented including:**
 - Extra sanitation and safety plan
 - ✦ Removal of all customer self-service opportunities
 - ✦ Supplemental signage posted
 - ✦ Increased frequency of sanitation and disinfecting of all areas
 - ✦ Increased hand washing and consistent glove usage in place (with frequent changing)
 - Enhanced staff protection
 - ✦ Masks required – for all entering service/production areas including vendors and non-dining CWU staff
 - ✦ Employee temperature checks on arrival of shift required – for all entering service/production areas including vendors and non-dining CWU staff
 - ✦ Glove use at all times, with frequent changing and handwashing included
 - ✦ Manager on duty on floor at all times monitoring and actively managing operations
 - Enhanced guest protection
 - ✦ Take-out service only
 - ✦ Social distancing in place, ensuring 6-foot distance in place for all guests
 - ✦ Food pick-up station outside of main dining concept area
 - ✦ Plexi-glass protection installed between cashier and guest
 - ✦ Hand sanitizer available for use
 - ✦ Monitored and controlled guest entrance via SURC west entrance
- **Staffing plans developed and implemented including:**
 - Alternative scheduling approach
 - ✦ Developed and implemented enhanced staffing programs that designates a multiple team approach to scheduling

- ✦ Staffing plans include identification of essential critical positions and ensures alternative dining plans can be executed
- ✦ Staffing plans in place ensure essential services are provided safely, ensuring social distancing and a separation of staff, to mitigate risk for potential exposure and interruption of services provided
- **Preparedness plan developed and implemented including:**
 - Warehouse and unit level inventory quantities have been identified
 - Essential emergency par levels have been established and ordering is implemented to sustain determined par levels
 - Emergency vendor contacts identified and communicated with to ensure no interruption of supply chain
- **Response plan developed and implemented and including:**
 - Wellness meal program created and implemented in support of student meal needs during an isolation period
 - In use and able to accommodate ongoing needs as necessary

Student Health Services

- We have adjusted as well as created new clinical policies specifically for COVID-19 pandemic
- Initiated and implemented daily questionnaire and temperature testing of staff
- Manage distancing and PPE for safety of the students and staff during in person appointments.
- Suspended On-line appointments
- Screen all students before their appointment for illness and potential exposure
- Limited visitors (allowed when accommodation is required).
- Identified and established 6 ft. markings on the floor of the clinic
- Identified and established 6 ft. markings for seating in the waiting room area.
- Dedicated two exam rooms; set-up and ready for isolation with sufficient PPE.
- All Student Health Services (SHS) Staff completed CLA COVID-19 training
- Continuously update staff trainings, signage on the outside doors and in the buildings, as well as, patient education as the pandemic continues to evolve.
- Participated in HR Q&A for CWU Faculty and Staff
- SHS continues to be available to answer question from the CWU Faculty and Staff to assist in supporting their areas and needs.
- Minimum weekly COVID-19 updates for all SHS staff. Daily when new information requires.
- Stories: The staff is "Front Line" and in the clinic every day. Many if not all staff had to take a look at their vulnerabilities, mortality and the real dynamics of healthcare professionals in the midst of this deadly pandemic.

Disability Services

- Moved all student, and departmental meetings to an online format using Zoom. Scheduled faculty meetings and trainings for other departments were also moved to a virtual format. Once the technological needs of my team were addressed, the transition was almost seamless. Staff continue to meet with students, respond to faculty and student concerns and attend meetings. Other than the change in venue, there has been little disruption to service.
- Created a Canvas course for students who are registered with Disability Services to provide an additional venue for sharing information. Modules were created with lists of resources, both on and off campus, as well as resources for specific disabilities. Discussion board posts have addressed a

variety of topics including the anxiety that many students were feeling about the transition to online instruction, and strategies for students with ADHD to be successful in online classes. Participation has been good and students have been responding to each other with words of support and suggestions for coping with the change. Students from the Centers have especially appreciated this new method of engagement as it allows them to be a part of the community in a way that they have not been able to be in the past.

Counseling Services

- Shifted all individual services to telehealth format and remoted all staff at onset of stay-in-place order
- Suspended group therapy services when in-person services were still available
- Are restarting support groups in a virtual environment
- Purchase of Timely-MD/campus health to provide virtual urgent medical and counseling care
- Worked with specific, high need units to market services to those students
- Increased social media presence to let students know we are still providing services and to provide passive educational intervention
- Worked with Public Affairs and Student news outlets to provide expert knowledge and information about services

CWU Recreation

- Offered online training to student employees (customer service certificate)
- Secured all indoor facilities, removed goals from outdoor facilities
- Offered library of at-home workouts
- Began Virtual fitness classes from our instructors, from their home to yours through Zoom
- Online competitions: Esports tournaments, Online trivia contests, trick shot contest
- Virtual challenges: 5k, cycling, hiking
- Earth week cleanup events
- Hosted Zoom fireside chats
- Outdoor Adventure skills video series
- Live climbing video series (Mobility Monday, weird knot Wednesday, finger training Friday)

Wellness Center/Health Promotion

- Shift to remote work for full time professional staff and part-time student staff
- Purchase and distribute mini hand sanitizers from the SURC to students who continue to reside in Ellensburg
- Use social media channels to share timely CWU emergency information and general prevention/health information from CDC and local health department with CWU students
- Staff are still providing high-quality one-on-one meetings and support (alcohol education, recovery support, sexual assault advocacy) via Zoom and Doxy.me.
- Staff members sewing and donating face masks to community

Office of Case Management response to COVID-19:

- Team took lead on establishing a formalized student application process & protocol for emergency funds requests through DOSS & foundation resources - this work was instrumental in the development of our current CWU CARES/COVID (C3) Emergency Funds Team now tasked with reviewing and

awarding close to \$4 million through the CARES Act federal legislation.

- Coordination and maintenance of partnerships with ASCWU, College of Business, Scholarship Central & Student Financial Services to provide access to emergency funds for those ineligible to receive CARES Act funds and other federal & state resources.

- CM Team has been a primary support/resource in consultation with OEM Project Managers and staff teams making direct contacts with students through the ongoing retention initiative calling campaign, including direct follow up with identified students in need of additional assistance & information by assigning them primary Case Managers.

- Significant increase in resource/referral options and support for overall health & wellness efforts, e.g. regular consultation with SMS and SCS, strong encouragement for student use of Timely MD, increased communication plans with CWU Centers, and updated info on local and state-wide community response efforts focused on Basic Needs (primarily food insecurity solutions and emergency shelter options)

- We have continued to work to respond to all incoming Behaviors of Concern Reports and Suicide Concern Reports, increasing number of outreach contacts to ensure follow up contacts are made with students - these meetings previously held in campus office spaces are being scheduled at higher rates and resulting in lower no-show rates by providing a variety of contact options (virtual platforms through Skype, Teams & Zoom, in addition to google voice for calls and standard CWU email) with increased use of multiple calendar reminders to students and reporting parties.

Information Services

Actions taken and implemented in response to COVID-19 (through April 30, 2020)

- Created a Remote Worker Toolbox web page; added tips for getting started, security measures, top tools, how to access restricted resources, virtual meeting tools, free internet offers and support options.
- Created instructional videos for remote work tools and added them to Toolbox page.
- Created Covid-19 email scam warning publications; alert webpage, banner for MyCWU login page, campus-wide email message and knowledge base article.
- Contacted Zoom to arrange for an additional 5000 temporary licenses on our K20 contract.
 - a. Designated personnel to learn and administer Zoom so we can support remote employees.
 - b. Integrated Zoom with local authentication to improve the access and sign in process.
- Contacted Adobe to request temporary access to at-home licensing for student use.
- Extended telephone support to remote workers via “soft phone” software on their desktop or laptop.
- Contacted Avaya and got temporary free licensing to extend multiple call centers across campus to remote workers.
- Worked with contractor to recreate computer labs using Azure VDI (virtual desktop interface).
- Enforced social distancing in the computer labs by removing keyboards on every other computer; wiped down the equipment multiple times a day. All labs remained open through the end of exams.
- Doubled the capacity of concurrent VPN connections for remote access to resources that are restricted to the local network.
- Investigate & price needed contracting assistance for critical multi-factor authentication capability with VPN and MyCWU remote access.
- Formulated a plan to increase internet capacity by utilizing the backup circuit as a secondary route.

- Worked with Multimodal Education Center to pull laptops out of classroom carts and deployed them to employees working remotely who didn't have computers.
- Purchased webcams to deploy to employees to use for virtual meetings and instruction.
- Communicated with Appointing Authorities to determine employee and student need for hotspots in remote locations without internet access. Purchased 100 hotspots.
- Exploring tools to allow Service Desk to remotely assist employees on their home computers.
- Updated registration, student financials, financial aid to reflect new spring quarter start date.
- Built out multiple notification points in MyCWU to keep students notified as changes occur.
- Worked with Student Success to create a technology needs assessment survey and sent to students. Responded to student need by deploying laptops and hotspots to approximately 190 students.
- Collaborated with HR Management to create new COVID related leave banks in MyCWU for those impacted by illness or childcare.
- Added new emergency pass/emergency fail grading basis in the student information system for spring quarter. This grading basis will be an optional choice for students after grades are due and display on the student's transcript.
- Inactivated new commencement registration module in the student information system due to canceling of commencement in June.
- Worked with the colleges to waive additional fees associated with courses for spring quarter.
- Created tracking mechanisms in MyCWU to identify which students received a university owned laptop for spring quarter to conduct online learning from their place of residence.
- Adjusted all housing contracts for those students that did not return to residence halls for spring quarter.

University Public Safety & Police Services

General Changes to Operations

- Enacted
 - Social distancing whenever practical and/or necessary.
 - All personnel will practice PPE and disinfection practices:
 - Wipe/clean vehicles, work stations, and all high touch areas at the beginning and end of every shift.
 - Wipe/clean vehicles after any transport of any person other than CWU PD personnel.
 - Body temperature recording at beginning and completion of each shift
 - Any entry to a residence hall will require full PPE
 - Respirators shall be used when circumstances require an officer to be in an enclosed space with someone with a confirmed case of coronavirus.
 - PPE boxes created for each officer to have masks, gloves, hand sanitizer
- Restricted
 - All civilian ride along, tours, or other similar PR details are cancelled until further notice.
 - Officers are not to congregate together for coffee or lunch breaks.
 - The front lobby will be closed to the public, all requests for in person business will be vetted through a Supervisor.
 - Overnight parking enforcement is cancelled until further notice.
 - All employees to work from home if possible.
 - Front office staffed with one UPPS member at a time; alternating days

Responding to calls:

- All calls that can be handled via phone, email, video call, or other will be handled as such without personal contact.
- Respond in person to in progress physical or violent crimes against persons.
 - PPE shall be used.
- Reports and cold calls will be handled by phone.
 - If a cold scene needs to be processed immediately, full PPE will be required.
 - If injuries need to be photographed, full PPE will be required throughout the contact.
- Respond in person to medical calls that require life saving measures
 - All others we will stage for KVFR and assist as necessary.
- While patrol is still necessary for the visible presence and security of the campus, activities will be limited.
 - Only contacts that are required for life safety measures.
 - Only contacts for actual criminal activity observed.
 - Criminal traffic enforcement only.
- No agency assists unless requested and life/ safety emergent.
- Citizen assists and unlock requests for emergent situations only
 - PPE and social distancing required

Reported Activity Month of April 2020

- 731 entries for Security check
 - To include over 1500 premises
 - Discovering 50 unsecured buildings
- 17 entries for foot patrol
 - Includes mass security checks over extended period of time
- Patrol handled 161 Calls for service compared to 418 for April 2019
 - Included in April 2020:
 - 50 unsecure premises
 - 4 trespass complaints (underreported)
 - One unwanted subject in a closed building
 - 28 check welfare, citizen assist
 - 9 property crime
 - 9 suspicious and hazard

Parking Services

3/5 Parking student enforcement stopped for due to classes ending early.

3/19 Parking enforcement officers worked as security inside the SURC to prevent unnecessary entrance into the building.

3/20 Parking enforcement to focus on projects and lot maintenance.
3/23 Student parking enforcement has been suspended until determined otherwise
3/27 Parking enforcement reduced workforce with the elimination of student parking enforcement for spring quarter.
4/6 Student Spring Quarter 2020 parking fees refunded to student accounts (\$49.92)
4/7 Reduced parking enforcement, primary focus interior of campus, timed, and ADA zones
4/7 Parking guides focus on maintenance, compliance, and policies
Social Distancing standards applied to parking enforcement officers
Transition to LPR parking management system put on hold

Housing and Residence Life

1) Prevention and Mitigation

- a. Additional Hand Sanitizers placed throughout offices and halls.
- b. Marketing in conjunction with Public Affairs on hand washing, social distancing, etc.
- c. Expectations shared with staff in terms of travel, risk, etc.
- d. Additional cleaning and disinfecting regularly occurring with custodial partners.
- e. Moved offices to not face to face where appropriate. Remote work where possible.
- f. Increased hand-washing, staff wear masks.
- g. Guests are discouraged in campus residences.

2) Response Plan implemented

- a. On call structure expanded to more individuals on the 24/7 on call structure.
- b. Daily/weekly emergency response briefings for HRL staff.
- c. Isolation/Quarantine spaces set for students who may have been in contact with a Covid-19 positive individual or who were awaiting test results.
 - i. Wellness Meals delivery by Housing staff coordinated with Dining Services to these students.
 - ii. Daily support via phone for isolation students coordinated.
 - iii. 18 students have received support in self-isolation, no quarantine spaces have been needed to date.
- d. In response to March 20, 2020 Kittitas Health Order for students to stay in place (and preventing students from returning to move out):
 - i. 250 residence hall students and 350 apartment students remained in place following county orders.
 - ii. Adjusted staffing patterns to maintain safety and security.
 - iii. Staff entered resident rooms who had departed to secure the space, gather fish and plants that needed care, and dispose of perishable items.
 - iv. Worked to ship over 60 students' essential items to their homes.
 - v. Formalized move out plans for when county and state orders are lifted.
- e. Conferences and Camps for June have been cancelled, others in consideration.
- f. Upholstery staff sewing cloth masks for students and staff.

3) Continuity of Operations plans in process for Summer housing and Fall housing.

Environment Health & Safety

- Coordinated to have hazardous waste removed from the laboratories/studios
- Fit tested all Campus Officers for respirators
- Updated EHS website with COVID-19 training course
- Advise on health and safety for faculty and staff
- Fit tested officers for respirators
- Worked with Public relations on travel form
- Coordinated to have all hazardous materials from labs/studios removed from campus
- Supply information on masks and sanitizers
- Advised on cleaning chemicals (not to bring in from home)
- Supplied COVID-19 and HAZCOM training for all employees

Facility Maintenance Department

STRENGTHS

CWU Facilities retains a large supply of N95 masks. These items were prioritized for disbursement for first responders but have been utilized by operational staff as well.

CWU Facilities has implemented temperature screening and social distancing in the workplace. Given the nature of facilities work, robust training packets were compiled to allow our workforce to work from home and strengthen our social distancing program.

- Implemented a work plan for Grounds and Custodial.
- Staggered check/checkout times to further enhance our social distancing.
- Limit the number of staff working in buildings.
- Posted cleaning schedules in residential halls to allow residents to social distance from staff.
- Employees are encouraged to not share tools and equipment and to disinfect reusable supplies, tools and equipment frequently.
- Increase frequency of disinfecting of multi-touch surfaces.
- Supplemental signage posted
- Large stockpile of disinfectant
- Increased communication with staff

FMD AREAS OF IMPROVEMENT

During our emergency planning I don't believe we have ever scoped the needs to deal with a pandemic. This clearly needs to be a regular topic of conversation moving forward.

- Continue to improve social distancing protocols and use of PPE.

FMD RECOMMENDATIONS

Place pandemic training within our regular emergency planning preparation.

Stockpile appropriate PPE for a pandemic (gloves, masks, cleaner, gowns, face shields, etc.).

FMD CONCLUSION AND NEXT STEPS

FMD Facilities was not at first prepared to deal with meet the multiple demands presented by a pandemic. Facilities reacted well to the problems presented and stands better equipped to mitigate current and future challenges

IMT Plans Submitted on CWU VECC IMT Team Site

Remote Teaching Plan
SURC Emergency Procedures
Student Wellness Meal Service Process
Housing and Rest Life Planning
Housing Response Plan
Dining Services
Housing Isolation Response
Housing Res Life CoViD-19
2020 Pandemic Response
Continuity Worksheet
Student Union EMT Response
FMD Incident Management Team Plan
HR Business Continuity Plan
Disability Services
Wellness Unit Response Plan
Recreation Response Plan
Counseling Unit Response Plan
Case Management Response Plan
Student Medical Response Plan
ASL Winter Quarter planning
Isolation Spaces Excel spreadsheet
Annex Infectious Disease Preparedness plan
Dining Services Emergency plan
Dining Services Extra Sanitation plan
Dining Services Essential Personnel plan
Dining Services Student Wellness plan
Dining Services Incident Response plan