**Pandemic Team Meeting**

**11a.m. -12 p.m. via Zoom, March 23. 2020**

Facilitators: Camille Childers, Student Health Services; Rick Muma, Provost

Scribe: Heather Stafford, Student Health Services

Attendees: Not available due to technical difficulties

NEXT MEETING: **Monday, March 30th by ZOOM**

Updates from Divisions and Departments

1. **Academic Affairs areas including Provost and WSU Tech:**
	1. PET team met this morning and discussed Sedgwick County Emergency Management meeting from the Emergency Operation Center yesterday, 3/22/2020, that was available by video. There may need to be a Shelter in Place order by SCHD.
		* Discussed also Johnson County Shelter in Place order that will be for 30 days beginning tomorrow. Here is copy of that order: <https://www.jocogov.org/sites/default/files/documents/CMO/JoCo%20Public%20Health%20Officer%20Stay%20at%20Home%20Order%203-22-20.pdf>
			+ All retail restaurants and bars are closed. Only grocery stores and pharmacies can remain open. Walking outside is allowed following social distancing practices.
		* Discussed if SCHD Shelter in Place was ordered, how this would affect WSU campus.
			+ Only certain business functions would be allowed on-campus.
			+ All departments/division need to have business operations plans to work remotely
		* Discussed summer schedule and developing a plan to also offer this session online, in case needed.
		* Strat Communications has set-up a PPE drop-off campaign for anyone in the community who wants to donate PPE to local hospitals and county emergency departments.
			+ Event will be held at 1pm at the Marcus Welcome Center today.
		* If you or your department is contacted by WSU staff/faculty of concerns about a possible exposure, they should be directed to Camille Childers at Student Health Services. She has immediate connection with Sedgwick County Health Department and can come up with response for that individual
			+ Remember that keeping everyone’s health information confidential should be a priority. Release of this information could potentially be harmful to that employee.
	2. Spring Break is this week – March 23-27
	3. Launching of online format for classes the remainder of the semester begins March 30th.
		* Tools for both students and faculty/staff have been updated on the COVID19 website.
		* Extensive FAQ list of different issues have been included on the site.
		* Every department needs to have obvious signage on how students can access your services, both on the department front door if you are closed, all online messaging, and how students can access resources if they need assistance.
		* Dr. Muma has been very impressed with the communication coming out of each of the colleges.
2. **Athletics:**
	* 30 students are currently being tracked by athletics. All are international students.
	* Athletic Training department have limited and staggered staffing but are continuing to see students on a daily basis for health needs.
3. **Diversity and Community Engagement** areas: No representation at this time
4. **Finance areas:**
	1. **ITS:**
		* 200 Chromebooks for students that have been delayed will hopefully arrive this week.
			+ Unsure of how many students requesting this service. College deans are submitting requests to Shadi.
		* Gear-Up has donated 3 re-purposed laptops to be distributed
		* 200 laptops for staff have been delayed and may not arrive until end of next week.
		* 200 Hotspots: 60% allocated for students and 40% allocated for faculty/staff
			+ All faculty/staff Hotspots have been requested and assigned. 0 left to request
			+ Student hotspots are available but not a lot of requests. ITS believes that when the chrome books become available, more requests for Hotspots will be submitted.
				1. 50 hotspots through Verizon will be available next week
				2. 90 hotspots through ATT won’t be available until the end of April. ATT encouraging WSU to purchase cell phones to boost
		* Donations - Are there any other departments who can donate unused laptops for re-purposing and using in other ways?
			+ Dr. Muma suggested Kim Moore’s department may have unused laptops.
		* VPN: VPN2 is installed and working with good performance so far
			+ Instructions on downloading new VPN2 client have been uploaded to COVID19 website
			+ There are pictures and screen shots on how to set up the system
			+ Other variables to take into consideration on the effectiveness of the VPN2 access from WSU employee’s homes are level of internet service and reliability of individual’s internet provider and the drop-offs due to higher traffic online in the neighborhood. Seem to have minimal disruption so far.
	2. **HR:**
		* WSU Today on Friday and Today listed employee and student employee pay information.
		* Limited staff (4-6 people) on-site in HR office, as they are also dealing with construction, so lobby is closed.
		* Very little tasks that require staff being on-campus to complete. Easy transition when Shelter in Place occurs
	3. **Financial Services**:
		* Payroll: COVID-19 coding for payroll will take in effect now and include any employee time that has already been used in relation to COVID-19
		* Financial Services: preparation for shelter in place and making sure most items are paid in Chrome River. They will assist those who still have paper checks coming in.
	4. **UPD**: will continue in place as constant presence on-campus
	5. **Power plant and warehouse**: will also continue in place to deliver items for research and technology that will have continuous shipments.
5. **General Counsel:**
	* Continuing to be a resource for departments
	* Looking for guidance from the county on the Shelter in Place orders – will listen to 4pm County commission/Board of Health meeting today.
6. **Research & Tech Transfer areas**: No representation at this time
7. **Strategic communication areas**:
	* The PPE Donation event today at 1pm at Marcus Welcome Center will be highlighted with videos and media coverage.
	* Matheson has created marketing along with social media pushes by Dr. Golden
	* More info to come about future donations being made at the Shocker Store in Braeburn Square.
8. **Student Affairs areas (Dr. Austin reporting for departments)**:
	1. **Housing**:
		* Since the edited criteria for continuing to live in housing was changed last Monday and students had the deadline of yesterday, 1000 more students have moved out in the last week.
		* There continues to be 185-200 students still on-campus. 70 students who still need to come back and collect their belongings.
		* 80 students still have not responded to Housing’s request for information on students staying or leaving. Now that number has decreased, housing will begin process of identifying these individuals and contacting them on intentions.
		* Housing still has 4 staff who live on-campus full-time and take revolving call, responding to on-campus emergencies.
		* A number of RAs who continue to live in residence halls, work to support Housing, and act as a 24 hour on-call resource.
		* Facilities staff still regularly clean within social distancing parameters.
	2. **Child Development Center**:
		* CDC remains open with 43 children still attending, although many parents are keeping children at home
		* Parent/staff concern that some CDC parents are not taking social distancing seriously
		* KDHE states that childcare is allowed to stay open, but if university shuts down, so will the CDC.
		* Other Kansas counties and US states have allowed 10 students to be inside childcare/school facilities in stable groups at one time.
	3. **Rhatigan Student Center**:
		* RSC building is having adjust hours of operation
		* Office of Diversity and Inclusion, Student Involvement and Student Government Association are working remotely.
			+ Department are still providing one-on-one mentoring and consulting via ZOOM, phone calls, etc.
	4. **Dining Services**:
		* Retail sites of Panda Express, Chick-Fil-A, and Starbucks are still open with limited hours.
		* Due to this being the original Spring Break week, Shocker Hall is closed. But, will re-open on Sunday night, this weekend, providing to-go meals.
	5. **Student Wellness Center**:
		* **YMCA** is still closed.
		* **Campus Rec** is still closed.
		* **Student Health Services**:
			+ With YMCA closed, access to SWC is through the Wesley Urgent Care entrance.
			+ Everyone is screened at the entrance for cough/fever. Sick students are immediately taken back to an exam room to avoid exposure to others. Routine well-person visits have been suspended temporarily.
			+ Social distancing of staff is kept in mind while still providing face-to-face healthcare.
			+ Once a possible Shelter in Place is ordered by the county, Student Health will consider options include closing and providing telehealth services.
		* **Counseling and Prevention Services**:
			+ CAPS is 100% telehealth delivery with mental health services
			+ While SWC continues to be open, 1-2 senior staff members will be in-office in the SWC to provide mental health support and still provide online services.
			+ Once a possible Shelter in Place is ordered by the county, CAPS will provide 100% online with all staff working from home.
9. **Questions?**
	1. If county orders Shelter in Place, will housing students be allowed to come back and collect their things?
		* Dr. Muma answered that we should not encourage anyone to come back to campus.
		* Chief of UPD answered that it depends on how the order is written and criteria.
	2. What is the university’s plan to clean the facilities?
		* W. Golling responded with right now, social distancing is important. Once Shelter in Place is called and then university begins discussion on what happens upon return to normal function, a plan will be developed to deep clean before everyone returns.
	3. Will the university purchase the spray or other high-powdered cleaning devices?
		* Answer was not at this time because there are plenty of options for deep cleaning already available for housekeeping staff to use.
	4. Reminder of the Sedgwick County Emergency Management called a partial attendance of Emergency Operations Center to be manned daily from 12pm – 6pm.
		* UPD Chief of Police and Director of Student Health Services are both part of this center.
		* They call in twice daily at 1p and 5p to listen to updates
		* Camille also listens to Sedgwick County Health department updates as released and weekly KDHE health updated on COVID19.