**Syracuse University: Draft COVID-19 Business Continuity Planning Template (Draft Updated: 03.06.2020):**

**Basic Guidelines:**

* **Tell sick employees to stay home.**
* **Identify critical employee groups**. Then consider whether some of these functions can be covered by employees at a different location.
* **Ensure that work-at-home systems are running well**
* **Identify key supply and material needs and talk to critical suppliers** of both goods and services about their ability to deliver reliably. Consider setting up alternative suppliers. (Managed by Facilities Services)
* **Identify employees with critical skills** who are not easily replaced on short notice. Look for others who could learn the task, recent retirees, or consider an outsourcing plan.
* **Where appropriate, plan to close some of your operations and/or locations**. Think through security and equipment maintenance issues ahead of time.
* **Determine Operational Status Change Triggers.**  Determine both “clinical triggers” and “constituent concern” triggers, as well as how such triggers are measured, for changes in operational status.
* **Assigned a business continuity liaison.** This would be an individual that would work with the University’s Emergency Management and Business Continuity office to develop and/or enhancement plan development.

**Considerations for planning:**

* Human Resource Management Issues
	+ Employee absence policies
	+ Staff absence management / staff replacement
	+ Work from home practices
	+ Health insurance review
* Academic Issues
	+ Student absence policy
		- We need guidance for faculty. Most will not accept a “I’m sick” as an excused absence but need a doctor’s note. The current CDC guidelines recommend that people with mild COVID do NOT go to the doctor.
	+ Faculty and TA, GA absence management
		- Instructions and tutorials about recording voice-over PowerPoints.
		- Enabling faculty to use the technology in their classrooms to record lectures to post directly to blackboard.
		- Tutorials about the remote features already available in BlackBoard.
	+ Class activity alternatives
	+ Serving students in medical isolation
	+ Congregate academic activities and library services
	+ Alternate teaching models
* Research Issues
	+ Maintaining live animal, live plant research
	+ Maintaining research conditions
	+ Alternative research models
* Operational Issues
	+ Managing physical plant issues
	+ Maintaining safety and security
	+ Maintaining Essential Student Services
		- Food services
		- General Housing and sanitation
		- Special isolation housing
		- Provision of medical care for non-COVID-19 patients
		- Basic student activities
		- Student mass transportation
	+ Containing seamless IT services
	+ Employee shortage planning:
		- 90% staffing
		- 75% staffing
		- 50% staffing
	+ Food and food servicing, supplies, materials availability challenges, Facilities, and building coordinator.
	+ Student behavior modification plan: ESE
		- Spring break travel guidelines
		- Handwashing and sanitation
		- Review of Events/ Field Trips
* Community Engagement, Recruitment, and Fundraising Issues
	+ Mass gathering activity/program cancellation practices
	+ Travel limitations
* Athletics
	+ Communications between Athletic Department to Athletic Department
	+ Review of event mass gatherings
	+ Student Athletic support for international students
		- Travel for both competition and recruiting
* Other issues?