**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?