

Preparing for Statewide Stay at Home Directive or Other Necessary Reduction in On-Site Operations Due to COVID-19 – Vice President for Student Affairs (VPSA) Units

Current Status: Reduced Operations

Operations functioning off-site:

Assessment and Professional Development, Advancement, New Student Family Programs, Office of Learning Partnerships, Recreational Sports, SA Central Finance, SA Communications, SA Finance and Planning, SA IT, SA HR, Services for Students with Disabilities, VT-Engage

Operations functioning with limited staff on-site:

Cranwell International Center, Dean of Students Office, Fraternity and Sorority Life, Hokie Wellness, Military Affairs (VTCC), Student Conduct, Student Engagement and Campus Life (Squires open), Cook Counseling Center (walk-in crisis appointments)

Operations functioning with most staff on-site:

Dining Services, Housing and Residence Life, SA Facilities and Operations, Schiffert Health Center

Other on-site activities:

Student Affairs staffing the library from 9-6, M-F

Squires Student Center open M-F, 8-8; Sa+Su, 10-6

Planning: Essential Operations

If a shift to Essential Operations is made, the following VPSA units are determined to be essential functions using this definition:

Essential function or service— A function that must continue in order to ensure the health and safety of the campus community, the operation of essential facilities, infrastructure, technological capabilities or programs, or activities that support the future reopening of facilities after the emergency. Administrative, operational or student support services that support essential functions and services are themselves essential services.

Essential VPSA Functions

Units listed here are essential functions with some on-site and off-site activities.

Cook Counseling Center – on-site for crisis walk-in appointments, otherwise off-site

Dining Services – on-site providing pick-up and delivery meals to meal plan holders for on-campus students out of designated dining operations.

Dean of Students Office – off-site unless responding to an on-call that requires staff on-site

Hokie Wellness – off-site support

Housing and Residence Life – off-site unless responding on-call, live-in staff including student staff on-site supporting students approved for continued services

Military Affairs – on-site to support residential VTCC students approved for continued services, otherwise off-site

Fraternity and Sorority Life – on-site to support residential Oak Lane students approved for continued services, otherwise off-site

Student Affairs Central Finance – off-site support

Student Affairs Communications – off-site support

Student Affairs Facilities and Operations - on-site support for housekeeping and maintenance; some off-site unless responding to on-call

Student Affairs Finance and Planning – off-site support

Student Affairs Human Resources – off-site support

Schiffert Health Center – on-site with potential hour reduction based on traffic

Student Affairs IT – off-site support

Services for Students with Disabilities – off-site support

All other functions deemed non-essential and will move to an entirely off-site operation and will take all available precautions to ensure little to no on-site work. Non-Essential Functions include:

Assessment and Professional Development, Advancement, Cranwell International Center, Fraternity and Sorority Life (non-Oak Lane support), Military Affairs (for functions not supporting residential VTCC students), New Student Family Programs, Office of Learning Partnerships, Recreational Sports, Services for Students with Disabilities, VT-Engage, Student Conduct, Student Engagement and Campus Life.

Designated Employees:

Student Affairs leadership, with Student Affairs HR is compiling a list of all employees that includes feedback from each director. This list outlines current status of employees. Part of that includes a designation of “essential” and “non-essential.” Student Affairs leadership will outline designated employees based on the essential functions outlined above.

Off-Site Non-Essential Functions:

All off-site non-essential function activities will be coordinated by the leadership of that unit to ensure continuity of operations that are appropriate given our operational status. This may include communicating to some employees (student and wage) that their work is no longer required. Off-site work to support students and essential functions will continue despite the non-essential designation in the essential operations status.

Off-Site Essential Functions:

Off-site essential functions will continue to operate to support essential operations to the level necessary for our operational status. On-site work for these areas will be limited to the activities outlined above.

Scaling On-Site Essential Functions:

Using the table (see appendix) provided by the provost’s office, student affairs essential functions fall into these broad categories:

<u>Broad Area</u>	<u>VPSA Unit</u>
Student Housing and Dining	Dining Services, Housing and Residence Life
Health Care	Schiffert Health Center, Cook Counseling Center
Utility and Technology Infrastructure & Maintenance of Buildings	SA Facilities and Operations, SA IT
Academic and Student Support Services	Dean of Students Office, Hokie Wellness
Administrative and Operational Support	SA Central Finance, SA Finance and Planning, SA HR, SA
Services	Communications

Students

In an essential operations condition, the university has asked for an evaluation of the services provided to students and to possibly limit the level of services provided to students. Two essential on-site functions provided to students currently are housing and dining. In the event of a shift to essential operations, Student Affairs, along with Housing and Residence Life will enact a process to evaluate students need to remain in on-campus housing.

In an essential operations condition, Student Affairs, along with Dining Services, will reduce dining operations to delivery-only out of designated dining operations. Dining Services will not be available to off-campus meal plan holders. Dining will need a 24-hour period to transition to full delivery.

In an essential operations condition, Student Affairs, along with Schiffert Health Center, may scale hours to respond to demand.

Appendix: VPSA Emergency Condition Level Essential Functions

Emergency Condition Level Essential Functions			
Broad Area	Reduced Operations	Essential Operations	Closure
<p>Student Housing and Dining - scaled to number of students <link to Student Housing and Dining in Emergency Condition></p>	<p>Housing and Residence Life housing students who requested to return to campus; providing single rooms for social distancing; emptying HIE</p> <p>E Egg, Johnson, HIE, SPEH will be unoccupied due to low occupancy other needs.</p> <p>Owens, ABP, DXpress open for pick-up; dining offering delivery</p> <p>Food service for on and off-campus dining plan holders.</p>	<p>Housing and Residence Life contacts all residential students to evaluate their status on campus using the designated for continued service criteria.</p> <p>If buildings become vacant they will be closed but no active efforts at consolidation will be made.</p> <p>Pick-up and Delivery only food service for on-campus dining plan designated dining operations</p>	<p>Housing and Residence Life contacts all residential students to evaluate their status on campus using the designated for continued service criteria.</p> <p>If buildings become vacant they will be closed but no active efforts at consolidation will be made.</p> <p>Delivery only food service for on-campus dining plan designated dining operations. May require door delivery to individual rooms.</p>
<p>Health Care - scaled to load and demand.</p>	<p>Schiffert Health Center Cook Counseling Center On and off campus students</p> <p>Cook Counseling office in McComas will remain open for crisis appointments only. All other consultations and therapy will be delivered via tele-therapy.</p> <p>Schiffert Health Center will remain open but will scale back hours and will begin staff rotations based on demand. Non-essential appointments may be delayed.</p>	<p>Schiffert Health Center Cook Counseling Center On and off campus students</p> <p>Cook Counseling office in McComas will remain open for crisis appointments only. All other consultations and therapy will be delivered via tele-therapy.</p> <p>Schiffert Health Center will remain open but will scale back hours and will begin staff rotations based on demand. Non-essential appointments may be delayed.</p>	<p>Schiffert Health Center Cook Counseling Center On and off campus students</p> <p>Cook Counseling office in McComas will remain open for crisis appointments only. All other consultations and therapy will be delivered via tele-therapy.</p> <p>Schiffert Health Center will remain open but will scale back hours and will begin staff rotations based on demand. Non-essential appointments may be delayed.</p>

<p>Utility and Technology Infrastructure and Maintenance of Buildings - scaled under each condition for support of continuing activity.</p>	<p>VP CPIF Building Maintenance (Electrical, Elevator, Fire, Mechanical, Plumbing, Trades) Chiller Plants Electric Service Housekeeping IT Infrastructure Power Plant Utility Distribution Grounds Services Waste Management</p> <p>Housekeeping and maintenance activities continue with increased cleaning protocols with all staff reporting to work.</p>	<p>VP CPIF Building Maintenance (Electrical, Elevator, Fire, Mechanical, Plumbing, Trades) Chiller Plants Electric Service Housekeeping IT Infrastructure Power Plant Utility Distribution Grounds Services Waste Management</p> <p>Housekeeping and maintenance activities continue in occupied facilities with increased cleaning protocols with reduced staff reporting and some staff in on-call stance.</p>	<p>VP CPIF Building Maintenance (Electrical, Elevator, Fire, Mechanical, Plumbing, Trades) Chiller Plants Electric Service Housekeeping IT Infrastructure Power Plant Utility Distribution Grounds Services Waste Management</p> <p>Housekeeping and maintenance activities continue in occupied facilities with increased cleaning protocols with reduced staff reporting and some staff in on-call stance.</p>
<p>Academic and Student Support Services</p>	<p>Libraries - materials and community space.</p> <p>Dean of Students Division of Student Affairs Undergraduate Academic Affairs VP and Dean of Graduate School and related subunits VP Enrollment Management and related sub units Bursar as subunit of VP Finance VP OIA and related study abroad units</p> <p>Other student support services that can be performed on or off-site with little or no significant impact on support services needed in the emergency condition.</p> <p>Current operations are primarily online, many offices operating a very small on-site presence.</p> <p>Squires is open.</p>	<p>Libraries - materials only.</p> <p>Dean of Students Division of Student Affairs Undergraduate Academic Affairs VP and Dean of Graduate School and related subunits VP Enrollment Management and related sub units Bursar as subunit of VP Finance VP OIA and related study abroad units</p> <p>Other student support services that can be performed off-site with little or no significant impact on support services needed as they are needed in the emergency condition.</p> <p>All non-essential functions will moved to off-site. Some essential functions will be performed off-site unless required on site for response.</p> <p>Squires is closed</p>	<p>Libraries - scale to essential service.</p> <p>Dean of Students Division of Student Affairs Undergraduate Academic Affairs VP and Dean of Graduate School and related subunits VP Enrollment Management and related sub units Bursar as subunit of VP Finance VP OIA and related study abroad units</p> <p>Services and staffing essential and scaled to the life/safety requirements in the emergency condition.</p> <p>All non-essential functions will moved to off-site. Some essential functions will be performed off-site unless required on site for response.</p> <p>Squires is closed</p>
<p>Administrative and Operational Support Services</p>	<p>IRT and related support staff IMT and related support staff</p>	<p>IRT and related support staff IMT and related support staff VP Finance and related subunits</p>	<p>IRT and related support staff IMT and related support staff VP Finance and related subunits VP Human Resources and related subunits</p>

	<p>VP Finance and related subunits VP Human Resources and related subunits VP Business Affairs and related subunits VP Information Technology</p> <p>Other administrative activities that can be performed on or off-site with little or no significant impact on support services needed in the emergency condition.</p>	<p>VP Human Resources and related subunits VP Business Affairs and related subunits VP Information Technology</p> <p>Other administrative activities that can be performed off-site with little or no significant impact on support services needed as they are needed in the emergency condition.</p>	<p>VP Business Affairs and related subunits VP Information Technology</p> <p>Reduce other administrative services staffing to scale to actual level of continuing activity.</p>
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