Nevada State College COVID-19 Incident Management Planning Team

Lead: Gregg Maye | Point of Contact: Edith Fernandez | Logistics: Amey Evaluna

Focus Area	Description	Lead | Points of Contact
0. Policy Group	The Policy Group is led by the NSC President. This group is the final approval authroity for all decisions that impact the NSC core mission. They maintain the ovrall responsibility for administering the communication and implementation of stratgies designed to neutralize an emergency incident	Bart Patterson, Amber Lopez Lasater, Berna Rhodes-Ford, Kevin Butler, Edith Fernandez, Vickie Shields, Stefanie Coleman, LaNelda Rolley, Adam Garcia
1. Academic Continuity	Provide academic faculty with the tools and skills necessary to accommodate a transition from in-person/online campus classes to an remote environment (possibly through the end of the semester). Identify courses/programs in which a migration to online may not be available. Identify any possible accreditation issues.	Vickie Shields Gwen Sharp Gregory Robinson
2. Student Support and Academic Services	Review protocols and services to transition to an online environment for continuation of student support and academic services (possibly through the end of the semester). Identify training needs for staff to transition to on-line. Coordinate information from external and regulatory agencies (e.g., Department of Education, Veteran's Administration, ADA).	Tony Scinta Stefanie Coleman
3. Public Information	Coordinate preparation, evaluation, drafts, and distribution of essential information to students, faculty, and staff. Responsible for all external messages including media inquiries and webpage development/ updates. Inform NSHE of any statements or press releases.	Edith Fernandez La Nelda Rolley
4. Special Events and Public Facilities	Evaluate the impact of canceling events held at all NSC facilities as well as college events held off campus (e.g. Graduation, Faculty and Staff Awards). Identify facilities frequented by the public.	Danielle Welch
5. Travel	Evaluate the impact of college sponsored travel for students, staff and faculty. Note areas of identified risk.	Edith Fernandez
6. Business Operations	Estimate and track related expenditures. Estimate/ document fiscal impact. Identify challenges posed by a shift to remote operations (e.g., payroll)	Pamela Levins
7. Information Technology	Address institution wide technology needs in support of essential functions. Assist planning teams as needed on strategies and in overcoming challenges.	Brian Chongtai
8. Added Cleaning	Identify needs and concerns related to added cleaning. Establish related protocols and/or training. Maintain and stock related supplies. Post signage to encourage good hygiene.	Steve Thompson
9. Remote Work and Essential Personnel	Review current policies governing human resources areas, make recommendations, and identify alternative solutions for remote operations and/or absenteeism. Identify vulnerable individuals. Identify essential personnel for campus operations and business continuity. Provide guidance for open searches.	Eric Gilliland
10. Sponsorhsips	Determine level of participation for sponsored events. Evaluate implication of non-refundable events.	Bart Patterson Amber Lopez
11. Food Service	Address protocols and services provided in food service throughout the campus (locations including but not limited to Scorpion Cafe, Dawson lobby and catered campus events).	Kim Smith

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