

COVID-19 RESPONSE NOTES

March 16, 2020

Leadership Team

- Cleaning – wipe down door handles/faucets, etc.
- Move to online/virtual/team meeting – make plans to work remote
- CDC Guidelines – no groups of 50 or more, WH guidance no groups of 10 or more
- Reset cafeteria and labs to maintain 6' separation
- Go with Plan B for Tech programs – limited to no access to labs
- Reinforce good hygiene- social distancing, do not alarm or panic (employees/students)
- We are planning and taking precautions above those currently recommended by CDC
- Our actions are in anticipation of the direction we are headed.
- Take a leadership role – set a good example, engage your team, charge them to look at our colleague's best practices & Communicate. Engage social media and webpage
- Offer insights, facetime with family and friends, how to etc.
- In absence of leadership and guidance from others (national, state and local) we need to step up and & provide information
- We are the higher ed providers for 11 counties it is our responsibility to lead
- I am exercising this role among our local leaders – recall 6 days ago that we went out on a limb and decided to extend spring break along with Alamo colleges, by Saturday virtually all schools were doing the same.
- More than likely we are headed to more restrictions in the future
- Remember we are not trying to alarm – we are trying to manage a crisis before it becomes a crisis – Information is the key – Empower staff to develop suggestion, etc.