

# **Adler University COVID-19 Educational and Operational Continuity Plan**

## **Overview & University Expectations**

In December 2019, COVID-19, a respiratory illness caused by a novel coronavirus, was identified in many countries including the United States and Canada. Adler has established this COVID-19 Education and Operational Continuity Plan to guide our University community through the development of COVID-19.

As we navigate the evolution and public health concerns of this disease, Adler University's first priority is the health and well-being of our University community. To this end, the University has created a COVID-19 Steering Committee to develop this preparedness plan, related policies, resources, and information necessary to support our university community. These resources are regularly updated and can be found on [Adler's COVID-19 Information page](#) on the Adler website.

The purpose of this plan is to provide overarching guidance and expectations for our community in the event that COVID-19 presents a serious challenge to the health and well-being of our students, faculty and staff and to the operations of one or more of our campuses.

In the event of a campus closure, for a day or for an extended period of time, the University is prepared to move some or all of our operations virtual and faculty and staff will be expected to and fully supported to provide instruction and/or perform their work remotely. Moving our instruction and/or operations virtual will protect student progress while minimizing disruption to their educational progress.

## **Exposure & Guidance**

For guidance on what to do if you are exposed, guidance on travel and more regarding Adler's planning and response please visit the [Adler University Coronavirus/COVID-19 Information page](#). This page provides links to current guidelines from local, regional and national public health agencies.

## **Physical Campus Closure & Transition to Virtual Operations- Assuring Educational Continuity**

Should it become necessary close part or all of our physical campuses/locations, we will move both instruction and/or operations to remote instruction and work to ensure educational continuity for Adler students. Employees and students are expected to continue working and participating in the same capacity as if they were on one of our physical campuses.

## **Under what circumstances would the University close one of its campuses?**

Adler University will continuously monitor the impact of COVID-19 on our educational communities, based on the impact we will leverage two levels of response in order to have measured and appropriate actions based on the information we have available. Operations and education will continue in a virtual setting in the event the physical campus is not available. Below, we outline a partial transition to remote work and teaching, followed by a full transition to remote work and teaching, along with the scenarios that will trigger each.

## **Transitioning to Remote Work & Teaching**

Adler University is encouraging students, faculty, and staff to stay home if they are feeling sick or have been exposed to an individual with a confirmed case of COVID-19. For this reason, it is likely that employees may need to work from home and classes may need to be transitioned to virtual instruction.

Employees who need to take sick time or work from home should contact both the Office of People and Culture and their direct supervisor. Work from home and other related policies specific to COVID-19, can be found in the COVID-19 Information web page.

Faculty members should use the following guidance to determine when to switch to virtual instruction. Before a class moves to virtual instruction, the faculty member must contact their program director and/or department chair and CAO.

- If a faculty member is self-quarantined/isolated: the class switches to virtual instruction via Skype for Business, Zoom, and Canvas;
- If 3 or more students in a section will be out for an extended period of time (more than one week): the class switches to virtual instruction via Skype for Business, Zoom, and Canvas;
  - If one or two students will be out for an extended period of time (more than one week) – students should be supported on an individual basis via Canvas + Email;
- Based on the size of the class, a class can switch to virtual instruction at the faculty member's discretion, in consultation with their program director and/or department chair.
  - If a class is meeting via Skype for Business or Zoom, courses will continue to meet at the time prescribed in the schedule.

## **Moving All Courses and Operations of a Campus or Location to Full Remote Operations**

The following scenarios will activate fully remote operations for an entire campus.

### *Campus Exposure*

In the event one person in the building or a student, faculty, or staff member tests positive for COVID-19 and potentially exposed others on campus, the university may review the situation and advise the community that we are moving our operational and educational efforts to a virtual environment. The length of the move will depend on the specific context of the exposure, the amount of time necessary to deep clean the facilities and the risk of continued exposure if we re-open the physical campuses.

### *External Entity Requires Closure*

Possible scenarios that include external entities exercising authority to require the University to suspend operations on its physical campus locations include:

- **Building Closure** – if the building in which one of our campuses is housed closes, the campus will subsequently move to remote operations or virtual classes. The campus will reopen based upon the building schedule, the amount of time necessary to clean the facilities and the risk of continued exposure if we re-open the physical campuses.
- **Government Intervention** - if the local, state/provincial, or national government requires quarantine or closure of businesses, the university will move to remote operations and virtual classes. The campus will reopen based upon guidance from the local, state/provincial, or national governments, the amount of time necessary to clean the facilities and the risk of continued exposure if we re-open the physical campuses.
- **Closure of Essential City Services** – In the event essential city services – such as public schools, public transportation – are suspended or are materially compromised, the university will evaluate the impact on our learning community and may move operations and education to an online environment. The campus will reopen based upon guidance from the local, state/provincial, or national governments, the amount of time necessary to clean the facilities and the risk of continued exposure.

## Communication of Campus Location Closure

Decisions regarding campus or location closure or transition to remote operations will be made by the President. Related communications will be conveyed via the University's Emergency Communication guidelines, utilizing , Everbridge, Email, Website, and Adler Main Phone. Members of the University Community should make it a priority to review all email or other messages from the University, the President of the University, department supervisors, or members of the steering committee.

## Educational and Operational Continuity

In the event that a campus location is partially or fully closed, instruction and operations will transition to a partial or fully virtual setting. Guidance for each of our campus constituencies regarding how to operate in a virtual setting are available in the following documents which are updated and maintained on the Adler COVID-19 Information web page:

- [Keep Teaching – Faculty](#)
  - [Faculty Webinar Schedule](#)
- [Keep Working – Faculty & Staff](#)
- [Keep Learning - Students](#)

### What do students, staff, and faculty need to do to prepare?

Students, staff, and faculty are expected to review the following checklists to prepare when transitioning from a ground to a virtual setting.

- [Remote Checklist – Faculty](#)
- [Remote Checklist – Staff](#)
- [Remote Checklist - Students](#)

Faculty and staff who have been issued a university laptop are required to bring this home with them daily, in case a campus closes remote operations as this can occur on a condensed timeframe (over night) and it can be necessary to implement for the next day.

## **Important - Faculty/Staff FAQs**

Responses to frequently asked questions are updated and maintained on our [Adler University Coronavirus/COVID-19 Updates page](#).