

College and University Continuity of Student Learning & Operations

Tasks	√	Planning Notes
Develop scenarios describing the potential impact of a pandemic on student learning, based on having various levels of illness among students and employees <ul style="list-style-type: none"> • student and employee absences • campus closings • extracurricular activities • other 		
Develop alternative procedures to assure continuity of instruction in the event of campus closings <ul style="list-style-type: none"> • web-based distance instruction • telephone trees • mailed lessons and assignments • instruction via local radio stations • instruction via local television stations • other 		
Disseminate information according to the <i>Campus Communications Planning Worksheet</i> <ul style="list-style-type: none"> • Scenarios on potential impact • Procedures in the event of campus closings 		
Develop a continuity of operations plan for essential campus functions <ul style="list-style-type: none"> • payroll • ongoing communication with employees, students and families • security • maintenance • housekeeping for student housing • food service for student housing • other 		