

Business Continuity Plan

COVID-19 Shutdown Protocol

All employees of the Facilities Operations & Capital Planning department are “*Essential Employees*”. Essential employees are employees designated as vital to the operation of TMCC. Their presence is required regardless of the existence of an emergency or inclement weather conditions. Administrators, managers, and supervisors are the constituents of the “*Very Essential Personnel*” list, required to maintain on-site operations regardless of the emergency, to restore normalcy.

In case of a COVID-19 shutdown, the department will immediately initiate the following procedures:

Procedure 1: Activate the “*Very Essential Employees*” to supervise vendor-deployed campus wide post-event decontamination.

Procedure 2: Revise access control protocol for satellite campus locations.

Procedure 3: “*Very Essential Employees*” to activate PPE prior to any building entry.

Procedure 4: Activate HVACR campus wide filter change.

Procedure 5: Advise VPFA of completing procedures one through three, to advise other TMCC essential employee of suitability of building access.

Procedure 6: All Facilities *Essential Employees*” are advised to resume full duty operations for business continuity. Supervisors will apply reasonable accommodation protocol as necessitated.

Procedure 7: No front door access to the TMCC Facilities Services building. Access is limited to staff/faculty only, and will be through the Custodial door.

Procedure 8: Serve as *Building Proctor* for satellite campus locations during the shutdown.

Procedure 9: Continued campus wide disinfection, enhanced cleaning in offices, common areas, high traffic areas, and commonly touched surfaces.

Procedure 10: Activate delineated line of succession for supervisors in case of illness

Procedure 11: Revivify cross-training/cross-trained for critical task deployment.

Procedure 12: Discourage social density during operation, implementing social distancing