

Short Term Closure/Cancellation Essential Employee Protocol for Student Life

Short Term Closures:

Classes Cancelled & University Open: All staff and student employees are expected to come to work as scheduled, during normal business hours. All student activities and programming scheduled for that day are typically cancelled, unless otherwise directed. Cancellations of community and private events and programs held at Student Life facilities are determined by the owners of the events.

University Closed: Only Student Life staff members who are designated for Critical Functionality, as defined as Essential Work below, are expected to come to work. Those designated as Alternate or Stand-by should be available by phone should they be needed. All programming and events are cancelled.

Outside of university business hours & University considered Open: Members of the Student Life Executive team will conference if a determination needs to be made regarding evening and weekend programming and events. Directors should discuss with their AVP or designee regarding specific situations, events or programming. The executive team members will make a recommendation to the SLVP, or designee, for final determination.

Essential Work: Health and Safety—Leadership, Cleaning (basic sanitization); Mental and Physical Health & Safety issues, including accessibility to food and maintaining student dining plans; maintain building functionality.

Essential Employees: Are expected to make themselves available and accessible; should plan to come to campus. Any deviation is determined SLVP and/or Unit leadership.

Alternate Employees: Are expected to make themselves available if the Essential employee is unavailable. May be subject to being called in as Essential at any time. Essential employee compensation rules would apply.

Stand by employees: Are expected to be on call and may be re-designated as Essential. Essential Employee compensation rules would apply.

Student Employees: Based on their ability to safely arrive to campus, may be designated Essential, and will be paid their standard wage for hours worked. Only units noted below have essential student employees.

Essential Employees Recommendations:

SL Department/Entity	Essential	Alternate	Essential Student	Critical Function	Comments
Executive Team	All	Yes	N/A	Leadership of SL	
Buckeye Careers	Director	No	N/A	None	
BLF	Director	No	N/A	None	

SL Department/Entity	Essential	Alternate	Essential Student	Critical Function	Comments
Buck ID	Director	Yes	N/A	Resolving Health and Safety BuckID issues	Weekend Protocol
Budget and Planning	Director	Yes	N/A	Payroll	
Building and Mechanical Services	Director, District Facility Mgrs	Yes, for all essential	N/A	Health & Safety of Buildings	Weekend Protocol
Career Counseling & Support	Director	No	N/A	None	
CSSL	Director	No	N/A	None	
Counseling & Consultation	Director	Yes	N/A	Assisting Students in Need	Weekend Protocol
Development	Director	No	N/A	None	
Dining Services	All except office support	N/A	Required to work per schedule*	Wellness of Students on campus	Staffing for Essential Dining Ops—unique per closing
Disability Services	Director	No	N/A	N/A	Weekend Protocol
Energy Mgmt & Sustainability	Director	No	N/A	None	
Environmental Services	Director, District Managers	Yes, for all essential	N/A	Health and Safety	Expect 25% of standby employees called in
Facility Planning & Design	Director	No	N/A	None	
Facility Services	Director, BAS Manager, S2F Manager	Yes, for all essential	N/A	Health and Safety Access	Weekend Protocol
Fiscal Support Services	None	No	N/A	None	Weekend Emergency Protocol
Greek Life	Director	No	N/A	None	Weekend Protocol
Housing Administration	Director	No	N/A	None	Weekend Protocol
Human Resources	Director	Yes	N/A	Health and Safety of Employees	Weekend Protocol
Marketing	Director	No	N/A	None	
Multicultural Center	Director	No	N/A	None	

SL Department/Entity	Essential	Alternate	Essential Student	Critical Function	Comments
Neighborhood Services & Collaboration	Director	Yes	N/A	Health & Safety of Off Campus Student	Weekend Protocol
Off Campus &Commuter	None	No	N/A	None	
Office of the VP	Executive Team	Yes	N/A	Leadership of Student Life	
Ohio Union Events	Director, Assoc Dir, Asst Dir, Campus Event Coord., AV Coord., Production Coordinator	Yes	N/A	Operation of Union if remaining Open	Standby employees may be called in due to specific events- Students non-essential
Parent & Family	Director	No	N/A	Parent Communications	
Rec Sports	Director, Sr. Assoc Director, Assoc Director, Asst Directors (Aq Ops, Memb Svc, RPAC, Sat/ Outdoor)	Yes, for all essential	Required to work per schedule*	Operation of Center(s) if remaining open	May have a case by case basis to determine staffing
Res Life	Director, Assoc Directors, Asst Directors, Hall Directors	Yes	Required to work per schedule*	Health and Safety of Students on campus	Weekend Protocol?
Risk & Emergency Mgmt	Director, Asst Director	Yes, one	N/A	Health and Safety of Students	
Social Change	Director	No	N/A	None	
Strategic Communications	Director	Yes	N/A	Communication to Students & University	
Student Activities	Director, Asst Dir Scholars program	No	N/A	None	Student organization scheduled outside of SL

SL Department/Entity	Essential	Alternate	Essential Student	Critical Function	Comments
					facilities may not be cancelled
Student Advocacy	Director	Yes	N/A	Assisting Students in need	Weekend Protocol
Student Conduct	Director	No	N/A	None	Weekend Protocol
Student Health Insurance	Director	No	N/A	None	
Student Health Services	All employees that function for the direct care of patients	N/A	N/A	Patient Care	
SPA	None	No	N/A	None	
Student Wellness	Director	No	N/A	None	
Technology Services	Director, Mgr Help Desk	Yes, for all essential	N/A	ResNet functionality	Weekend protocol
University Catering	Dining Director	No	*Required to work per schedule if private event moves forward	None	*scheduled events will be under review
Younkin	None	No	N/A	None	Building functions may be in operation

*Student employees have varied schedules. If a university closure happens on a scheduled day, the student will be required to work.