**COVID-19 Protocols for West Virginia University at Parkersburg**

**Updated March 18, 2020, Approved by President Gilmer and the Executive Team**

At the end of the business day on Wednesday, March 18, the Early Learning Center will be closed until further notice. We greatly regret the inconvenience to its patrons.

Beginning Monday, March 20, both campuses of WVU Parkersburg will be open from 7:30 a.m. until 4:30 p.m. with the exception of the computer help desk on the Parkersburg campus, security personnel, and the housekeeping and maintenance staff. The buildings will be locked before and after 7:30 a.m. and 4:30 p.m. Monday through Friday and on weekends. Security will allow access before or after hours to those personnel authorized to work alternate hours, specified above. In general, the buildings will be open to students, faculty, and staff from 7:30 a.m. to 4:30 p.m. Monday through Friday.

We will evaluate this schedule regularly to see if it meets the needs of all concerned, and we will amend it if it does not.

Both campuses remain closed to the general public until further notice.

Computer labs on both campuses will be open only during the new operational hours of 8 a.m. to 4 p.m. with social distancing enforced.

Student employees and federal work study students are allowed to maintain their campus work schedules between these hours with an exception made for the computer help desk.

At the end of its regular operating hours on Friday, March 20, Ricky’s Café is closed until further notice.

For the remainder of this week, we will be putting needed protocols into place for the majority of the staff to work from a remote location. This will be phased in beginning today with the goal of having the alternate work location plan fully implemented by the start of business Monday, March 23.

We are attempting to keep all student facing offices staffed face-to-face with a greatly reduced employee presence. Employees who are required to work face-to-face will be allowed to work in shifts, fulfilling the remainder of their work schedules remotely. Vice Presidents are already working with supervisors to create plans for each department, and departmental supervisors will be working with all staff over the next two days. Ask questions of your direct supervisor or the vice president of your division, and please be patient as we find our way through this situation together.

The goals are to allow all employees to remain fully compensated during this crisis and for as many employees as possible to work remotely full-time until further notice and to allow those employees who must report face-to-face as much flexibility in scheduling and as much social distancing as possible.

The University’s executive management team is composed of the following people: President Chris Gilmer, Executive Vice Presidents Alice Harris and Chad Crumbaker, Vice Presidents Steven Smith, Torie Jackson, and Brady Whipkey. In case of an emergency, beginning with the new opening schedule set for Monday, March 20, at least one member of the executive team will be on both campuses at all times when the campuses are open. That person will be delegated authority from the President to make crisis management decisions, so any guidance that you might need or any crisis level decision which needs to be made should be reported to a member of the executive team.

Effective today, Kurt Klettner and the Center for Student Support Services staff are implementing temporary enhancements to address after hours support for all of our students, faculty and staff who may be experiencing levels of anxiety and/or stress for which they may find comfort in talking to or texting with the campus counselor. In an effort to support our students, faculty and staff during these times of increased stress and anxiety, individuals in need of someone to talk/process with may now call Kurt anytime of the day, night or weekends at 304-424-8388. Thanks to our IT department, after hours calls will automatically be transferred to the Center’s official mobile phone. You may also call/text directly the Center's newly assigned mobile number of 304-588-0142. Kurt will answer/respond as soon as is practical. We intend this enhanced support to continue until we are out of COVID-19 crisis response mode. We thank Kurt for his generosity of spirit, representative of so many selfless acts we are seeing throughout our community at this time.