

Department:	Prepared by:
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WMU Departmental Pandemic Planning Guide for Closing Campus

Preparations and Planning	Preparing to Suspend Classes	Suspend Classes, Close Residence Halls, Employees Report to Work	University Closed and Approved Critical Functions Only in Operation	Recovery
Describe what your department needs to do in preparation for closing WMU for potentially 12 weeks during a pandemic.	Describe what steps you would need to take if the administration has announced the potential for closing for up to 12 weeks.	Describe what changes would occur in your operations if the administration has determined that it is safe for staff to continue working with social distancing but residence halls are closed and classes are suspended due to a pandemic.	Describe what changes would occur in your operations if the administration has determined that only Critical Services can be supported during the campus closure due to a pandemic.	The University is reopening following a pandemic closure. Describe the steps you need to take to prepare for classes resuming and students returning given that your employees have not been working or have been performing only critical functions.

11/16/09
