COVID-19 Response and Planning Group (replaces the Evergreen Remote Coordinating Group meetings)

Share new guidance as it is developed and address issues with hybrid operations as they arise.

Evergreen Remote Teams:
- Staff Support Workgroup
- Altered Student Services in the Hybrid Environment
- Evergreen Everywhere—Designing hybrid and online courses

Executive Sponsor
John C and Provost
- Approve project charter and work charge
- Approve project completion or disband project
- Make college-level risk management decisions
- Set priorities for resource allocation
- Bring items to SLT as needed

Project Sponsor
David McAvity
- Primary oversight of project work to ensure alignment with other institutional priorities
- Identifies which decisions need to be elevated to senior leadership
- Approves designated communications

NOTE: Organization of team members and tasks is a representative example of how they may be organized. Complete team membership is listed in the Project Charter

Connect through COVID Response and Planning Team Meeting

Project Manager
Sam Hensold

Team - Health and Safety
Planning and coordination for a safe return to campus

Team 1: Guidance for Safe and Healthy Operations
Provide health and safety guidance and processes for campus community informed by local state and national requirements to maintain health operations.

Team Lead:
William Ward

Task 1
Team Member

Task 2
Team Member

Task 3
Team Member

Team 2: Health Monitoring and Response
Develops process to identify and respond to cases, taking actions to limit the spread and change operations as needed.

Team Lead:
Elizabeth McHugh

Task 1
Team Member

Task 2
Team Member

Task 3
Team Member

Team 3: Raise Awareness of Safety Measures for Promoting Behaviors that Reduce Spread
Educate the College community and visitors about Health and Safety Measures and develop materials that promote behaviors that reduce the spread.

Team Lead:
Amy Betz, Christine Hoffmann, Julie Stone

Task 1
Team Member

Task 2
Team Member

Task 3
Team Member

Team 4: Instructional Spaces and Support
Prepare safety plans for the instructional environment. Prepare instructional spaces for safe operations. Make scheduling adjustments to minimize student interactions and cleaning needs.

Team Lead:
Trevor Speller

Task 1
Team Member

Task 2
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Project Manager
Sam Hensold

Team - Communication
Develop and implement strategy for how project work and relevant information is communicated to necessary audience

Serve as conduit for information distribution.

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