

Contingency Plan for Maintaining Labs

Huxley College will follow the interim policy to POL-U5400.04 (“Suspending University Operations”), which applies to all University employees.

In the event of Suspended Operations it is understood that:

- Unless notified as an employee who performs an essential function, **faculty and** staff may not report to the worksite when university operations have been suspended.
- If, however, lab work must be performed during Suspended Operations, permission must be granted in order for staff and/or students to gain access. Examples of essential work tasks include, but are not limited to: maintenance of equipment and/or infrastructure that will ultimately fail if not tended to, and the need to maintain any living organisms such as cultures, plants, fish, etc.

From point #6 of the Interim Policy:

6. President, Vice Presidents and Deans Identify Essential Operations and Employees Who Perform an Essential Function

The President, vice presidents and deans will determine, in consultation with department heads, crucial operations and employees who perform an essential function. Notification to employees who will be instructed to report to work or be on-call during the closure will be made by the vice presidents or department heads.

Thus, if personnel have essential work to perform in Huxley College labs during Suspended Operations they must contact their Department Chair and receive clearance from said Chair before doing so.

Note: In the event that Spring Quarter (2020) classes are moved entirely online, it is not known at this point whether lab classes will still meet, or if they will also be moved online.