

Hudson Valley Community College

Continuity of Operations Plan for a
State Disaster Emergency involving a Communicable Disease

Revised March 12, 2021

Purpose

To insure the continuation of services provided by Hudson Valley Community College (HVCC, the College) and the health and safety of its workforce, the attached plan will be put into operations in the event the Governor declares a state disaster emergency involving a communicable disease. This plan is posted where it can be seen by employees, is referenced in the employee handbook, and is accessible on the

Individual(s) Responsible for Maintaining this Plan

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Statutory Elements of the Plan

A. Essential Personnel

Essential shall refer to a designation made that a college employee is required to be physically present at a worksite to perform his or her job. Such designation may be changed at any time in the sole discretion of the president.

Non-essential shall refer to a designation made that a college employee is not required to be physically present at a work site to perform his or her job.

In the event of a State Ordered reduction/shutdown of in-person workforce, the following positions may remain on campus to maintain the effective operations of the campus to implement the emergency response plan and secure campus facilities and maintain the academic continuity. These determinations can be changed at any time noting additional functions or positions required to support the well-being of individuals who remain on campus as well as campus facilities and resources.

Title	Function
President	Executive Leadership
Executive Assistant to the President	Maintains the operation for the Office of the President
Vice President for Academic Affairs	Executive Leadership
Vice President for Administration	Chair, Emergency Preparedness Committee
Vice President for Educational Opportunity Center	Executive Leadership to the Educational Opportunity Center
Vice President for Student Affairs	Executive Leadership
Executive Director for Communication	Maintains all internal and external communications on behalf of the Office of the President
Executive Director for External Affairs and Government Relations	Liaison to the Office of the President, for SUNY, NYS and County offices
Chief Information Officer	Help desk, web and network services, email, telephones
Chief Financial Officer	Maintains finances, and procurement for emergency situation
Director of Public Safety	Ensures Safety of the Campus Community and Secures Campus Facilities
Director of Facilities	Maintains building and grounds and required energy resources
Environmental Health and Safety Officer	Provides implementation of campus emergency response plan, protocol

B. Telecommuting

In the event of a state disaster emergency involving a communicable disease, HVCC will take direction from SUNY regarding the academic continuity to maintain the integrity of its degree programs.

HVCC has established the following protocols for non

as appropriate to the situation. This procedure applies to all College Management

pandemic, Inventory maintains control of supplies and distributes to the campus community in accordance with the procedure similar to the

type of position and employee may be required to keep a paper timesheet or a Kronos timesheet. Most employees will record their time in Kronos. Timesheets are kept on a daily basis with actual hours worked indicated. Timesheets cover a two-week

