Coronavirus (COVID-19) Departmental Planning Checklist
March 2020

• Know the best sources of factual and reliable information regarding the Coronavirus. The Centers for Disease Control (CDC) and the Georgia Department of Public Health are examples of good sources of information. More information about UGA’s Coronavirus response and links to the agencies listed above may be found at https://www.uhs.uga.edu/healthtopics/coronavirus.

• Faculty, staff and students should maintain healthy hygiene practices. While the overall risk of coronavirus to the general public is low, the best way to prevent infection with any respiratory virus is to: wash hands often with soap and water, avoid touching eyes, nose and mouth with unwashed hands, avoid close contact with people who are sick, stay home when you are sick, cough into your elbow or in to a tissue, and clean and disinfect frequently touched objects and surfaces.

• Post healthy habits signage in your building in various places (bulletin boards, elevators, restrooms, etc.) Other options to distribute information on healthy habits could include sending an email to your department personnel, displaying information on building digital monitors and providing brief reminders during meetings. A downloadable flyer is available at https://ugahealthydawg.com/2020/01/30/protect-yourself-against-respiratory-illness/.

• Departments who have employees, staff and students who travel internationally should check for updates on travel warnings related to the Coronavirus at https://studyaway.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=91E33733-5056-BA1F-740E63BC0ABD9959&Link_ID=920A8B85-5056-BA1F-74B9662E913B1C94.

• UGA extended campuses, research facilities and other UGA sites not located in Athens should monitor state and local public health information for their specific locations in addition to information that is being received from the main campus.

• Resources and information for UGA students, including information for students who may be studying overseas, is available at https://www.uhs.uga.edu/healthtopics/coronavirus.

• Departments should have a business continuity plan in place to prepare for possible employee absences, cross training for job duties, product supply chain interruptions and fiscal, academic and research continuity. The UGA Office of Emergency Preparedness has an easy to use business continuity planning checklist and plan generator available at https://prepare.uga.edu/business-continuity-plan/.

• Faculty and staff should have an emergency kit at home and a family communication plan. This recommendation can help families to prepare for a variety of emergencies, including the Coronavirus. More information may be found at https://www.ready.gov/.