



What is a Pause?

An automatic pause would result in all classes being delivered online, students being asked to shelter in place, and only essential personnel allowed on campus for a period of five (5) business days. To see the contingency plan outlining the triggers for the pause, visit [this site](#).

What happens during a Pause?

- All courses will be taught online. No in-person classes will be conducted.
- All employees, except essential personnel, will be required to work remotely.
- All campus buildings will close for the duration of the automatic pause.
- No in-person on-campus meetings will be conducted.
- No on-campus visits or hosting will be allowed.
- All face-to-face activities will be suspended, unless explicitly permitted in this plan or through an exception process (requests should be submitted in writing to the EEPG).
- Other academic and work functions (e.g., critical for research or support) will be conducted remotely, with the exception of essential operations.

When does a pause end? What happens after a Pause?

A pause will last 5 business days. After which the President will determine next steps, including but not limited to a return to on-campus instruction, or a shift to a fully virtual environment.

A pause will allow UW to complete an assessment of the infection situation on campus (e.g., is this a statistical blip or a real trend, is it evidence of community spread or a localized outbreak), including a review of the monitored criteria, to allow the President to make an informed decision, in coordination with local public health officials, to return to campus operations or shift to a virtual environment.

Preparations for Employees:

It is critically important to understand that an automatic pause may be enacted with little or no advance warning, so employees and supervisors must make advanced preparations now. At a minimum, you should start formulating plans to address the following:

- **Technology and work equipment/tools.** Consider the work and technology tools you will need to have if you are asked to work remotely on very short notice. Discuss with your supervisor any workspace equipment you can bring home. If this is impractical, consider working with your supervisor to acquire loaner equipment from IT.
- **Work schedule.** Consider any work schedule adjustments you may need to make if you are asked to work remotely on short notice. Proactively discuss these changes with your supervisor.
- **Processes requiring face-to-face interactions.** Consider changes required to any processes and procedures that require any face-to-face interaction. Discuss with your supervisor how these processes may need to be changed to accommodate a pause.

- **Video conferencing.** Consider including a video conferencing option in all scheduled face-to-face meetings you host. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to customers.** Consider how you will notify your customers about operational changes after a pause is declared. Develop a plan and review it with your supervisor. Communicate your Unit's plan to customers in advance as applicable.
- **Visitors.** During regular operations, consider encouraging your team to limit and carefully track all persons you have been invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.

Critical Pause Personnel:

This term describes those employees who must remain on campus during the pause to keep the university running. Your supervisor is working to identify whether you fall into this category. He or she will let you know if you are designated in this way.

Execution:

When a pause is declared, you must immediately implement the plans you have developed in your Unit. Here is a list of things you should do, at a minimum:

- Check your email first thing every morning.
- If, and only if, you are a critical pause personnel, report for work per your usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the pause to ensure all meetings transition to video conferencing.
- Implement your communication plan to your customers, if applicable.
- Notify all visitors of the need to reschedule, if applicable.
- Confirm the pause beginning and end date with your supervisor to make sure you are on the same page.
- Take home everything you need for next five business days.

Your Actions:

Review the preparation items listed above, and start thinking about how to implement them. Additionally, your supervisor may lead discussions on how you should specifically plan for a pause, and how it will be implemented across your team.

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