College of Agriculture, Food and Environment Covid-19 Continuity Plan

CAFE’s guiding principle is providing maximum safety for employees and students while continuing to meet responsibilities to Kentucky’s communities and the food supply for our citizens. A Continuity of Operations Planning Group chaired by Emergency Management Systems Director Andrea Higdon, is tasked with identifying and resolving operational issues and communicating information as it becomes available.

Plans for support for minimal on-campus staffing required for basic operations

- Ensure that as many employees as feasible can work remotely.
- College and departmental IT support is being provided to assist in this endeavor. Steven Garner, IT manager for Ag Communications, will be working in 252 Barnhart as needed to maintain servers and direct IT issues within the college.
- College HR team will continue to monitor payroll and provide all around support.
- College is providing updates and guidance via multiple outlets including the CAFE coronavirus site, College Weekly newsletter, various list-servs, etc. to ensure that supervisors have the support they need in order to maintain productive work and employee engagement throughout this process. The goal is to maintain operations, remain mindful of well-being, and stay connected.
- Supervisors and unit leads are responsible for determining employees who must continue working at their regular station and for assigning and tracking their employees’ remote work.
- Additional licenses have been purchased for our Bomgar Remote Support platform to enable IT support staff to remotely connect to any device they support.

Plans for remote staffing

- Staff were asked to outline their remote work plans via the Temporary Remote Work Request Form. This enables supervisor and department head to document methods employee will remain accessible, work location and contact information. Requests were forwarded to the dean with the chair/director recommendation.
- Supervisors have been provided guidance and resources for remote work ideas, including drafting manuals, updating Standard Operating Procedures, writing business continuity plans, working on “back burner” projects, and web-based professional development.
- For employees with job duties that cannot be done remotely, wherever possible supervisors will offer other work that can be done at home such as trainings or certifications, development of protocols, documentation, etc.
- For jobs that are required to continue to work on site, (e.g. research animal care and farm operations, building security) alternative solutions have been provided to managers including staggering hours and alternating days worked among staff.
- Meetings have transitioned to Zoom or other remote platforms, and scheduled events have been canceled or postponed.
- CAFE coronavirus web site includes sections dedicated to information and support for employees and supervisors.
- A communication plan is in place to provide updated resources and employee engagement ideas via college listservs, CAFE coronavirus web site, and College Weekly newsletter.
Plans for remote instruction

CAFE’s Instructional Continuity Plan is founded on the core principle of providing our students with high-quality instruction regardless of the setting. To meet teaching and learning objectives for the remainder of the semester, CAFE has and will continue to:

- Promote the utilization of common teaching tools such as Canvas, Zoom, Microsoft Stream, and Google Apps
- Implement online training (college and departmental levels) for instructors and staff in the use of these common teaching tools
- Develop quick start and detailed guides for instructors and students
- Communicate regularly with chairs, faculty, staff, and students
- Coordinate with IT staff at college and departmental levels to prevent and, if needed, quickly resolve technological issues.
- Work closely with academic programs to develop remote instruction plans for internships, practicums, externships, or community-based experiences.

Plan highlights include:

- Faculty will choose the method of instructional delivery; however, preference is given to synchronous delivery followed by asynchronous delivery.
- The college offers laboratories ranging from wet chemistry to those involving farm animals. Faculty are utilizing videos (e.g., Agricultural Communications developed, YouTube, self-made), photographs, readings, etc. to conduct laboratories.
- Departments with credit-bearing internship, practicum, externship, or service-learning courses (accredited and non-accredited programs) have identified alternative assignments for students.
- Departments are developing a master schedule detailing when and how faculty intend to hold virtual classes to assist departmental IT in ensuring enough support is present, particularly for synchronous course delivery.
- Training sessions (in-person, Zoom, email) were led by Associate Deans Carmen Agouridis and Brian Lee and Agricultural Communications staff Chris Canjar (Information Technology Manager) and Chad Jennings (Extension Information Technology Trainer). These all-day open drop-in sessions started on March 11 and will continue until March 24. All consultations are done on an individual basis and typically last one hour. From March 16 to March 18, 45 sessions were held.
- CAFE-specific guides were developed for instructors and students and posted to the college website (https://coronavirus.ca.uky.edu/).
- College IT created a listserv for questions related to on-line teaching resources, technology, and course delivery (cafe-remotesupport-l@uky.edu).
- Complete College of Agriculture, Food and Environment Instructional Continuity Plan: Covid-19 (Available upon request from Associate Dean Agouridis)

Plans for support of research

On-campus research:

- CAFE continuity planning worksheet developed by our Emergency Management System Director is to be completed and used by the respective departmental chair or unit director.
- VPR’s policy of each PI developing plans to move as much of their research as possible, and quickly, to remote operations has been communicated.
• Development of individualized plans for research program operations using the laboratory checklist from the VPR’s office have been provided to all PIs. Each departmental chair or unit director will hold these documents.
• Laboratory graduate research assistants are to follow the advice of their major professor and as much as possible downsize their research program and work from home. All PIs are aware of this emphasis regarding graduate students.

Research Farm/Animal operations
• Entities regulated under the Animal Welfare Act (AWA) are required to develop response and recovery plans for emergencies and to train their employees on those plans. A copy is available upon request from the Department of Animal and Food Sciences and the Department of Veterinary Science.
• Dairy, poultry, beef, equine, swine and sheep units in Fayette County, Woodford County and Caldwell County will need to continue to operate with no disruptions.
• Animal care staff is not planning to work from home. These activities are convenient with respect to social distancing. Additional training and supplies needed for social distancing are planned.
• A key factor will also be ensuring that feed and other inputs needed to maintain the health and safety of our animals are available.
• Daily functions to be performed include wellness checks, feeding and checking watering devices and sources to ensure that they are operating properly. Medication administration or other veterinary medical care as needed.
• All operations are performed by the farm staff under the supervision of the farm manager at each location. As such, these individuals are expected to report to work even when there is closure of the university.
• Employees whose residence is on the farms are expected to be available when needed, particularly if other employees are unable to come to work.

Crop Research farms
• Research and education centers and research farms, we need to order inputs for crops and prepare ground for planting.
• Research teams will plant crops when appropriate this spring.
• Continue proper management of small grains and harvest on time as the weather permits.
• Majority of the workload allows for proper social distancing.
• Faculty and staff will remotely when appropriate and stagger work in field labs to further contribute to social distancing.
• Sanitizing workspaces according to this current risk of COVID-19 but is also part of our normal operating procedures.

Robinson Center for Appalachian Resource Sustainability
• Maintenance and projects that can be efficiently and effectively administered while providing appropriate conditions to minimize staff contact and to maintain personnel safety will continue.
• Business operations and IT support will be provided remotely and on site as needed.
• Custodial and shop maintenance will remain onsite.
• Robinson forest (10,000-acre site) will institute a restricted use policy to maintain research enterprises. Minimum staff will be retained.
• All shared use equipment is to be cleaned between uses. No food will be provided.
• Wood Utilization Center will continue to operate but closed to the public and Extension program postponed.
• On-site farm field work to maintain facilities and on-going projects will continue. Daily scheduling will be approved by the RCARS Director.

**Plans for support of mandated programs**

**Cooperative Extension Service**

**Extension Administration and Campus-Based Units**

- Extension Director’s office will remain open on-campus and will be staffed daily. Workstations have been set-up to allow appropriate social distancing and alternating attendance
- Each program area will have staff coming to campus on a limited, scheduled basis to complete tasks that cannot be completed remotely
- Staff working remotely will be available via phone, email, Skype for Business and other electronic means. All staff groups have planned Skype or Zoom meetings to occur at least weekly, with some groups planning to connect multiple times each week.
- On-campus offices are in Ag Science North, Scovell Hall, Erikson Hall, W. P. Garrigus Building and C.E. Barnhart Building. Scheduled times will be during the workday and each group is establishing set schedules with those coming to campus periodically. All staff planning to report as needed have exterior door keys.

**County-based operations**

- Extension state faculty and staff will develop materials, resources and web-based options to support the essential functions of the organization. They will work directly with agents and appropriate program leaders via distance technology to implement these resources.
- Local Extension Agents and staff will arrange remote work arrangements to continue supporting the needs of the local community to address and support the essential functions of the organization.
- Agents and staff may work at the Extension offices on occasion.
- Extension agents and Program Assistants will continue to work closely with government and local leaders to meet the needs of their clientele using web-based/distance options when appropriate. Remote work settings should not hinder this expectation.
- Staff Assistants when working remotely will continue to provide support and assistance such as answer clientele calls, update files, proactively review, develop and/or update resources, flyers, etc.
- Custodial and other staff that are considered essential will work to maintain building and facility property and other tasks as assigned.
- Those local county offices under the jurisdiction of county governments and outside organizations will follow the operational guidelines of that entity. If access to public is closed in these cases, the local Extension staff will set up plans to remotely meet their essential functions including collection of soil samples, providing local emergency management support and leadership, etc.
- Those local county offices operated through Extension District Boards are encouraged to follow the lead of local government/emergency management to limit building access to the public while making plans to meet their essential functions including collection of soil samples, providing local emergency management support and leadership, etc.
• District Directors will work with local agents and staff to identify information and IT needs to work remotely. This includes computer equipment signed out from the county office if necessary and access to internet at home.
• District Directors will work with local staff to develop weekly remote work plans. Weekly county staff meetings via web-based options will be initiated to ensure clear communication.
• Extension Business Operations Director will provide leadership for continued business operations including payroll, local Extension District Board budget development, fiscal accountability, etc. Fiscal facilitators will handle local fiscal business operations.
• Extension Human Resources Director will provide leadership for essential HR functions. Agent and staff vacancy hiring processes are suspended during this time.

UK Veterinary Diagnostic Laboratory
• Will continue providing full animal/specimen receiving service for normal hours (a 7-day a week operation).
• Bulletins on KY-VetLabNet listserv reach clients clients/producers/state & federal partners to let everyone know we are open for full services and will advise on any changes
• Few jobs at UKVDL can be performed from home. Requests for telework will be on a case by case basis
• Laboratory tours and section familiarization visits as are all cancelled for the near future.
• The necropsy room complies with BSL-2 ventilation specifications providing from 12-20 Air Changes per Hour (ACH). Our faculty and staff work safely with airborne infectious pathogens on the necropsy floor every day.
• Necropsy class for Lincoln Memorial University students has moved online for this semester.
• UKVDL administration continues to disseminate information to employees regarding health and safety. All employees to employ all the safe practices as outlined by the CDC.

Division of Regulatory Services
• The Division of Regulatory Services have a mix of teleworking and in office work requirements.
• Test soil, seed, feed, fertilizer, milk and hemp are critical for farmer and public health and safety.
• Developing a plan for social distancing and approved some work from home.
• Inspectors are continuing to inspect and sample but are starting to run into businesses with signs restricting visitors. They are calling to ask for permission but be respectful if they are limiting all visitors.

Kentucky Small Business Development Center
• Personal health and safety of each staff member is of singular importance to the State Office. All staff members are encouraged to proceed with their duties in a way that prioritizes your continued health and well-being.
• Tools are available that will allow for the delivery of service to clients and maintain a healthy social distance.
• KSBDC Slack Channel is a resource to have ongoing conversations and sharing new information.
• We continue building relationships with new clients and reach out to previous clients using via email, text, phone, Facebook, Instagram, etc.

Plant Disease Diagnostic Laboratories
• Laboratories are in Lexington and Princeton and will follow the same plan.
• If campus buildings are closed to the public, but county extension offices remain open and internal UK services continue only mailed commercial samples will be received.
• If county extension offices are closed to the public, and/or not accepting samples, and/or university buildings are closed to employees no physical samples will be received. Only digital images of plant problems will be received under this scenario. PDDL is still working on the logistics.

State Entomologist
• The State Entomologist office currently has five employees: 3 on campus, one in Louisville and one in Western Kentucky.
• Work in the office is conducted primarily via computer and phone. As needed, the employees in Lexington would alternate coming into our office.

Plans for facility access and use

CAFE controlled buildings
• All buildings will be locked 24/7 to improve security and safety.
• Faculty and staff needing access have or will get keys or swipe card access. Chairs and Directors are identifying personnel and developing a process for the main office to be staffed on a rotating basis to manage mail and deliveries.
• At least one person will be available to address any departmental issues and can provide access if appropriate. Contact information may be posted on the doors for access during normal business hours. Information will be communicated via building listservs once each building procedure is finalized.
• CAFE internal mail service staff will continue operations and appropriate backup personnel have been identified.
• Ag. Security can provide 24-hour access and will also continue to monitor building Ag. North, Barnhart, Dimock, Plant Science, Seedhouse/Greenhouses, KTRDC, Gluck, Arboretum Visitor Center and Garrigus after work hours to ensure all doors are secure. Contact information will be distributed via the CAFE listserv.

Teaching
• Appropriate classrooms have been identified in which faculty can record lectures if needed. There is a contact person for reserving these rooms, and assistance with classroom technology.
• All information for teaching resources and contacts has been provided to faculty and other teaching personnel by the associate dean for instruction. CAFE has ordered 10 additional webcams and headsets and developed a cleaning protocol and check-out process for the units. CAFE classrooms equipped with Orbit AF webcams include:

  - Garrigus 108
  - Barnhart 249
  - Barnhart 227
  - Barnhart 246
  - Ag North N10
  - Ag North S221

Research
• CAFE buildings will be locked for security and safety as indicated above. Individual research labs will follow standard practices for security which include doors locked and contact information posted on the door. Research farms have restricted access gates which are closed after normal work hours.