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COVID-19 Business Operations

1 message

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Bcc: alldoaneemployees@doane.edu

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COVID-19 Business Operations Email

The Office of Finance and Administration would like to inform everyone of the following operating protocols affecting our community.

In order to promote the health and safety of the Doane Community and slow the spread of COVID-19, the Padour Walker (PW) Administration building has taken the following steps:

- Limited access to the building by:
 - During business hours, only the west entrance doors will be unlocked for guests. Hand sanitizer, masks and health information will be provided immediately inside.
 - Employees and students may still use the east entrance via their ID Cards (keyless entry) by scanning into the building
- New secure mailbox located in the east entrance of PW: students, faculty and staff are encouraged to drop off documents for the various offices in PW. This will help reduce the amount of people in the building.
- Meeting with staff: overall Doane is encouraging limiting in-person meetings when feasible. When meeting in person is essential, scheduling appointments is highly encouraged. Contact information is available on the Faculty/Staff Directory.

COVID-19 - Tracking Expenses for FEMA Reimbursement

Please be aware that you can help provide some financial relief for Doane during these trying times by tracking your COVID-19 related expenses using the COVID code. This can help us get a reimbursement from FEMA later on. Please mark ALL bills, credit card expenses, emails, and other financial transaction documents clearly as COVID related. This is only if you made a purchase or incurred an expense as a direct result of COVID or any policies, procedures, or directives associated in response to COVID.

Some examples of costs incurred in response to COVID-19 may include:

- Pandemic planning expenses
- Increased screening of all visitors and guests
- Additional security and/or staffing
- Cancellation of events
- Production delays due to supply chain interruption
- Expenditures to move students out of dorms and convert college and university classes to online formats.

Please also document any cancelled transactions that resulted in a loss, a refund, or were granted a credit for future use because of changes in policy due to COVID.

COVID Documentation Summary:

- On bills you receive by mail, highlight and clearly mark the portions of the bill that can tie directly to COVID.
- On Credit Cards put COVID as the first five characters in the description, followed by the normal description.
- For any other financial entries put COVID as the first five characters.

If you need clarification or have any questions please email businessoffice@doane.edu.

COVID-19 - Travel Policy & Driver Certification

Travel during these times needs to be well thought out and planned. That is why Doane has created the Institutional Travel Policy that is in effect during the Covid Pandemic. Non-essential travel is still eliminated. Essential travel will be determined by the Deans and Cabinet Leadership of each respective area. If your travel plans are approved, then review of the policy is required. The policy is located at: <https://www.doane.edu/fall-2020> (scroll down to *How does this impact travel?*) Please follow all safety protocols required by local, state, and national guidelines where you are traveling.

For personal travel Doane encourages everyone to follow all local, state, and national protocols to be safe.

Students, faculty and staff returning to Doane after institutional or personal travel: If you are experiencing any [symptoms of COVID-19](#) after returning from travel, you should report this information to the appropriate person listed below for further guidance:

Faculty and Staff: Contact Kelli Schweitzer in HR --

kelli.schweitzer@doane.edu

Students: Nurse Kelly -- kelly.jirovec@doane.edu

Students, Staff, & Faculty interested in or needing to become driver certified will need to email Joshua Johnson at joshua.johnson2019@doane.edu.

FY20-21 Budget Planning

Typically, the Board approves a tentative budget for the upcoming fiscal year in May and Jason uploads that budget into Ellucian (webadvisor). The last few years, your budget has remained mostly unchanged. We have only asked you to submit requests for changes. This year, COVID has changed all that, so here is our plan for FY20-21.

With the new fiscal year starting July 1, we uploaded 60% of the tentative operating expenses for the FY20-21 budget (this does NOT include salaries and benefits), which most likely is very similar if not exactly the same as your FY19-20 budget.

The reduced operations budget is a placeholder to cover essential expenses until a new budget can be developed, sometime after the Fall Board meeting. I'm asking you to prioritize your expenses. You should not assume that the balance of your budget will be restored; things are too uncertain at this time to make that assumption. We will know more as the fall approaches and we have completed our Budget Prioritization Process before determining a final budget for the university and programs.

Service Bureau

The SB is open during our normal hours; 8:00a - 4:30p Monday - Fridays! Jackie Sears and Quinn Stryker are both back and running on full steam to provide the best service they can for our faculty, staff, and students!

FACULTY/STAFF: We ask that you please continue to use the back entrance for any assistance! We ask that a mask be worn while in the SB due to close proximities. If you are needing any supplies, please email Jackie Sears or Quinn Stryker. They will grab whatever you need and record it in their charge book for you. Once they have the supplies you have requested, you will be notified to pick up from the SB.

STUDENTS: Please continue to use the interior entrance of the Service Bureau to pick up your packages. In the Perry Campus Center, you will find directional arrows and floor markings to keep the 6ft distance guidelines. We ask that a mask be worn while in the SB due to close proximities. If you have any questions please email quinn.stryker@doane.edu.

Thank you for your patience and understanding.

Bookstore

Please note that starting the week of August 17, the bookstore will be open from 8:30 am-4:30 pm M-F unless otherwise noted.

During Check-In and Move In Days the bookstore will be open from 8 am-5 pm.

Store occupancy will be closely monitored by bookstore staff. If the maximum number of customers is already in the store, there will be a line beginning at the lower-level of the Perry Student center that will continue to our store entrance.

Patrons will be encouraged to physical distance while waiting in line. The maximum capacity for our store is five people.

Face coverings are required to enter the bookstore.

In a change from past semesters, the bookstore aisles will be laid out in A – Z author order rather than by course. Additionally, one-way aisles will be implemented to aid with social distancing.

In order to decrease foot traffic in the bookstore at the start of the semester, we ask that students reach out the bookstore with questions via email or phone. The bookstore's phone number is 402-826-8688. Questions about textbooks, online orders, book vouchers or general inquiries can be sent to bookstore@doane.edu Staff at the bookstore will make every effort to respond to emails within 24 hours.

Business Office

The Business Office will maintain their normal business office hours 8 am-5pm.

Additionally, Doane has partnered with Paymerang for processing Accounts Payable payments. Paymerang sends payments to vendors via ACH, Credit Card, or Check. This means you can now receive your Accounts Payable reimbursement via ACH. For more information visit the business office page located: <https://www.doane.edu/about-doane/offices/business-office/12667>

Financial Aid Office

The FA office will maintain their normal scheduled business hours of 8:00AM-5:00PM (Fridays: 4:30PM).

Staff are available to answer questions via email or by phone. We encourage students to make an appointment (in-person or via Zoom) if they wish to speak directly to the Financial Aid office as the number of people in the FA office is limited to two visitors at a time.

Students experiencing financial hardship should contact the Financial Aid office to determine if any additional options are available. If the student needs to drop off paperwork, they can do so using the dropbox in the east vestibule of the building.

Contact the Financial Aid office at:

Email: FAOffice@doane.edu

Phone: 402-826-8640

Public Safety Office

The Crete campus did undergo an update to our key cores across campus. Our legacy system was over 20 years old. The updates will improve our security and provide a new warranty. With this, employees are being contacted to pick up new keys. In some cases, we have seen some of the following issues: New cores needing oil or service; key changes due to room number changes; new keys required to access rooms. Please email us at doanesafetyoffice@doane.edu with issues or concerns. Ensure you note the specific room number you need access to. Our system does not track areas by your department or personal name, but by the number listed above the door. Thanks in advance by helping us help you.

Human Resources

HR is available for our faculty and staff. Contact us via phone or email to reach any of our staff or to schedule an appointment. As a reminder, please review the guidance for [returning](#) to work on campus and other important information on the COVID-19 webpage. All employees must complete the COVID-19 training by August 15th. More information is available [here](#).

Facilities

The Facilities Operations team has been planning all summer to ensure the safety of students, faculty, and staff when they return to campus. COVID-19 has been very much on our minds and we are continuously looking for new ways to improve these safety measures. Please remember that masks and physical distancing are encouraged by Facilities in addition to the practices stated below.

Physical Distancing and Workflow

We have installed plexiglass in a number of areas across campus to add a layer of protection for employees, students, and visitors. Signage has been placed throughout campus to guide traffic flow and encourage physical distancing including floor decals and arrows to direct one-way traffic throughout buildings and stairwells as well as signage to designate change to some doors as entry-only or exit-only. There will be additional signage to remind everyone of physical distancing, hand washing, maximum room occupancy, and whether masks are required or recommended. These visual

reminders, along with masks, which we strongly encourage, are meant to mitigate the spread of COVID-19 and other diseases.

Doane Fleet

For all occupants utilizing vehicles from the Doane fleet, masks will be required to be worn at all times. A few extra disposable masks will be located in all vehicle glove boxes in case a passenger forgets to provide their own. Clipboards will have physical distancing reminders in place. Cleaning efforts have been enhanced to ensure the fleet of Doane vehicles are safe and ready for use, disinfecting high-touch surfaces with new tools to better treat all interior surfaces. Passengers are encouraged to wipe down high-touch surfaces as they are travelling using the disinfectant wipes provided. It is imperative that employees and students reserve Doane fleet vehicles well in advance and know that last minute changes may not be possible in order to allow ample time to deep clean vehicles in between uses.

Environmental Controls

The Maintenance Team has taken steps to create a cleaner environment by examining all mechanical systems including air conditioning, heating, and plumbing to assist in keeping the campus community safe. Water systems will be flushed to reduce any risk of water-related diseases. Air filters will be changed on a regular basis to maintain the best air quality in buildings. In addition, they will maximize fresh make-up air in all facilities and ensure minimal night time HVAC energy saving modes to assist in increasing air exchange.

Custodial Services

All public areas will be cleaned and disinfected by the Custodial Services team multiple times per day during periods of use (including weekends if public areas are used). Because of COVID-19, the predominant amount of custodial time will be focused on disinfecting high-touch surfaces manually or by machine spray in all entrances, hallways, elevators, restrooms, classrooms, central office areas, and common spaces such as lounges, dining spaces, athletic facilities, and the library. There will be hand sanitizer stations set up in building entrances and other key areas throughout campus and the existing wall dispensers are still in place. Classrooms and meeting spaces will have cleaning supplies available so occupants can clean surfaces before and after use. A few masks will be available in classrooms in case someone forgets.

PPE for Employees

Custodial Services will provide basic PPE to every department. Every employee will receive one cloth face masks and one 10 ounce bottle of hand sanitizer. In addition, offices will be provided with a gallon jug of hand sanitizer that has a pump that can be placed in a central location within the office as well as an additional gallon for back up. Employees may refill their 10 ounce bottle from these sources. Offices will also be supplied with a few disposable masks in case someone forgets and cleaning supplies that can be used to clean surfaces before and after use. As items run out, employees can email Sheryl.Skala@doane.edu to request PPE and are asked to type PPE Request in the subject line. Please remember that some items are a limited supply.

Deep Cleaning and Disinfecting After COVID-19

The COVID-19 deep cleaning protocol will be followed regularly when an active student, employee, or visitor is identified by testing positive for COVID-19. Sites may request to have a deep cleaning performed for presumed cases, at their discretion and at the availability of Custodial Services personnel and equipment. Deep cleaning will be performed as soon as practical, but within 24 hours after the confirmation of a positive test, unless the space is closed to use. If a delay is proposed or greater than a shift, the custodial supervisor will take steps to perform an additional disinfection of potentially affected common surfaces during the interim period. While the scope of deep cleaning is presumed to be the full area within the “visited” space, Custodial Services may reduce the footprint to be deep cleaned if there is sufficient rationale to do so.

Doane University — Office of Finance & Administration

Julie Schmidt, Vice President of Finance & Administration

Joshua Johnson, Executive Assistant for Financial Affairs & Human Resources

<https://www.doane.edu/offices/finance-administration>

www.InTouchWebsite.com/TellDoane



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