Technical College
System of Georgia

Brian P. Kemp
Governor

Gregory C. Dozier
Commissioner

July 08, 2021

President Martha Ann Todd
Columbus Technical College
928 Manchester Expressway
Columbus, GA 31904

Dear President Todd:

Thank you for submitting the 2021-2022 Business Continuity Plan (BCP) for your College. Your BCP has been approved without need for revisions. We appreciate the hard work and dedication you and your staff have shown.

Please contact me directly at (404) 679-1666 or lbeck@tcsg.edu if I can be of service to you or your College in any way with concerns you may have in these areas. We wish you a safe and secure academic year.

Sincerely,

Lisa Anne Beck
Emergency Manager

(Please forward a copy to your College Business Continuity Coordinator, Tommy Wilson for College distribution.)

Business Continuity Plan
Columbus Technical College
2021 - 2022

REVIEWED: Tommy Wilson
          BUSINESS CONTINUITY COORDINATOR
          Columbus Technical College

DATE: 4/28/21

APPROVED: Martha Ann Todd
            Digitally signed by Martha Ann Todd
            DN: cn=Martha Ann Todd, o=Columbus Technical College,
            ou=President, email=mtodd@columbustech.edu, c=US
            Date: 2021.04.20 13:36:50 -04'00'
          PRESIDENT/EXECUTIVE
          Columbus Technical College

DATE: April 28, 2021

REVIEWED: _____
          EMERGENCY MANAGER
          TCSG

DATE: 07/07/21

APPROVED: _____
          DIRECTOR OF CAMPUS SAFETY
          TCSG

DATE: 7/7/2021

COLUMBUS TECHNICAL COLLEGE

Business Continuity Plan

FY 2021-2022

Business Continuity Plan
Columbus Technical College
2021 – 2022

Overview:

The Business Continuity Plan (BCP) supports the State Board of the Technical College System of Georgia (TCSG) Policy II. D. "Emergency Preparedness, Health, Safety and Security" assertion which states, "The Technical College System of Georgia (TCSG) and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors. Each technical college or work unit shall develop, review and submit, at least annually to the System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state and local regulations."

The intent of the Business Continuity Plan is to guide response and recovery from a major emergency and where appropriate, to be linked or combined with emergency operations procedures. This BCP has been prepared through a collaborative process, with a thorough examination of critical mission functions, a systematic hazard vulnerability assessment, and comprehensive development of strategies for each critical mission function recognized to be potentially at-risk during emergency. This BCP is exercised and reviewed annually as a part of the evaluative and planning processes.

Columbus Technical College did experience Two (2) business continuity incidents during the 2020 -2021 year. In the event of an incident the college's first alert Emergency notification system "Everbridge" will send out notification to students, faculty and staff to include **Dr. Lisa Anne Beck, MEd, DC Emergency Manager with TCSG who will be notified and information kept on file at the central office.**

Columbus Technical College engages in the following contractual agreements:

Jan-Pro of Columbus
216 10th Street
Columbus, Georgia 31909
Phone: 706-940-0220

Safety Kleen
6580 Hawkinsville Rd.
Macon, Georgia 31210
Phone: 478-788-9398

Columbus Technical College engages in the following training, drills, and exercises:

Employee Annual Trainings which are conducted on the anniversary hire date of each employee. These trainings consist of Acceptable Computer & Internet Usage, Blood borne Pathogens, Campus Safety & Security Procedures, Hazardous Materials, and Unlawful Harassment. All training requires a quiz after each section and the employee must have a passing score of 70 or above.

Required Mandatory TCSG Training consists of Cybersecurity, Human Trafficking, Sexual Harassment, and Cybersecurity COVID-19.

The college also engages in Active Shooter Training, Evacuation Emergency Lift Chair Training, Fire and Tornado drills. The protocol for the retention of training records is maintained in the Human Resources Department located at 928 Manchester Expressway, Columbus, Georgia 31904. The contact person is the **Director of HR Henry Gross, 706-649-1883, hgross@columbustech.edu**

The protocol for the annual review of the BCP will be provided to the Presidents Leadership Team (PLT) which consist of Vice Presidents and Executive Directors of all college departments, to review and make any necessary changes/recommendations and provide current employee critical functions contact information up to date.

The protocol for the retention of the BCP is *posted on the college intranet and hard copy located in the Department of Operations, 928 Manchester Expressway, Columbus, Georgia 31904.* The contact is **Vice President of facilities and operations Tommy Wilson, 706-649-1894, twilson@columbustech.edu.**

The Business Continuity Plan contains the following:

1. Business Continuity Plan Signature Page & Overview
2. Appendix B: Critical Mission Functions Chart
3. Appendix C: Hazard Vulnerability Assessment Instrument
4. Appendix D: Business Continuity Plan Worksheets
   a. President
   b. College & Community Relations
   c. Institutional Advancement
   d. Academic Affairs
   e. Operations
   f. Information Technology
   g. Administrative Services
   h. Adult Education
   i. Student Affairs
   j. Economic Development
   k. Institutional Effectiveness
5. Appendix E: Emergency & Utility Contacts

Appendix B – Critical Mission Functions Chart Exemplar

Critical Mission Functions Chart: Columbus Technical College

OPERATING UNIT	CRITICAL MISSION FUNCTION	ALLOWABLE DOWNTIME	PRIORITY LEVEL
President	Emergency Communication	24 Hours	High
Executive Director Community and College Relations	Public Information	24 – 48 Hours	High
Institutional Advancement	Notification of Columbus Technical College Foundation Board of Trustees	24 – 48 Hours	High
Academic Affairs	Classroom Instruction	72 Hours	High
Academic Affairs	Distance Instruction	3 days	High
Academic Affairs	Computer Classroom Instruction	72 Hours	High
Academic Affairs	Laboratory Instruction	7 Days	Medium
Academic Affairs	Live Work	7 Days	Medium
Academic Affairs	Library	72 Hours	High
Department of Operations	Utilities	24 Hours	High
Department of Operations	Facilities Repair	24 Hours	High
Department of Operations	Clean Up	24 Hours	High
Department of Operations	Fleet Management	24 Hours	High
Department of Operations	Food Service, Vending	24 Hours	High
Department of Operations	Risk Management	24 Hours	High
Department of Operations	Police and Security	24 – 48 Hours	High
Department of Operations	Emergency Services	24 Hours	High
Department of Operations	Mail Services – Shipping and Receiving	24 Hours	High
Information Technology	Core Technology Infrastructure	72 Hours	High
Information Technology	Banner	72 Hours	High
Information Technology	Website	72 Hours	High

Administrative Services	Human Resources/ Payroll	0-12 Hours	High
Administrative Services	Budget/ Cash Management/ Asset Management	24 – 48 Hours	High
Administrative Services	Purchasing Department	0 -24 Hours	High
Administrative Services	Bookstore	48 – 96 Hours	Medium
Administrative Services	Account Payable	24-48 Hours	High
Administrative Services	Business Office	24-48 Hours	High
Adult Education	Admissions	0-24 Hours	High
Adult Education	Classroom Instruction	24-72 Hours	High
Student Affairs	Admissions	24-48 Hours	High
Student Services	Registration	24-48 Hours	High
Student Services	Testing for College Admission, Career Explorations, Community Testing Center for other State Agencies	24-48 Hours	High
Student Services	Career Services	24-48 Hours	High
Student Services	Disability and Special Populations	24-48 Hours	High
Student Services	Transcript Issuance	24 – 48 Hours	High
Student Services	Process Grades	24 – 48 Hours	High
Student Affairs	Student Activities	24-48 Hours	High
Student Services	Financial Aid	24- 48 Hours	High
Economic Development	Classroom Instruction	24 – 72 Hours	High
Economic Development	Distance Instruction	24 - 48 Hours	High
Economic Development	Facilities Rental	48-96 Hours	Medium
Institutional Effectiveness	Accreditation	7- 10 days	High

Appendix C – Hazard Vulnerability Assessment Instrument Exemplar

Hazard Vulnerability Assessment Instrument: Columbus Technical College

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
Natural									
Tornado/Winds/Thunderstorm	X			X			X		
Winter Weather		X			X			X	
Floods/Dam Failure		X		X			X		
Wildfires		X			X			X	
Lightning	X			X			X		
Drought			X			X			X
Hurricane		X			X			X	
Earthquake			X			X	X		
Technological									
Structural Collapse			X		X		X		
Utility Failure					X		X		
Power Failure		X			X		X		
Network Failure/Cyber Attacks			X			X		X	
Telecommunications Failure			X			X		X	
Major Structure Fire			X		X		X		
Vehicle/Air/Train Accident		X			X				X
Biological									
Disease Outbreak		X			X			X	
Contaminated Food Outbreak			X		X				X
Adversarial, Incidental & Human-Caused									
Civil Disorder		X			X			X	
Terroristic Threat			X		X			X	
Hazardous Materials			X		X			X	
Armed Intruder			X	X				X	
Hostage Situation			X	X				X	

Appendix D - Business Continuity Plan Worksheet Exemplar
(Duplicate as needed for each identified Critical Mission Function)

Business Continuity Plan Worksheet

Work Unit/Technical College: _____ Date: _____

Critical Mission Function:

_____

Function Description:

_____

_____

_____

_____

_____

_____

_____

_____

Production Location:

_____

Process Manager: _____ Department: _____

Backup Personnel:

_____

Recovery Details:
Recovery Strategy Overview:

_____

_____

_____

_____

_____

_____

_____

_____

Maximum Allowable Downtime (MAD): _____
MAD Rationale/Justification:

_____

_____

_____

Can process be suspended? _____ Can process be degraded? _____

Work-around procedures in place? _____

Work-around procedures tested? _____

Recovery Point Objective (relocation):

_____

Hours to Point Objective: _____

Recovery Time Objective (hours): _____

Hardware Needs:

_____
_____
_____
_____
_____
_____

Software Needs:

_____
_____
_____
_____
_____
_____

Necessary Vendors/Contractors:

_____
_____
_____
_____
_____

Special Notes:

_____
_____
_____
_____
_____
_____

Appendix E – Emergency/Utility Contacts Exemplar; Columbus Technical College

Law Enforcement:
Columbus Police Department
Police Chief – Freddie Blackmon – 706-653-3100

Fire:
Columbus Fire Department
Fire & EMS Chief – Sal Scarpa – 706-653-3500

Power:
Georgia Power – 1-800-253-1329
Kelsey Holland – 706-321-1787

Water:
Columbus Water Works
Shawn Arnold – 706-649-3400

Natural Gas:
Liberty Utilities
Wanda Hinson – 706-478-1837

Telecommunications:
GTA
Helpdesk – 877-482-3233

Other:

_____

_____

_____

_____

_____

_____

___

Columbus Technical College - Emergency Contact Information				
Position	**Extension**	**Email**	**Cell**	**Alternat**
Martha Ann Todd – President	1392	mtodd@columbustech.edu	706-977-8015	706-617-9297
Mary Alexander – Executive Assistant to President	1837/1876	malexander@columbustech.edu		
Community & College Relations				
Cheryl Myers – Executive Director, College & Community Relations	1290	cmyers@columbustech.edu	706-681-8383	
Vice Presidents				
Dr. Kermelle Hensley - VP Academic Affairs/ IE Until IE position filled TBD	1935	Khensley@columbustech.edu	706-604-5458	
Dr. Tara Askew - VP Student Services	1901	taskew@columbustech.edu	706-580-0795	
James Loyd - VP Economic Development	1449	jloyd@columbustech.edu	706-527-1386	706-507-0279
Tommy Wilson - VP Facilities and Operations	1894	twilson@columbustech.edu	706-604-6425	706-329-6356
Karen Thomas – VP Administrative Services	1813	kthomas@columbustech.edu	706-570-5189	
Institutional Advancement				
Susan Sealy – Executive Director, Institutional Advancement	1016	ssealy@columbustech.edu	706-329-2550	
Police Department				
Campus Police Chief Charles Pickett	1933	cpickett@columbustech.edu	706-580-2598	
Interim Chief of Police – Currently Vacant TBD	1933			
Janet Morgan – Police Officer	1933	jpmorgan@columbustech.edu	762-822-9755	
Charles Lucas - Police Officer	1933	clucas@columbustech.edu	706-984-1431	
Police Officer – Currently Vacant TBD	1933			
Robert Denny – Police Officer	1933	rdenney@columbustech.edu	706-984-3154	
Joshua McNeal – Police Officer	1933	Jmcneil@columbustech.edu	706-741-2210	
Jonathan Lowe – Security Officer	1933	jlowe@columbustech.edu	706-330-4226	
	1933			
Maintenance				
Jeff Tindall - Maintenance Supervisor - North Campus	1872	Jtindall@columbustech.edu	706-527-1850	706-577-8849
Dennis Pobbig - Maintenance Supervisor, South Campus	1848	dpobbig@columbustech.edu	706-987-4072	706-527-1848
Custodial				
Roger Thompson Custodial Services Supervisor North Campus Octavious Lane Custodial Services Supervisor South Campus	1936	rthompson@columbustech.edu Olane@columbustech.edu	706-718-9334 762-207-9904	706-527-1854
Information Technology				
Jonathan Norred - Information Technology Supervisor	5601	jnorred@columbustech.edu	706-681-5969	
Wade Summers – Information Technology Administrator	5602	wsummers@columbustech.edu	706-681-5503	
Banner				
James Hogan - Banner Administrator	0560	jhogan@columbustech.edu	706-681-5750	
Adult Education				
April Hopson - VP of Adult Education	5694	ahopson@columbustech.edu	706-573-1713	
Human Resources				
Henry Gross- Director, Human Resources	1883	Hgross@columbustech.edu	762-207-9333	
Allison Ehouse – Human Resources Manager	5611	aehouse@columbustech.edu	706-442-3626	
Academic Affairs Deans				

Matt Dennis - Dean School of Health Sciences	0501	Mdennis@columbustech.edu	706-570-6166
Dahmon King - Dean of Professional & Technical Services	4034	Dking@columbustech.edu	706-604-8297
Nichole Jackson - Dean School of Business	5245	njackson@columbustech.edu	706-570-6048
Will Burgan - Dean of General Studies	5114	wburgan@columbustech.edu	706-570-6032
Economic Development			
Michele Shaw – Testing Specialist	1558	mshaw@columbustech.edu	706-570-0720
Deana Beauford – SIA Program Manager	1454	dbeauford@columbustech.edu	706-507-0279
Administrative Services			
Katina James - Accounts Payable Associate Vice President	1884	kjames@columbustech.edu	706-718-1105
Angela Taylor - Accounting Manager/Bursar	1926	ataylor@columbustech.edu	706-718-0040
Cynthia Graves – Fiscal Analyst	1843	cdgraves@columbustech.edu	706-718-4142
Gypsi Alexander - Purchasing Manager	0586	galexander@columbustech.edu	706-681-1291
Virginia McKenzie – Associate V.P. Administrative Services	1854	vmckenzie@columbustech.edu	706-984-4072

Business Continuity Plan Worksheet President

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, President

Date: 4/19/21

Critical Mission Function: Emergency Communication

Function Description:

The president's communication is made possible via a mobile office. During times of emergency, the president will be the official spokesperson for the college and work closely with the office of Community and College Relations. The "public information" function is vital for business continuity in the case of any emergency involving the College. The Executive Director of Community & College Relations will serve as a liaison between CTC and community first responders and service providers while overseeing communication to the local media, faculty, staff, and students. Communication will be provided via the Everbridge® Emergency Alert System, the CTC website, Facebook, Twitter, E-mailing, and/or phone calls. Of course, depending on the situation and if technology is unavailable, some adjustments may have to be made.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Martha Ann Todd, President
Email: mtodd@columbustech.edu
Phone: 706-649-1392 (office), 706-977-8015 (cell)

Backup Personnel: Cheryl Myers, Executive Director of College & Community Relations, President's Leadership Team members as needed
Email: cmyers@columbustech.edu
Phone: 706-649-1290 (office), 706-681-8383 (cell)

Recovery Details:

Recovery Strategy Overview: Constant communication with backup personnel, community organization and relay messages to the public on a regular basis based on fact, not speculation.

3-5-day recovery – Process manager will be in contact with appropriate staff daily ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification: Official communication in an emergency must begin IMMEDIATELY to avoid panic, rumors, and possible fall-out/legal issues later.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, In accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic, the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. In order to avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 -April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

Recovery Point Objective

(Relocation): Employees Residence/ Campus classroom

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 0-12 hours

Hardware Needs: Laptop and/or desktop computer and/or I Pads, phone, internet access, printer, paper, pens, electricity, and back-up batteries.

Software Needs: Internet, Everbridge® Emergency Management system, MS Word, E-mail/Outlook, basic operating system

Necessary Vendors/Contractors: N/A

Business Continuity Plan Worksheet

Executive Director
Community & College Relations

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Executive Director of Community & College Relations

Date: 4/19/21

Critical Mission Function: Public Information

Function Description: The "public information" function is vital for business continuity in the case of any emergency involving the College. The Executive Director of Community & College Relations will serve as a liaison between CTC and community first responders and service providers while overseeing communication to the local media, faculty, staff, and students. Communication will be provided via the Everbridge® Emergency Alert System, the CTC website, Facebook, Twitter, E-mailing, and/or phone calls. Depending on the situation and if technology is unavailable, some adjustments may be made.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Cheryl Myers, Executive Director, Community & College Relations
Email: cmyers@columbustech.edu
Phone: 706-649-1290 (office), 706-681-8383 (cell)

Backup Personnel: Jonathan Norred, Information Technology Supervisor
Email: jnorred@columbustech.edu
Phone: 706-641-5601 (office), 706-681-5969 (cell)

Betsy Bishop, Manager, Community & College Relations
Email: bbishop@columbustech.edu
Phone: 706-641-5685 (office)

Tommy Wilson, Vice President, Operations & Facilities
Email: twilson@columbustech.edu
Phone: 706-649-1894 (office), 706-604-6425 (cell)

Recovery Details

Recovery Strategy Overview: Be in constant communication with backup personnel, community organization and relay messages to the public on a regular basis based on fact, not speculation.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: Official communication in an emergency must begin IMMEDIATELY to avoid panic, the rumor mill taking over, and possible fall-out/legal issues later.

Can process be suspended? Yes, can process be degraded? Yes

Work-around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, In accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 -April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
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- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 0-12 hours

Hardware Needs: Laptop and/or desktop computer and/or IPods, phone, internet access, printer, paper, pens, electricity, and back-up batteries

Software Needs: Internet, Everbridge® Emergency Management system, MS Word, E-mail/Outlook, basic operating system

Necessary Vendors/Contractors: N/A
Special Notes: N/A

Business Continuity Plan Worksheet

Executive Director
Institutional Advancement

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Institutional Advancement

Date: 4/19/21

Critical Mission Function: Notification of Columbus Technical College Foundation Board of Trustees

Function Description: Notification of all Columbus Technical College Foundation Board of Trustees to apprise them of the emergency situation involving Columbus Technical College and informing them of alternatives for contacting the Executive Director of Institutional Advancement and for conducting Foundation business. Possibilities would be social media, website or email (if internet is available), personal and mobile telephone numbers and location of temporary office.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Susan Sealy, Executive Director, Institutional Advancement
Email: ssealy@columbustech.edu
Phone: 706-649-1016 (office), 706-329-2550 (cell)

Backup Personnel: Administrative Assistant position vacant at this time TBD
Email: tjackson@columbustech.edu
Phone: 706-649-1015 (office)

Jonathan Norred, Information Technology Supervisor
Email: jnorred@columbustech.edu
Phone: 706-641-5601 (office), 706-681-5969 (cell)

Recovery Details:

Recovery Strategy Overview: Communication with backup personnel and Board of Trustees with updates on situation.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD) 24-48 hours

MAD Rationale/Justification: Constant communication with Board of Trustees is not necessary on a day to day basis.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Laptop and/or desktop computer and/or I Pads, phone, internet access, printer, back-up batteries

Software Needs: Internet, Microsoft Office Suite, QuickBooks

Necessary Vendors/Contractors: None

Business Continuity Plan Worksheet
Academic Affairs

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Academic Affairs

Date: 4/19/21

Critical Mission Function: <u>Classroom Instruction</u>

Function Description:
If the operations of the main campus become disabled, classes will be cancelled and reconvened at a newly appointed location

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dr. Kermelle Hensley, Vice President of Academic Affairs
Email: <u>khensley@columbustech.edu</u>
Phone: 706-641-5237 (office), 706-573-0205 (cell)

Backup Personnel: Matt Dennis, Academic Dean
Email: <u>mdennis@columbustech.edu</u>
Phone: (706) 225-0205, Cell / (706) 527-9081

Recovery Details:

Recovery Strategy Overview: In case the facility becomes uninhabitable, we will make up days for classes. We will teach on the weekend for make-up days.

3-5-day recovery – Process manager will be in contact with appropriate staff daily ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes
Work-around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: 65-100 personal computers or mobile laptops

Software Needs: Windows Operating System and MS Office Suite

Necessary Vendors/Contractors: Pearson, Townsend Press, all textbook vendors

Special Notes: Modular classroom space will be needed

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Academic Affairs

Date: 4/19/21

Critical Mission Function: <u>Distance Instruction</u>

Function Description:
If the operations of the main campus become disabled, classes will be cancelled and reconvened at a newly appointed location

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dr. Kermelle Hensley, Vice President of Academic Affairs
Email: khensley@columbustech.edu
Phone: 706-641-5237 (office), 706-573-0205 (cell)

Backup Personnel: Art Beveridge, Director, Distance Learning
Email: abeveridge@columbustech.edu
Phone: (706) 649-1846, Office / (706) 570-3056, Cell

Recovery Details:

Recovery Strategy Overview: Because online is 24 hours per day, we will change the due date schedule for assignments to help students progress.

3-5-day recovery -- Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 – hours

Hardware Needs: Computer for Distance Ed. Coordinator

Software Needs: N/A

Necessary Vendors/Contractors: TCSG-LMS Vendor

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Academic Affairs

Date: 4/19/21

Critical Mission Function: <u>Computer Classroom Instruction</u>

Function Description:
If the operations of the main campus become disabled, classes will be cancelled and reconvened at a newly appointed location

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dr. Kermelle Hensley, Vice President of Academic Affairs
Email: <u>khensley@columbustech.edu</u>
Phone: 706-641-5237 (office), 706-573-0205 (cell)

Backup Personnel: Nicole Jackson, Academic Dean
Email: <u>njackson@columbustech.edu</u>
Phone: 706-641-5245 (office), 706-570-6048 (cell)

Recovery Details:

Recovery Strategy Overview: In case the facility becomes uninhabitable, we will make up days for classes. We will teach on the weekend for make-up days.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 - 72 hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: 65-100 personal computers or mobile laptops

Software Needs: Windows Operating System and MS Office Suite

Necessary Vendors/Contractors: Pearson, Townsend Press, all textbook vendors

Special Notes: Modular classroom space will be needed

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Academic Affairs

Date: 4/19/21

Critical Mission Function: <u>Laboratory Instruction</u>

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dr. Kermelle Hensley, Vice President of Academic Affairs
Email: <u>khensley@columbustech.edu</u>
Phone: 706-641-5237 (office), 706-573-0205 (cell)

Backup Personnel: Will Burgan, Academic Dean- General Studies & Matt Dennis, Academic Dean- Health Sciences
Email: <u>wburgan@columbustech.edu</u>   <u>mdennis@columbustech.edu</u>
Phone: Will Burgan   Phone: Matt Dennis
(706) 641-5114, Office   (706) 225-0501, Office
(706) 570-6032, Cell   (706) 527-9081, Cell

Recovery Details:

Recovery Strategy Overview: In case the facility becomes uninhabitable, we will make up days for classes. We will teach on the weekend for make-up days

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-72 hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Lab equipment, i.e. test tubes, burners, chemicals, etc.

Software Needs: N/A

Necessary Vendors/Contractors: N/A

Special Notes: Security cabinets for locking up supplies

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Academic Affairs

Date: 4/19/21

Critical Mission Function: <u>Live Work</u>

Function Description:
If the operations of the main campus become disabled, live work will be cancelled and reconvened at a new location in the Wright Building.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dr. Kermelle Hensley, Vice President of Academic Affairs
Email: <u>khensley@columbustech.edu</u>
Phone: 706-641-5237 (office), 706-573-0205 (cell)

Backup Personnel: Dahmon King, Academic Dean- Professional & Technical Services
Email: <u>dking@columbustech.edu</u>
Phone: (706) 641-4034, Cell 706-604-8297

Recovery Details:

Recovery Strategy Overview: In case the facility becomes uninhabitable, we will make up days for classes. We will teach on the weekend for make-up days.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD):7 days

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work around procedures in place? Yes, Disaster recovery plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Computer, cosmetology materials, automotive collision materials, welding materials

Software Needs: Computer program to run machines

Necessary Vendors/Contractors: N/A

Special Notes: Security cabinets for locking up supplies

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Academic Affairs

Date: 4/19/21

Critical Mission Function: <u>Library Services</u>

Function Description:
If the operation of the main campus becomes disabled, the library and resource center will be reconvened in the Wright Building, Multipurpose Room

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dr. Kermelle Hensley, Vice President of Academic Affairs
Email: khensley@columbustech.edu
Phone: 706-641-5237 (office), 706-573-0205 (cell)

Backup Personnel: Troy Cook, Academic Dean- Library Services
Email: Tcook@columbustech.edu
Phone: 706-649-1929 (office), 706-957-4956 (Cell)

Recovery Details:
Recovery Strategy Overview: In case the facility becomes uninhabitable, library services can continue using online resources such as electronic books, periodicals, and other materials for student use. Additionally, physical resources will be moved to the reconvened location in the Wright Building, Multipurpose room.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 48-96 hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? No

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally

scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

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- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: 15-25 personal computers or mobile laptops

Software Needs: Windows Operating System and MS Office Suite

Necessary Vendors/Contractors: Pearson, Townsend Press, all publishing vendors

Special Notes: Modular classroom space will be needed

Business Continuity Plan Worksheet

Department of
Operations & Facilities Maintenance

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/21

Critical Mission Function: <u>Utilities</u>

Function Description: The process manager is responsible for notifying each of the utility companies of any issues that the college may have. Georgia Power for Electrical or outside lighting, Columbus Water Works for water issues, Liberty Utilities for gas issues.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Tonia Smith, Administrative Assistant, Operations & Facilities Maintenance
Email: <u>tsmith@columbustech.edu</u>
Phone: 706-649-7511 (office)

Backup Personnel: Tommy Wilson, Vice President, Operations & Facilities Maintenance
Email: <u>twilson@columbustech.edu</u>
Phone: 706-649-1894 (office), 706-604-6425 (cell)

Recovery Details:

Recovery Strategy Overview: The process manager will notify all the utilities in the event of an emergency.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 Hours

MAD Rationale/Justification: This should insure enough time to respond to the emergency.

Can process be suspended? Yes

Can process be degraded? Yes
Work-around procedures in place? Yes, Disaster Recovery Plan

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic The Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Phone, Internet access

Software Needs: NA

Necessary Vendors/Contractors: Make contact with appropriate contractors as to making the necessary repairs. Georgia Power, Columbus Water Work and Liberty Utilities

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/21

Critical Mission Function: <u>Facilities Repair</u>

Function Description: Building Maintenance assesses the campus for any facility repairs or replacements of equipment of the campus. They work with vendors such as Train, Jordan Electric, Johnson Controls, Comfort Systems and many more to make sure all HVAC & Electrical as well as the Chillers are working at top capacity. Maintaining the building structures is also part of the maintenance crew's responsibility.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Dennis Pobbig, Maintenance Supervisor
Email: dpobbig@columbustech.edu
Phone: 706-527-1848 (cell)

Backup Personnel: Jeff Tindall, Maintenance Technician
Email: jtindall@columbustech.edu
Phone: 706-577-8849 (cell)

Recovery Details:

Recovery Strategy Overview: Building maintenance crew will assess any and all damage to the buildings or equipment and make contact with the appropriate vendors to make the necessary repairs.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 Hours

MAD Rationale/Justification: Maximum time allotted is necessary for the repairs that are needed

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online

environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Phone, handheld radios

Software Needs: NA

Necessary Vendors/Contractors: Make contact with appropriate contractors as to making the necessary repairs such as Train, Comfort Systems and Johnson Controls etc.

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar
Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/21

Critical Mission Function: <u>Cleanup</u>

Function Description: Damage Assessment and Repair/Clean-up Action: Responsibility: Furniture, floors, inside trash/debris removal and moving of furniture. Document damage and report it to Physical Plant Director.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Tonia Smith, Administrative Assistant, Operations & Facilities Maintenance
Email: <u>tsmith@columbustech.edu</u>
Phone: 706-649-7511 (office)

Backup Personnel: Tommy Wilson, Vice President, Operations & Facilities Maintenance
Email: <u>twilson@columbustech.edu</u>
Phone: 706-649-1894 (office), 706-604-6425 (cell)

Recovery Details:

Recovery Strategy Overview: Assess building(s) interior areas for post-event cleanup. Describe assessment of building cleanup and assign priorities: Clean areas of water or debris. Remove damaged furniture and debris to a central location and call Building Maintenance for pickup of debris. Clean restrooms, public areas, and classrooms to restore to service.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 Hours

MAD Rationale/Justification: This will take some time to fully recover any damage for all campus buildings.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are

continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Phones & handheld radios

Software Needs: Necessary Vendors/Contractors: Make contact with appropriate contractors as to making the necessary repairs. Will contact vendors such as Rotor Rooter, ServPro etc.

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar
Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities
Maintenance

Date: 4/19/21

Critical Mission Function: <u>Fleet Management</u>

Function Description: To assess any and all damage to all of the fleet vehicles and notify
insurance company to report the damage to any and all vehicles in the fleet that are damaged.
Notify ARI as to any loss in the fleet, to maintain the asset management of the fleet.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus,
Georgia 31904. Phone:706-649-1800 with ARI to repair and/or replace the loss.

Process Manager: Tonia Smith, Administrative Assistant, Operations & Facilities
Maintenance
Email: tsmith@columbustech.edu
Phone: 706-649-7511 (office)

Backup Personnel: Tommy Wilson, Vice President, Operations & Facilities Maintenance
Email: twilson@columbustech.edu
Phone: 706-649-1894 (office), 706-604-6425 (cell)

Maximum Allowable Downtime (MAD): 24-48 Hours

MAD Rationale/Justification: This process takes time as we will need to go through many
processes with ARI to repair and/or replace the loss.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order
03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been
closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect
the health and safety of all concerned. Students and faculty are continuing classes in an online
environment. To avoid any interruption in service to students or the public, non-faculty employees are
continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally
scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-
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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours):24 hours

Hardware Needs: Phone, Computers, internet access

Software Needs:

Necessary Vendors/Contractors: .

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar
Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/21

Critical Mission Function: <u>Food Service, Vending</u>

Function Description: Notify Five Star Food Service to make the necessary assessments for any repairs or replaces of any or all of the Vending machines or equipment on campus.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800 with ARI to repair and/or replace the loss.

Process Manager: Tonia Smith, Administrative Assistant, Operations & Facilities Maintenance
Email: <u>tsmith@columbustech.edu</u>
Phone: 706-649-7511 (office)

Backup Personnel: Roger Thompson, Custodial Services (Food Service)
Email: <u>Rthompson@columbustech.edu</u>
Phone: 706-527-1854 (cell)

Recovery Details:

Recovery Strategy Overview: Making the sure the campus or building are safe & secure to access to make the necessary repairs or replacements of any or all vending machines or equipment.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 Hours

MAD Rationale/Justification: Safety precautions are necessary when having vendors on campus to do any services or repairs.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are

continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours):24 hours

Hardware Needs: Phone

Software Needs: NA

Necessary Vendors/Contractors: Five Star Food Service

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar
Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 3/18/21

Critical Mission Function: <u>Risk Management</u>

Function Description:
To provide notification to DOAS risk Management as to any issues associated with any emergency.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Tommy Wilson, Vice President, Operations & Facilities Maintenance
Email:<u>twilson@columbustech.edu</u>
Phone: 706-649-1894 (office), 706-604-6425 (cell)

Backup Personnel: Karen Thomas, Vice President, Administrative Services
Email: <u>kthomas@columbustech.edu</u>
Phone: 706-649-1813 (office), 706-570-5189 (cell)

Recovery Details:

Recovery Strategy Overview: 3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 Hours

MAD Rationale/Justification: Notification to be submitted to DOAS risk management in a timely manner so that appropriate individuals are contacted in reference to submitting proper claims.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 12 hours

Hardware Needs: Phone, computer, internet access.
Make contact with appropriate contractors as to making the necessary repairs.

Software Needs: Basic operating system, MS Word, MS Excel

Necessary Vendors/Contractors:
Make contact with appropriate contractors as to making the necessary repairs.

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/21

Critical Mission Function: <u>Police and Security</u>

Function Description:
The Police/Security Department provides campus security throughout the entire campus that involves with keeping out Students, Staff/Faculty safe from any dangerous situations.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Charles Pickett Campus Police Chief
Email: <u>Cpickett@columbustech.edu</u>
Phone: 706-649-1917 (office), 762-822-6672 (cell)

Backup Personnel: Robert Denny Campus Police Supervisor
Email: <u>Rdenny@columbustech.edu</u>
Phone: 706-649-1933 (office), 706-610-4109 (cell)

Recovery Details:

Recovery Strategy Overview: The Police/Security Department will make contact with Sheriff's Department for any bomb threats or dangerous intruders on campus, Columbus Fire Department for fire, Georgia Power for electrical problems, Columbus Water Works for water situations and Liberty Utilities for any gas problems to make the necessary repairs or replacements of any equipment that is damaged on campus.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 Hours

MAD Rationale/Justification: This time may be needed for the many repairs or replacements of equipment that will be needed to get the college back in a secure mode.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online

environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 Hours

Hardware Needs: Phone, Internet access, handheld radios, Computers

Software Needs:

Necessary Vendors/Contractors: Contact appropriate contractors as to making the necessary repairs. Columbus Fire Department, Georgia Power, Columbus Water Works and Liberty Utilities.

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar
Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/2021

Critical Mission Function: <u>Emergency Services</u>

Function Description: The College provides a detailed and coordinated response to unexpected acts of violence, acts of terrorism, accidents or injuries, hazardous material threats, and natural disasters. Columbus Technical College is committed to establishing procedures to lessen the impact of any emergency and potentially disastrous events that may threaten the Columbus Technical College campus, students or staff. The joint effort of the administration, faculty, staff, and students working and training as a team will be required. A successful response to any emergency which minimizes damage to property or injury to individuals will require our best effort. Our foremost concern is the safety and welfare of the individuals on our campus.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Tommy Wilson, Vice President, Operations & Facilities Maintenance
Email:twilson@columbustech.edu
Phone: 706-649-1894 (office), 706-604-6425 (cell)

Backup Personnel: Tonia Smith, Administrative Assistant, Operations & Facilities Maintenance
Email: tsmith@columbustech.edu
Phone: 706-649-7511 (office)

Recovery Details:

Recovery Strategy Overview: To assess damage, clean up, and repair after the initial disaster has passed. Campus recovery will take place after the building or area has been declared safe for occupancy.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification: In all the areas of the campus for any emergency, time is needed to make all contacts and start repairs.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Phone & handheld radios

Software Needs: NA

Necessary Vendors/Contractors: Sheriff's Department, Fire Department, Georgia Power, Columbus Water Works

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Operations & Facilities Maintenance

Date: 4/19/21

Critical Mission Function: <u>Mail Services</u>

Function Description: Shipping & Receiving functions as an internal Post Office where we receive and ship items used by Columbus Technical College.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Tonia Smith, Administrative Assistant, Operations & Facilities Maintenance
Email: <u>tsmith@columbustech.edu</u>
Phone: 706-649-7511 (office)

Backup Personnel: Sam Chestnutt, Shipping & Receiving/Warehouse Technician
Email: <u>schestnutt@columbustech.edu</u>
Phone: 706-641-4081 (office)

Recovery Details:

Recovery Strategy Overview:
In the case of an emergency the process manager will notify UPS, FedEx, United States Postal Service and Pitney Bowes of the emergency and make arrangements for new temporary location of delivery to the Quick Start building. Also notify Pitney Bowes of any damage to the equipment used on campus.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification: Recovery of any items that was delivered or shipped that was not damaged will be one priority as well as getting the mail machine up and running.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online

environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Phone, Internet access

Software Needs: Arrival system

Necessary Vendors/Contractors: Make contact with appropriate contractors as to making the necessary repairs. Pitney Bowes

Special Notes: NA

Business Continuity Plan Worksheet

Information Technology

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Information Technology

Date: 4/19/21

Critical Mission Function: <u>Core IT Systems</u>

Function Description: Reestablish network connectivity and communications in the event of a disaster on the main campus.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Jonathan Norred, Information Technology Supervisor
Email: jnorred@columbustech.edu
Phone: 706-641-5601

Backup Personnel: Wade Summers, Information Systems Administrator
Email: wsummers@columbustech.edu
Phone: 706-641-5603 (office), 706-641-5603 (cell)

Recovery Details:

Recovery Strategy Overview:
Ensure power is on at alternate location. Contact service provider to establish internet access at alternate site. Move servers and necessary equipment to alternate site to re-establish operations. Existing analog phone lines will be used for communication. 3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.
Special Notes: NA

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification: Depends on power and internet providers and availability of equipment

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u>. **See Covid-19 document attached for additional information.**

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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Servers, Storage Systems, Cables/Supplies

Software Needs: VMware, MS Office

Necessary Vendors/Contractors: *WOW! Business (Internet provider), Georgia Technology Authority (telephone lines) Special Notes: NA*

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Information Technology, Student Services

Date: 4/19/21

Critical Mission Function: <u>Banner</u>

Function Description: Re-establish access to Banner in the event of a disaster at the production location.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: James Hogan, Database Administrator
Email: jhogan@columbustech.edu
Phone: 706-225-0560 (office), 706-681-5750 (cell)

Backup Personnel: Jonathan Norred, Information Technology Supervisor
Email: jnorred@columbustech.edu
Phone: 706-641-5601

Recovery Details:

Recovery Strategy Overview:
Ensure power is on at alternate location. Move servers and necessary equipment to alternate site to re-establish operations.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 72 hours

MAD Rationale/Justification: Depends on power and internet providers and availability of equipment.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, IT Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally

scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Servers, Storage Systems, Cables/Supplies

Software Needs: SSH

Necessary Vendors/Contractors: IBM, TCSG

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Information Technology

Date: 4/19/21

Critical Mission Function: <u>Website</u>

Function Description: Re-establish Columbus Technical College website in the event of a disaster at the production location.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Jonathan Norred, Information Technology Supervisor
Email: jnorred@columbustech.edu
Phone: 706-641-5601

Backup Personnel: Wade Summers, Information Systems Administrator
Email: wsummers@columbustech.edu
Phone: 706-641-5603 (office), 706-641-5603 (cell)

Recovery Details:

Recovery Strategy Overview:
Ensure power is on at alternate location. Contact service provider to establish internet access at alternate site. Move servers and necessary equipment to alternate site to re-establish operations.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 72 hours

MAD Rationale/Justification: Depends on power and internet providers and availability of equipment.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, IT Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Tech campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled,

and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 2

Hardware Needs: Servers, Storage Systems, Cables/Supplies

Software Needs: Windows Server, Word Press

Necessary Vendors/Contractors: WOW! Business (Internet provider)

Special Notes: NA

Business Continuity Plan Worksheet Administrative Services

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Administrative Services

Date: 4/19/21

Critical Mission Function: <u>Payroll</u>

Function Description: Human Resources/Payroll Department serve as a vital part of the college's payroll distribution. The Department process payroll for all employees of the college insuring that all employees are paid each payroll. Advertisement is needed for qualified instructors to make sure all classes are covered. New employees must be entered into payroll in a timely manner to satisfy the needs of CTC students.

Production Location: W. G. Hartline Building Room A203-A, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Berneza Norwood, Human Resources Coordinator
Email: <u>bnorwood@columbustech.edu</u>
Phone: 706-649-1818 (office)

Backup Personnel: Susie Boynton, Payroll Specialist
Email: <u>sboynton@columbustech.edu</u>
Phone: 706-649-1170 (office)

Allison Ehouse, Human Resources Manager
Email: <u>aehouse@columbustech.edu</u>
Phone: 706-641-5611 (office)

Henry Gross, Human Resources Director
Email: <u>hgross@columbustech.edu</u>
Phone: 706-649-1883 (office), 762-207-9333 (cell)

Jonathan Norred, Information Technology Supervisor
Email: <u>jnorred@columbustech.edu</u>
Phone: 706-641-5601 (office)

Recovery Details:

Recovery Strategy Overview:_Keep constant communication with back-up personnel, Information Technology, CTC employees, if necessary. Also, stay in contact with PeopleSoft HCM at State Accounting Office and TCSG Human Resources Director and Human Resources Officer in the Atlanta Office.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 hours
MAD Rationale/Justification: Contact IT Department or PeopleSoft in Atlanta depending on the how much time is needed to process payroll.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

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- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Laptop and/or Desktop Computer, Printers, Phones, Fire Proof Cabinets with employee's files, Envelopes, Paper, Pens, Back-up Batteries, Storage for Reports, Postage Machine.

Software Needs: PeopleSoft, Banner, Words, Excel, Document Direct, Internet, Intranet, Outlook

Necessary Vendors/Contractors: N/A

Special Notes: Will need HR Fireproof file cabinets which store all active employees' files.

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Administrative Services

Date: 4/19/21

Critical Mission Function: General Accounting Services

Function Description: The Budget/Cash Management department monitors the financial stability of the college as well as the budget and ensures that funds are available for payroll, and purchases to support the daily operations of the college. Asset Management records and tracks assets that are purchased for the college.

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Karen Thomas, Vice President, Administrative Services
Email: kthomas@columbustech.edu
Phone: 706-649-1813 (office), 706-570-5189 (cell)

Backup Personnel: Cynthia Graves, Fiscal Analyst
Email: cdgraves@columbustech.edu
Phone: 706-649-1843 (office)

Virginia McKenzie, Fiscal Coordinator
Email: vmckenzie@columbustech.edu
Phone: 706-641-5031 (office)

Recovery Details:

Recovery Strategy Overview: Keep constant communication with backup personnel. Set up office and support the daily operations of the college. Asset Management will inventory and provide a list of assets that are damaged or lost.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification: It will take time to set up an office with the supplies needed and access to the necessary systems.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been

closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 48 to 96 hours

Hardware Needs: Laptop, phones, internet access, printer, paper, pens, stapler's w/ staples, paper clips, folders, highlighters, generator, backup batteries

Software Needs: PeopleSoft, Banner, Document Direct, Internet, Intranet, Microsoft Excel/Word, and Outlook/Email

Necessary Vendors/Contractors: Columbus Bank & Trust

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Administrative Services

Date: 4/19/21

Critical Mission Function: <u>Procurement</u>

Function Description: The Purchasing Department is responsible for planning, organizing, and managing purchasing functions. We are primarily charged with the responsibility for the establishment of contracts, leases, purchase orders, and other agreements for the procurement of supplies, materials, equipment, services, and construction, under the laws set forth in the O.C.G.A. Section 50-55-1. The Purchasing Department is also responsible for maintaining all individual procurement card holder information, information related to all purchases charged to a procurement card, and documentation and accounting for all purchases charged to a procurement card.

Production Location: W. G. Hartline Building A-202, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Gypsi Alexander, Purchasing Manager
Email: <u>galexander@columbustech.edu</u>
Phone: 706-641-0586 (office)

Backup Personnel: Hannah Alexander, Purchasing Technician
Email: <u>halexander@columbustech.edu</u>
Phone: 706-649-1811 (office)

Recovery Details:

Recovery Strategy Overview: Keep constant communication with back-up personnel, the People Soft Helpdesk, CTC Vice Presidents and CTC Deans. The informed Vice Presidents and Deans will relay messages to the remaining CTC faculty and staff.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 0-24 hours

MAD Rationale/Justification: 0-24 hours; this will depend on the situation.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect

the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 48 to 96 hours

Hardware Needs: Electricity, phone, computer, internet access, intranet access, printer, paper, pens, notebooks and/or folders.

Software Needs: Internet, Intranet, Microsoft Word, Microsoft Excel, Microsoft Outlook/Email, Team GA Marketplace, and People Soft

Necessary Vendors/Contractors: N/A

Special Notes: N/A

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Administrative Services

Date: 4/19/21

Function: Bookstore Critical Mission

Function Description: The Campus Store is a local bookstore serving the students, faculty and staff of Columbus Technical College. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We also provide many other items to support your academic career and school spirit.

Production Location: Carl Patrick Hall, Room 409, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Catherina Ballard, Bookstore Manager
Email: cballard@columbustech.edu
Phone: 706-225-0557 (office)

Backup Personnel: Angela Taylor, General Manager
Email: ataylor@columbustech.edu
Phone: 706-649-1926 (office)

James Hogan, Information Technology
Email: jhogan@columbustech.edu
Phone: 706-225-0560 (office)

Recovery Details:

Recovery Strategy Overview: Keep constant communication with back-up personnel, Nebraska Information Technology customer service, CTC Deans, Program Directors and faculty. The informed faculty will relay messages to CTC students and staff concerning factual information.

3-5-day recovery - Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 48-96 hours

MAD Rationale/Justification: For the damaged merchandise, the vendors will have to be notified to get new merchandise. Nebraska systems will have to be contacted to get the system back up and running. This will depend on the situation.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
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- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
-
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

Recovery Point Objective (relocation): Robert L. Wright Health Sciences Building 4600 River Road Columbus, Georgia 31904.

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 48 to 96 hours

Hardware Needs: Phones, Laptop, phone, internet access, printer, paper, pens, electricity, back-up batteries

Software Needs: Internet, Intranet, Microsoft Word, Outlook/Email, Nebraska Win Prism and Nebraska Win Admin

Necessary Vendors/Contractors: N/A

Special Notes: N/A

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Administrative Services

Date: 4/19/21

Critical Mission Function: <u>Account Payable</u>

Function Description: Accounts Payable Department serve as a vital part of the college's financial aspect. The Department process payments for all areas of the college insuring that all vendors are paid in a timely manner in order for the college to remind operational. The Accounts Payable Department also processes all student refunds according to the guidelines set forth by State and Federal

Production Location: W. G. Hartline Building, Room A203J, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Katina James, Associate Vice President
Email: kjames@columbustech.edu
Phone: 706-649-1884 (office)

Backup Personnel: Margaret Smith, Accounting Technician
Email: msmith@columbustech.edu
Phone: 706-649-1863 (office)

Ann Grieger, Accounting Technician
Email: agrieger@columbustech.edu
Phone: 706-649-1880 (office)

James Hogan, Information Technology
Email: jhogan@columbustech.edu
Phone: 706-225-0560 (office)

Recovery Details:

Recovery Strategy Overview: Keep constant communication with back-up personnel, Information Technology, and with vendors, if necessary. Also, stay in contact with PeopleSoft Financial in the Atlanta Office.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: Contact IT Department or PeopleSoft in Atlanta depending on the severity of the situation.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
-
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes -- Maximum 1 hour

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Laptop, Phones, Typewriter, Fire Proof Cabinets with check, Manual check stamp, Paper, Pens, Back-up Batteries

Software Needs: PeopleSoft, Banner, Excel, Internet, Intranet, Outlook

Necessary Vendors/Contractors: N/A

Special Notes: Will need our Fireproof file cabinets which stores our check stock and manual signature stamp. There will be a need for a typewriter to type manual checks.
Necessary Vendors/Contractors: N/A

Special Notes: We will need a Fireproof file locked to store any funds that are collected off-site

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Administrative Services

Date: 4/19/21

Critical Mission Function: <u>Business Office</u>

Function Description: The function of the Business Office is to assist students with obtaining information concerning financial obligations in relation to their tuition/fees and other payments due to the college. Any Accounts Receivable payments that are due to the college are received or delivered to the Business Office for processing.

Production Location: W.G. Hartline Building, Room 154, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Angela Taylor, Accounting Manager
Email: ataylor@columbustech.edu
Phone: 706-649-1926 (office)

Backup Personnel: Katina James, Associate Vice President
Email: kjames@columbustech.edu
Phone: 706-649-1884 (office)

Diane Gordy, Head Cashier
Email: dgordy@columbustech.edu
Phone: 706-649-1750 (office)

Janice Moore, Accounts Rec. Technician
Email: jmoore@columbustech.edu
Phone: 706-649-1310 (office)

James Hogan, Information Technology
Email: jhogan@columbustech.edu
Phone: 706-225-0560 (office)

Recovery Details:

Recovery Strategy Overview: Working with Information Technology to ensure that Banner, PeopleSoft, and the Intranet are functional. Contact Public Relations to have them send messages to the students, staff, and faculty to keep them informed with important information.

3-5-day recovery Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: Communicate information within a timely manner to ensure that everyone is aware of the issues the Business Office is experiencing.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am, Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48

Hardware Needs: Phones, Laptop, Desktop, phone, internet access, printer, paper, pens, electricity, and back-up batteries

Software Needs: Internet, Intranet, Microsoft Word, Microsoft Excel, Outlook/Email, PeopleSoft and Banner

Necessary Vendors/Contractors: N/A

Special Notes: We will need a Fireproof file locked to store any funds that are collected off-site.

Business Continuity Plan Worksheet

Adult Education

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Adult Education

Date: 4/19/21

Critical Mission Function: <u>Admissions</u>

Function Description: The function of admissions of adult education is vital for business continuity in the case of any emergency involving the College. Admission intake/orientation is conducted weekly on Mondays at 9:00am and 4:00pm. The adult education department serves 6 counties to include Muscogee, Chattahoochee, Harris, Stewart, Quitman, and Talbot totaling over 1700 students to date in pursuit of a secondary education equivalent credential

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800 or alternate location depending on the scenario

Process Manager: April Hopson, Vice President of Adult Education
Email: <u>ahopson@columbustech.edu</u>
Phone: 706-641-5694 (office)

Backup Personnel: Sherri Masterson, Adult Education Coordinator
Email: <u>smasterson@columbustech.edu</u>
Phone: 706-641-5624 (office)

Recovery Details:

Recovery Strategy Overview: Continue to provide intake/orientation services to potential students.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-78hours

MAD Rationale/Justification: To ensure limited interruption to admission services as required to service delivery area.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

Recovery Point Objective (relocation): Robert L. Wright Health Sciences Building Columbus, Georgia 31904

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: Laptops and/or desktop computers, phone, internet access, printers, paper, pens, electricity, back-up batteries

Software Needs: Internet, TABE Online, Word, E-mail/Outlook, basic operating system

Necessary Vendors/Contractors: N/A

Special Notes: N/A

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Adult Education

Date: 4/19/21

Critical Mission Function: <u>Classroom Instruction</u>

Function Description: The function of classroom instruction of adult education is vital for business continuity in the case of any emergency involving the College. Classes are conducted Monday -Thursday from 8:30-12:30pm, 1:00-4:00pm and 5:30-5:30pm. The adult education department serves 6 counties to include Muscogee, Chattahoochee, Harris, Stewart, Quitman, and Talbot totaling over 1700 students to date in pursuit of a secondary education equivalent credential

Production Location: Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800 or alternate location depending on the scenario

Process Manager: April Hopson, Vice President of Adult Education
Email: ahopson@columbustech.edu
Phone: 706-641-5694 (office)

Backup Personnel: Sherri Masterson, Adult Education Coordinator
Email: smasterson@columbustech.edu
Phone: 706-641-5624 (office)

Recovery Details:

Recovery Strategy Overview: Continue to provide classroom instruction to students based on the schedule above. Grant assurances prohibit the closure of classes from more than two weeks without special permission from state office. 3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-72 hours

MAD Rationale/Justification: To ensure limited interruption to classroom instruction as required in order to service delivery area.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are

continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 0-12

Hardware Needs: Laptops and/or desktop computers, phone, internet access, printers, paper, pens, electricity, back-up batteries

Software Needs: Internet, TABE Online, Word, E-mail/Outlook, basic operating system

Necessary Vendors/Contractors: N/A

Special Notes: N /A

Business Continuity Plan Worksheet Student Affairs

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Student Affairs

Date: 4/19/21

Critical Mission Function: <u>Admissions</u>

Function Description: To process documents for admissions to CTC for incoming and returning students.

Production Location: W.G. Hartline Building, Room A150, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Joseph Chey Wilson, Director of Admissions
Email: <u>jwilson@columbustech.edu</u>
Phone: 706-641-5665 (office)

Backup Personnel: David Lynch, Assistant Director of Admissions
Email: <u>dlynch@columbustech.edu</u>
Phone: 706-649-1194 (office)

Recovery Details:

Recovery Strategy Overview: Contact Banner Database Administrator to retrieve data from Banner back-up which is done nightly. Rely on scanned documentation. 3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: Minimum time to contact IT personnel.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online

environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice See Covid-19 document attached for additional information.

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: computers, printers, scanners

Software Needs: Banner and Banner Extender

Necessary Vendors/Contractors: Ellucian, TGSC

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College Registrar/Student Services

Date: 4/19/21

Critical Mission Function: <u>Registration</u>

Function Description: To assist current and new students with registration.

Production Location: Hartline Building, Room 151, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Sylvia Dansby, Registrar
Email: <u>sdansby@columbustech.edu</u>
Phone: 706-649-1278 (office)

Backup Personnel: Nichole Marshall, Student Affairs Specialist, Registrar's Office
Email: <u>nmarshall@columbustech.edu</u>
Phone: 706-649-1857 (office)

Recovery Details:

Recovery Strategy Overview: Contact Banner Database Administrator (James Hogan) to retrieve lost documentation and back-up files.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: To make necessary contacts to get process back up and running.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice</u> **See Covid-19 document attached for additional information.**

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

Recovery Point Objective (relocation): Robert L. Wright Health Sciences Building 4600 River Road Columbus, GA 31904

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Computers, Printers, Scanners, Copier

Software Needs: Banner

Necessary Vendors/Contractors: Ellucian, TCSG

Special Notes: None

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Student Services

Date: 4/19/21

Critical Mission Function: Testing for College Admissions; Career Explorations; Community Test Center for other State Agencies

Function Description: Testing services at Columbus Technical College supports academic testing for applicants requiring compass placement tests for admission to the College, provides testing and assessment for career exploration purposes, administers tests for other state agencies within a secure environment, and may also perform remote testing for high school students or other off campus locations.

Production Location: Hartline Building, Room 153-A, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: David Lynch, Assistant Director of Admissions
Email: dlynch@columbustech.edu
Phone: 706-649-1194 (office)

Backup Personnel: Linda Fleming- Student Affairs
Email: lfleming@columbustech.edu
Phone: 706-649-1800 (office)

Recovery Details:

Recovery Strategy Overview: Testing services for students can be done remotely through a secure, online BANNER connection via computer laptops or available desktops.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 – 48 Hours

MAD Rationale/Justification: This is the minimum time needed to establish a secure location for the administration of testing services.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online

environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24- 48 hours

Hardware Needs: Computers, Printers

Software Needs: BANNER
Necessary Vendors/Contractors: Ellucian, TCSG

Special Notes: None

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Career Services/Columbus Technical College/Student Services

Date: 4/19/21

Critical Mission Function: Career Services

Function Description:
Assist students and alumni in choosing a career path, developing job search skills and offering services to both that connects them to program related employment upon graduation and after. Career Services provide meaningful options for students and prepared job candidates for employers by providing workshops, job fairs and employment opportunities.

Production Location: Carl Patrick Hall, Room P-600, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Margaret Burkhardt
Department: Career Services
Email: mburkhardt@columbustech.edu
Phone: 706-649-1938 (office)

Backup Personnel: Jamall Wimberly, Career Services Coordinator
Email: jwimberly@columbustech.edu
Phone: 706-641-1055 (office)

Recovery Details:

Recovery Strategy Overview:
1. Retrieve X Drive files documentations for Career Services.
2. DOL Claimant Forms and letters are protected in a Fire King cabinet.
3. Contact College Central Network to retrieve information that housed within Cloud Storage System for Columbus Technical College students.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24 to 48 hours

MAD Rationale/Justification: One day to contact IT personnel and one day to contact College Central Network to retrieve information.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice.</u> **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Computers, Printers, Scanners and Fax Machine

Software Needs: Banner/College Central Network

Necessary Vendors/Contractors: College Central Network- Cloud Storage for Career Services

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Disability and Special Services/ Student Services

Date: 4/19/21

Critical Mission Function: Disability and Special Populations

Function Description: Provide accommodations to students with disabilities and support services to Special Populations of students within the college.

Production Location: W. G. Hartline Building, Rooms A161,162,163, Columbus Technical College, 928 Manchester Expressway, Columbus, Georgia 31904. Phone:706-649-1800

Process Manager: Olive Vidal-Kendall, Director, Disability and Special Services
Email: ovidal-kendall@columbustech.edu
Phone: 706-649-1442 (office)

Backup Personnel: Melinda Delbridge, Interpreter/Disability Advisor
Email: mdelbridge@columbustech.edu
Phone: 706-649-1533 (office)

Recovery Details:

Recovery Strategy Overview: Contact Banner BDA (James Hogan) to retrieve lost documentation and back up files. If necessary the Alternative Media Access Center, Georgia Tech University will be contacted for assistance with providing text books in alternative format.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD) 24/48 Hours

MAD Rationale/Justification: To make necessary contacts to get process back up and operational.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are

continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

Recovery Point Objective (relocation): Robert L. Wright Health Sciences Building, 4600 River Road, Columbus, Georgia 31904

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 Hours
Hardware Needs: Computer, Printers, Copier, Scanner, Fax Machine

Software Needs: Banner

Necessary Vendors/Contractors: Ellucian, TCSG

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Student Affairs

Date: 4/19/21

Critical Mission Function: Transcript Issuance

Function Description: To process transcript for previous and current students.

Production Location: W.G. Hartline Building, Room 151, Columbus Technical College, 928 Manchester Expressway, Columbus GA 31904. Phone: 706-649-1800

Process Manager: Sylvia Dansby, Registrar
Email: sdansby@columbustech.edu
Phone: 706-649-1278 (office)

Backup Personnel: Nichole Marshall, Student Affairs Specialist, Registrar's Office
Email: nmarshall@columbustech.edu
Phone: 706-649-1857 (office)

Recovery Details:

Recovery Strategy Overview: Contact Banner BDA (James Hogan) to retrieve lost documentation and back-up files.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: To make necessary contacts to get process back up and running.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

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- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 Hours

Hardware Needs: Computers, Printers, Scanners, Copier

Software Needs: Banner

Necessary Vendors/Contractors: Ellucian, TCSG, SCRIPT-SAFE

Special Notes: None

Appendix D - Business Continuity Plan Worksheet Exemplar
Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Registrar /Student Services

Date: 4/19/21

Critical Mission Function: Process Grades

Function Description: To process grades for current students.

Production Location: Hartline Building, Room 151, Columbus Technical College, 928 Manchester Expressway, Columbus GA 31904. Phone: 706-649-1800

Process Manager: Sylvia Dansby, Registrar
Email: sdansby@columbustech.edu
Phone: 706-649-1278 (office)

Backup Personnel: Nichole Marshall, Student Affairs Specialist, Registrar's Office
Email: nmarshall@columbustech.edu
Phone: 706-649-1857 (office)

Recovery Details:

Recovery Strategy Overview: Contact Banner Database Administrator (James Hogan) to retrieve lost documentation and back-up files.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: To make necessary contacts to get process back up and running.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. **See Covid-19 document attached for additional information.**

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- Local Media was notified of the delayed opening.
- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Hardware Needs: Computers, Printers, Scanners, Copier

Software Needs: Banner

Necessary Vendors/Contractors: Ellucian, TCSG, Script-Safe

Special Notes: None

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Student Affairs, Columbus Technical College

Date: 4/19/21

Critical Mission Function: Student Activities

Critical Mission Function: The critical mission of the department of Student Life is to provide students with the experience of co-curricular and/or extra-curricular activities. This enhances the students learning experience as it relates to social interaction, leadership, healthy recreation, self-discipline and self-confidence.

Function Description: To provide activities for students to be involved in such as extra-curricular, volunteer and leadership activities.

Production Location: Hartline Building, Room A-166, Columbus Technical College, 928 Manchester Expressway, Columbus, GA 31904. Phone: 706-649-1800

Process Manager: Ken Lockhart, Director of Student Activities
Email: klockhart@columbustech.edu
Phone: 706-649-1893 (office)

Backup Personnel: Dr. Tara Askew, Vice President of Student Affairs
Email: taskew@columbustech.edu
Phone: 706-649-1901 (office)

Recovery Details:

Recovery Strategy Overview: Use other venues on campus or utilize partnerships in the community to host Student Life events.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime(MAD): 24-48 hours

MAD Rationale/Justification: Utilize community contacts to continue events at other locations

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect

the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice.</u> **See Covid-19 document attached for additional information.**

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- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

Recovery Point Objective (relocation): Robert L. Wright Health Sciences Building 4600 River Road Columbus, GA 31904

Hours to Point Objective: 10 minutes

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Phone, Computers, Copier, Printer and Fax Machine

Software Needs: Microsoft Office Suite & Banner

Necessary Vendors/Contractors: Ray Rents, Cash and Carry, Sam's Club, Jason's Deli, Country's BBQ, Chester's BBQ, Chick-fil-a, Enterprise Car Rental, Imprints Printing and Promotions and Local Radio Stations

Special Notes: If weather permits the office of Student Activities/Life is able to utilize outdoor venues to host special events. These venues can be low to no cost.

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Financial Aid Office, Columbus Technical College, Student Services

Date: 4/19/21

Critical Mission Function: Financial Aid

Function Description:
1. Serve students applying for state and Federal financial aid.
2. Determine student eligibility for state and Federal financial aid.
3. Award state and Federal financial aid in Banner.

Production Location: Hartline Building, Offices 151-B and 151-C, Columbus Technical College, 928 Manchester Expressway, Columbus, GA. 31904. Phone: 706-649-1800

Process Manager: Carrie Wilder, Executive Director of Financial Aid
Email: cwilder@columbustech.edu
Phone: 706-649-1888 (office)

Backup Personnel: Talisha Lockhart, Assistant Director of Financial Aid
Email: tlockhart@columbustech.edu
Phone: 706-225-0558 (office)

Recovery Details:

Recovery Strategy Overview:
Contact Banner Database Administrator at Columbus Technical College to retrieve Banner data in back-up files.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: Would take 24 – 48 hours to contact Banner Database Administrator and subsequently contact TCSG.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online

environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Computers - Printers – Scanners – Copier

Software Needs: Banner-Banner Extender

Necessary Vendors/Contractors: TCSG - Ellucian

Special Notes: NA

Business Continuity Plan Worksheet

Economic Development

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Economic Development, Columbus Technical College

Date: 4/19/21

Critical Mission Function: Classroom Instruction

Function Description: The Economic Development Division provides classroom training, both credit and non-credit to students on main campus

Production Location: Economic Development Training Center, 5330 Transport Blvd Columbus, Georgia 31907

Process Manager: Jamie Loyd, Vice President
Email: jloyd@columbustech.edu
Phone: 706-649-1449 (office)

Backup Personnel: Deana Beauford/SIA Program Manager
Email: dbeauford@columbustech.edu
Phone: 706-649-1454 (office)

Recovery Details:

Recovery Strategy Overview: In the case of the facilities on main campus being uninhabitable/dysfunctional, Economic Development (ED) contact person will communicate with team and either cancel or reschedule classes or, direct students/staff to recovery point location.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD):24-72 Hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- E mail alerts sent to all employees
- Information posted on College website

Recovery Point Objective (relocation): Robert L. Wright Health Sciences Building 4600 River Road, Columbus Georgia 31904. Phone: 706-649-1800

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: 25 to 30 personal computers with internet access for classroom instruction

Software Needs: Windows Operating system and Microsoft Office Suite

Necessary Vendors/Contractors: NA

Special Notes: NA

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Economic Development

Date: 4/19/21

Critical Mission Function: Distance Instruction

Function Description: The Economic Development Division provides classroom training and online courses, both credit and non-credit to students in other locations throughout the six county service delivery area.

Production Location: Economic Development Training Center, 5330 Transport Blvd., Columbus, Georgia 31907

Process Manager: Jamie Loyd, Vice President
Email: jloyd@columbustech.edu
Phone: 706-649-1449 (office)

Backup Personnel: Deana Beauford/SIA Program Manager
Email: dbeauford@columbustech.edu
Phone: 706-649-1454 (office)

Recovery Details:

Recovery Strategy Overview: In the case of the facilities on main campus being uninhabitable/dysfunctional, Economic Development (ED) contact person will communicate with team and either cancel or reschedule off-site classes or, direct staff to recovery point location.

3-5-day recovery — Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD):24-48 Hours

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. .Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally

scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional Information.

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: 25 to 30 personal computers with internet access for classroom instruction or lecture classroom. ANGEL and BANNER database servers

Software Needs: Windows Operating system and Microsoft Office Suite

Necessary Vendors/Contractors: NA

Special Notes: NA

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Economic Development, Columbus Technical College

Date: 4/19/21

Critical Mission Function: Facilities Rental

Function Description: The Economic Development Division provides room rental spaces to companies on our main campus.

Production Location: Economic Development Training Center, 5330 Transport Blvd., Columbus, Georgia 31907

Process Manager: Jamie Loyd, Vice President
Email: jloyd@columbustech.edu
Phone: 706-649-1449 (office)

Backup Personnel: Michele Shaw, Facilitator & Proctor
Email: mshaw@columbustech.edu
Phone: 706-649-1558 (office)

Recovery Details:

Recovery Strategy Overview: In the case of the facilities on main campus being uninhabitable/dysfunctional, Economic Development (ED) contact person will communicate with company and either cancel or reschedule classes or, direct company to recovery point location.

3-5-day recovery – Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD):48-96 Hours

MAD Rationale/Justification: Communicate with rental customers, make alternate plans, and prepare recovery point facilities for rental purposes.

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally

scheduled, and online classes will resume on April 6, 2020 and continue until further notice. See Covid-19 document attached for additional information.

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- Posted on social media
- E mail alerts sent to all employees
- Information posted on College website

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): 24 hours

Hardware Needs: 25 to 30 personal computers with internet access for company instruction or classroom for instruction. Projector and screen for presentations

Software Needs: Windows Operating system and Microsoft Office Suite

Necessary Vendors/Contractors: NA

Special Notes: N/A

Business Continuity Plan Worksheet

Institutional Effectiveness

Appendix D - Business Continuity Plan Worksheet Exemplar

Business Continuity Plan Worksheet

Work Unit/Technical College: Columbus Technical College, Institutional Effectiveness

Date: 4/19/21

Critical Mission Function: Accreditation

Function Description: Ensure that the materials and processes relating to regional accreditation of the College by SACSCOC remains in place. The same is true for program accreditations. Ensure that any business disruption does no permanent harm to the systems used to document the activities related to accreditation. Ensure the archives remain intact, and that electronic systems that are used to record and document activities necessary to maintain accreditations in good standing, if interrupted, are back up and running when regular business processes are back in operation.

Production Location: Patrick Hall, Main Campus, Columbus Technical College, 928 Manchester Expressway, Columbus, GA. 31904. Phone: 706-649-1800

Process Manager: Executive Director, Institutional Effectiveness. Position currently vacant
TBD
Email:
Phone: 706-649-1304 (office)

Backup Personnel: Christopher Cunningham, Director of Institutional Research within the Office of Institutional Effectiveness

Email: ccunningham@columbustech.edu
Phone: 706-641-5013 (office)

Recovery Details:

Recovery Strategy Overview: Accreditation is a process and usually takes place over time. What need protecting are the documentation and compliance documents related to the awards of accreditation and the ongoing processes that must continue to maintain accreditation. So what are important are the recovery of any network drives that contain relevant information and data, and the availability of the processes to be accessible in a reasonable, but not necessarily short period of time. Accreditation and the rest of the IE processes are dependent on the recovery of all Information Technology systems. Several days for recovery are not a problem in this case due to the long term nature of this particular function.

3-5-day recovery -- Process manager will be in contact with appropriate staff on a daily basis ensuring all are on task assignment ensuring a smooth transition during the unforeseen event.

Maximum Allowable Downtime (MAD): 7-10 days

MAD Rationale/Justification:

Can process be suspended? Yes

Can process be degraded? Yes

Work-around procedures in place? Yes, Disaster Recovery Plan.

Work-around procedures tested? Yes, in accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Pertaining to the COVID-19 Pandemic the Columbus Technical College campus has been closed to the public and students since March 13, 2020 and employees since March 24, 2020 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30, 2020 - April 3, 2020 as originally scheduled, and <u>online classes will resume on April 6, 2020 and continue until further notice.</u> **See Covid-19 document attached for additional information.**

- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 8:00 pm on Monday February 15, 2021 with the following message.
- **Due to the threat of icy road conditions, Columbus Technical College will delay its opening until 9:30 AM on Tuesday, February 16, 2021 Please drive carefully and stay safe!**
- The College early alert system "Ever Bridge" was deployed to students, faculty, and staff @ 3:00 pm on Wednesday March 17, 2021 with the following message.
- **Due to the threat of severe weather, Columbus Technical College will delay opening until 10:00 am. Eastern time on Thursday, March 18, 2021**
-
- <u>Local Media was notified of the delayed opening.</u>
- <u>Posted on social media</u>
- <u>E mail alerts sent to all employees</u>
- <u>Information posted on College website</u>

(Relocation): Employees Residence

Hours to Point Objective: Minimum 10 minutes – Maximum 1 hour

Recovery Time Objective (hours): N/A

Hardware Needs: None other than recovery of functionality of those in use prior to disruption.

Software Needs: None other than recovery of functionality of those in use prior to disruption.

Necessary Vendors/Contractors: N/A

Special Notes: Some program content is backed up by vendors.

Business Continuity Plans Assessment Rubric 2021-2022

Columbus Technical College Robert L. Wright Health Sciences Building 4600 River Road Columbus, Georgia 31904			
Columbus Technical College			Date of Review:
Element			Reviewer:
Timely Submission	Validated	Not Validated	Comments
Business Continuity Coordinator NIMS Training Documented			
BCP Plan Element			
Current BCP Template Implemented			
I. BCP Signature Page & Overview			
II. Critical Mission Functions Chart			
II. Hazard Vulnerability Assessment Instrument			
III. Business Continuity Plan Worksheets			
A. Overall comments			
B. Work-around procedures documented			
C. Work-around procedures testing documented			
IV. Emergency & Utility Contacts documented (by location)			
Additional Administrative Requirements			
Annual training, drills and exercises documented			
Existing contractual agreements documented			
Annual BCP review process documented			
Retention of past BCPs documented			
Business continuity incidents reported to TCSG System Office documented			

COLUMBUS TECHNICAL COLLEGE

Business Continuity Plan

FY 2021- 2022

Covid-19 Attachment

CTC COLUMBUS TECHNICAL COLLEGE
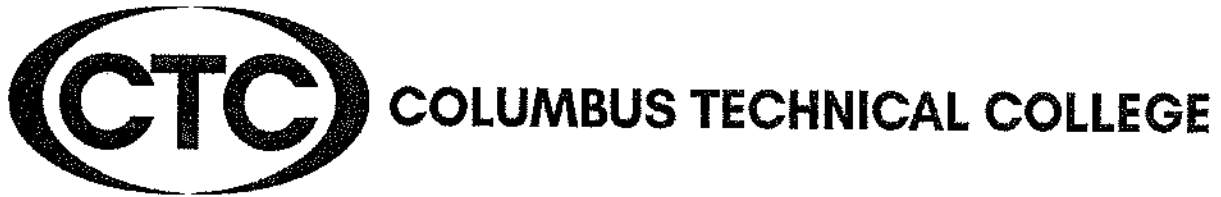
COVID-19

Columbus Tech leaders are continuously reviewing procedures along with frequent guidance from federal, state, and local agencies. Providing a healthy and safe environment for our students, faculty, and staff is one major focus as we work through this evolving situation together.

Preventing the illness

Currently, there is no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. To prevent the spread of respiratory viruses, the Center for Disease Control (CDC) recommends everyday preventive actions, including:

- Practice social distancing by putting at least six feet between yourself and other people.

- Avoid close contact with people who are sick.

- Stay home if you are sick.

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

- Avoid touching your eyes, nose, and mouth with unwashed hands.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

- Clean and disinfect frequently touched objects and surfaces.

These are everyday habits that can help prevent the spread of several viruses.

If you believe that you are experiencing symptoms of COVID-19 or have been exposed to the novel coronavirus, please contact your primary care doctor or an urgent care clinic. Please do not show up unannounced at an emergency room or health care facility. You can also refer to the guidance on the Centers for Disease Control (CDC) website.

The State of Georgia has a new COVID-19 hotline where you can hear and share more information: (844) 442-2681.

What happens if a case is identified?

The CDC, Georgia State Department of Health, WCHD Columbus Health Department, and local health care experts will be integrally involved in handling cases in our area. The College remains in close contact with them to understand their protocols and refine our plans as the recommendations from

national and state authorities evolve and change. You can also call the Columbus Health Department toll-free information line to receive the most current information on the virus: **1-855-962-0955**.

For members of the Columbus Tech community, the best prevention measures for any respiratory virus, including COVID-19, are:

- Wash your hands often with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

- Avoid touching your eyes, nose, and mouth with unwashed hands.

- Avoid close contact with people who are sick.

- Stay home when you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

- Clean and disinfect frequently touched objects and surfaces.

We advise the Columbus Tech community to watch for signs and symptoms such as fever, cough, and shortness of breath, and to contact their primary care physician if they experience any symptoms. Be sure to call before going to a doctor's office, emergency room, or urgent care center.

For accurate and reliable information about COVID-19, visit dph.georgia.gov/novelcoronavirus or cdc.gov/coronavirus/2019-ncov.

UPDATED MARCH 19, 2020:

In compliance with Governor Brian Kemp's Executive Order 3.16.20.01, all TCSG colleges will be closed from March 18, 2020 to March 31, 2020. This Executive Order affects in-person learning environments. However, please visit Columbus Tech's website for specific information regarding online classes. Certain faculty and staff may be required to report on campus and should contact their supervisor for guidance.

Compliance with the Governor's order does not substantially change the procedures that Columbus Tech already has in place so previous guidance you may have received from the college instructors or supervisors is still accurate.

We are monitoring ongoing developments and will update this web page accordingly. The health and safety of our students, faculty, and staff is always our primary concern. College leaders are working as quickly as possible to respond to all questions, concerns, or issues during this rapidly evolving situation.

As of today, the plans are for summer registration to begin online on April 6. The next Adult Ed registration and orientation session is tentatively scheduled for April 13.

Columbus Tech will observe Spring Break as scheduled during the week of March 30.

These plans are flexible and may change rapidly as made necessary by changing conditions on campus or in the service area.

Additional updates and reminders have been added to the Columbus Tech website – columbustech.edu. Emails, text messages, and/or voice messages will be distributed to students, faculty, and staff when significant changes to current procedures or plans are made. And, you are encouraged to continue monitoring this website closely for more frequent updates. Additional information may be obtained by calling (706) 649-1800.

Columbus Tech Admissions

Columbus Tech Financial Aid

Columbus Tech Student Advisement

Columbus Tech Business Office

COVID-19 FAQs

For members of the Columbus Tech community, the best prevention measures for any respiratory virus, including COVID-19, are:

- Wash your hands often with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

- Avoid touching your eyes, nose, and mouth with unwashed hands.

- Avoid close contact with people who are sick.

- Stay home when you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

- Clean and disinfect frequently touched objects and surfaces.

We advise the Columbus Tech community to watch for signs and symptoms such as fever, cough, and shortness of breath, and to contact their primary care physician if they experience any symptoms. Be sure to call before going to a doctor's office, emergency room, or urgent care center.

For accurate and reliable information about COVID-19, visit dph.georgia.gov/novelcoronavirus or cdc.gov/coronavirus/2019-ncov.

UPDATED MARCH 23, 2020:

The health and safety of Columbus Tech's students, faculty, and staff is always our first priority. Early this morning, the decision was made to close the campus to all personnel beginning Tuesday, March 24. Shortly afterward, Columbus Tech was notified that a member of the college community has self-reported a positive COVID-19 test. This person was last on our campus March 16, and those who came into direct contact are being individually notified.

Health officials are taking precautionary measures to quickly identify cases of COVID-19, take appropriate public health action to reduce its spread, and protect the general public in identifying potential contacts.

UPDATED MARCH 25, 2020:

The Columbus Tech campus has been closed to the public and students since March 13 and employees since March 24 to protect the health and safety of all concerned. Students and faculty are continuing classes in an online environment. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30-April 3 as originally scheduled, and online classes will resume on April 6 and continue until further notice.

UPDATED March 26, 2020: In accordance with Governor Brian Kemp's Executive Order 03.26.20.02, Columbus Technical College will remain closed for in-person instruction with limited exceptions through the rest of the Spring 2020 semester. Instead of in-person instruction, Columbus Tech has transitioned to online learning for the remainder of the semester. Students will be contacted regarding the limited exceptions where in-person instruction may be allowed if it applies to that program of study. To avoid any interruption in service to students or the public, non-faculty employees are continuing to work remotely. Spring break will be the week of March 30-April 3 as originally scheduled, and online classes will resume on April 6 and continue through the rest of Spring semester.

Announcements and Reminders:

- Graduation has been postponed from June 11 until a date that will be announced later.

- Summer semester web registration for current students will begin at 8:30 AM Monday, April 13. Current students should notify their program advisors if they encounter any issues with registration.

- Summer semester web registration for new and returning students will begin Monday, April 27. New students may contact the academic advisement center for assistance through email, aac@columbustech.edu, or by phone, 706-649-1113.

- Summer semester classes will begin on May 26.

- Registration for fall semester will begin on July 6.

- Fall semester classes will begin on August 24.

- Columbus Tech strongly encourages you to comply with the Governor's shelter-in-place Executive Order 04.02.20.01 effective April 3 through April 13. During this time, all college personnel remain readily available to students through telephone, email, and Blackboard channels.
- **UPDATED April 3**
- In accordance with Governor Brian Kemp's Executive Order 04.01.20.01, Columbus Technical College will remain closed for in-person instruction and has transitioned to online learning for the rest of the Spring 2020 semester. Instruction and learning continue in every program as the college operates through distance education in a virtual environment.
- Questions about summer semester registration? Contact student services using the links below or call 706-649-1800.
- Columbus Tech Admissions
- Columbus Tech Financial Aid

- Columbus Tech Student Advisement
- Columbus Tech Business Office

UPDATED April 23

Columbus Tech can't wait to be back on campus and together again as a learning community, but with continuing precautions against Coronavirus/COVID-19, spring semester moves ahead in the all-online distance/digital learning format. Lab instruction is beginning to be scheduled on campus during May to complete spring semester course requirements on an individual, case-by-case basis only, in small groups with significant safety and health precautions. Students will be notified by their program instructors if they are included in one of the sessions being scheduled. Summer semester 2020 will begin on May 26, and the college will know more about whether students will be able to be back in classrooms together or continuing to work online as that date approaches. The goal is to resume in-person instruction on campus for everyone at some point during the summer semester, but the safety of Columbus Tech faculty, staff, and students must come first.

Continue to monitor the Columbus Tech website, the Blackboard system, and CTC emails for updates as the working and learning conditions evolve in the next few weeks.

Questions about summer semester registration? Contact student services using the links below or call 706-649-1800.

The college campus continues to remain closed until further notice to visitors, students, and employees unless directly invited by supervisors or instructors.

Orientation for new students beginning classes in the summer semester will be available via WebEx beginning on May 7, 2020. If you have questions about summer semester registration or orientation contact student services using the links below or call 706-649-1800. Columbus Tech Admissions Columbus Tech Financial Aid Columbus Tech Student Advisement Columbus Tech Business Office

Continue to monitor the Columbus Tech website, the Blackboard system, and CTC emails for updates as the working and learning conditions evolve in the next few weeks. The goal is to resume in-person instruction on campus for everyone at some point during the summer semester, but the safety of Columbus Tech faculty, staff, and students must come first. The Columbus Tech team looks forward to helping you stay on the path to achieve your academic and career goals! Due to the ongoing COVID-19 crisis, Columbus Technical College has adjusted the start and end dates for the summer 2020 semester. The first day of the summer 2020 semester will be May 26, 2020, and the last day of classes and exams will be August 12, 2020. As many summer semester courses as possible will be delivered in an online format. Students in programs requiring on-campus labs or other activity will be notified by their instructors when lab or other such classes will be held on campus. Some of those summer courses may begin online until state and system health officials determine it is safe to resume on-campus activities. All decisions will be made based on guidance from the State of Georgia and the Technical College System of Georgia. The new summer term calendar can be found here.

UPDATED May 5, 2020

The spring 2020 semester remains as previously scheduled.

- Final exams are May 5 and 6, 2020.

- All 100% online courses will end on the stated semester end date.

Students who are enrolled in spring semester classes that cannot be completed 100% online due to required on-campus lab activities, skills tests, or off-campus clinical or internship activities will receive a grade of "I" incomplete at the end of the spring semester. Students will have an opportunity to complete these classes when it is safe for the College to resume these activities. All decisions will be made based on guidance from the State of Georgia and the Technical College System of Georgia. Faculty will communicate with students via Blackboard or student email with information about the process and timeline for completing classes. Once students complete the remaining class activities, grades of "I" will be changed to the final course grades students earn.

If you have tested positive for COVID-19, or if you are currently experiencing symptoms related to COVID-19, please do not report to the campus. Please notify your instructor or lab coordinator for additional instructions. The Governor's Shelter in Place Order for those with a higher risk for severe illness from the COVID-19 virus is in effect through June 12th. You will be receiving communication from the Office of Disability and Special Services about the steps you may take if you notify Columbus Tech that you are ill or have been tested positive, but the following information provides appropriate expectations.

Following current CDC and Department of Public Health (DPH) guidance, if you have a confirmed or suspected COVID-19 diagnosis and under care at home, you will be expected to delay your return to campus for at least ten days after the first symptoms appeared and at least three days after the resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath). If you are tested positive for COVID-19 but are asymptomatic and under care at home, you will be expected to delay your return to campus for at least ten days after the first positive COVID-19 diagnostic test. If you have been hospitalized, the expectations for your return to campus may be different. As CDC and DPH guidance develops and changes, these expectations may be modified to remain in compliance.

As we slowly re-enter the campus over the next few weeks, please remember that the entire Columbus Tech team cares greatly about your education, health, and well-being and is here to help you Succeed Sooner!

- Additional information may be found on the CDC's website and at the links below.

  - https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf

  - https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf

  - https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf

UPDATE for Students June 4, 2020

Columbus Tech is beginning a return to learning and working on campus in a limited and carefully scheduled manner. In accordance with guidance from the Governor's Office, TCSG, and the college president, most instruction continues in a virtual, online format; however, campus labs are being

scheduled with small groups of students in a manner that will continue to protect the health and safety of instructors and students. Access to the college campus will remain restricted until further notice to visitors, students, and employees unless directly invited by supervisors or scheduled by instructors.

Upon returning to campus, you will be asked to submit to a thermal temperature screening and to answer a few questions designed to help us verify that you are able to enter the campus. You are expected to honestly report and to provide your signature as verification of the accuracy of your information. If, upon arriving at a campus building, your temperature is read at 100.4 degrees or higher, you will be asked to return home and seek medical attention if appropriate in accordance with your symptoms. Students who develop symptoms of COVID-19 while on campus should inform their instructors/lab coordinators and leave the building immediately. If you are unable to leave immediately, please report to the designated isolation area, which will be identified for you by Campus Police, until you are able to depart.

You will be required to wear protective face coverings while on campus any time you are within the presence of others. Protective face coverings are also required when in elevators, stairwells, hallways (especially those that are narrow), classrooms, labs, restrooms, conference rooms, copier areas, and break rooms. You will be provided with a disposable facemask when you sign in on campus. The CDC also advises that simple cloth face coverings may be used to slow the spread of the virus and help people who do not know they have the virus keep from transmitting it to others. Cloth face coverings fashioned from household items or made at home may be worn in place of CTC-provided face coverings. Information from the CDC on cleaning masks and making your own can be found at CDC Face Covering Guidance.

In addition to the precautions described above, please adhere to the following social distancing and preventative measures:

- As posted in the restrooms, break areas, and public areas, "Help Stop the Spread," and observe appropriate preventative measures including respiratory etiquette (cover your cough and sneezes), frequent hand washing, and maintaining a minimum of six feet of space between you and others.

- Sanitize all shared equipment such as copiers, file cabinets, computers, printers, lab equipment, etc. after each use.

- Do not share equipment such as phones and computers with others without proper sanitizing.

- Sitting down and eating or spending extended amounts of time in break rooms will not be possible in order to maintain social distancing.

- Adhere to floor marking tape where present. For example, an "X" marked on the floor of the elevator indicates where a single person should stand to maintain social distancing.

June 29, 2020 UPDATE

Columbus Tech plans to offer on-campus, face-to-face instruction in most programs for the fall semester to the greatest extent practicable. The College will adhere to health and safety recommendations in place at the time of the course delivery. Based on the best available guidance at this time, on-campus courses will be conducted in smaller class sizes, and most, if not all, courses will have an online

component to reduce time on campus. Students on campus will be required to follow all posted safety instructions, and common areas will be limited. The College has also increased the number of fully online programs available to students who may not be comfortable returning to campus at this time.

1. Campus labs will be accessed, as during summer semester, with waiver and assurance forms, temperature checks, PPE (Personal Protection Equipment), appropriate social distancing, classroom/lab sanitization between scheduled student groups, etc.

2. Group lab/workshop sessions will be held in all or some hybrid classes and scheduled by the instructor or by student appointment.

3. Student access will be provided to the campus library facilities, including computer labs, by appointment.

4. The college has protocols in place to prioritize – through staggered scheduling, telework, and online instruction – the protection of higher risk individuals, both employees and students.

5. Protocols are in place for handling campus access and return to work or class for employees and students who are exposed to a positive case or who test positive on campus or off campus.

Columbus Tech will be prepared to return to fully online operations for a time as needed, depending on local COVID-19 infection rates, community circumstances, and guidance from the state and the CDC. The college recognizes that there may be a potential need for rolling closures of sections of the campus or the entire campus for 14-28 days throughout the next academic year since a vaccine is likely to be at least 18 months in development. The College will also be prepared to reopen the campus more library facilities, tutorial sessions, and instructor office hours by appointment. Student services such as admissions, advisement, and financial aid will be accessible to students by appointment as well.

CTC COLUMBUS TECHNICAL COLLEGE
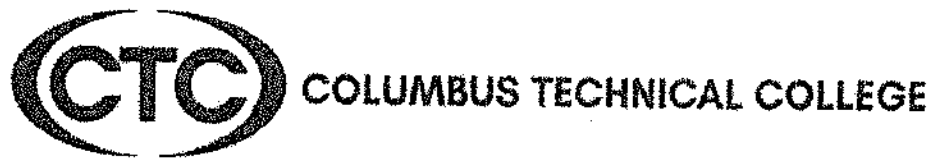
August 3, 2020

Columbus Tech Community,

The health and safety of Columbus Tech students, faculty, and staff are always our first priorities. As Columbus Tech begins the Fall 2020 semester with a blend of in-person, online, hybrid, and virtual learning, we want to provide you with information regarding how we are meeting the needs of our students in the safest way possible.

This fall we are committed to ensuring a safe learning environment for everyone. There will be more ways to learn, thoughtful health procedures in place, and recommendations students can use to help prevent the spread of COVID-19.

The Fall 2020 semester will have more options than ever for students as they decide which learning environments best suit their needs. We will offer a blended course schedule that includes a wide variety of course delivery methods. Students will have the opportunity to choose from fully online classes, hybrid classes with some face-to-face sessions and some online sessions, or virtual classroom options where instructors will be teaching live on campus while some students attend in person and others attend online.

Each college class will offer some or all of these learning options, and students should consider their preferences when registering for classes. Courses requiring laboratory skills will be offered in person with a limited number of students at a time. The laboratory and classroom environments will require students and faculty to observe social distancing protocols as well as wearing mask coverings when appropriate.

Our campus now has new Plexiglas shields installed in areas where students, faculty, and staff frequently interact face to face, and we have installed social distancing guidelines throughout the campus.

Additional prevention methods are being incorporated on campus and include increasing the number of times that classrooms and labs are cleaned and disinfected, and providing more access to hand sanitizer in each classroom and in common areas.
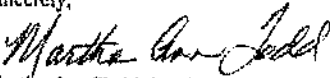
Students are expected to wear mask coverings in classrooms and in common areas throughout each campus, and reminders to wear masks, wash hands properly, and socially distance at least six feet apart are marked throughout the campus as well.

From the onset of the pandemic in Georgia, Columbus Tech has followed COVID-19 guidance from the Georgia Department of Public Health (DPH) and the Centers for Disease Control and Prevention (CDC), and will continue to do so.

We know these last few months have been challenging, but we thank you for your commitment to helping prevent the spread of COVID-19 and for your perseverance in working to achieve your goals at Columbus Tech.

We cannot wait to see you this fall! Classes begin on August 24!

Sincerely,

Martha Ann Todd, President

August 25, 2020 – Fall Semester Health & Safety Guidance Reminders

As we begin the fall semester, Columbus Tech is excited to welcome you to learning and working on campus in a limited and carefully scheduled manner. In accordance with guidance from the Governor's Office, TCSG, and the college president, much instruction continues in a virtual, online format. However, campus labs are being scheduled with small groups of students in a manner that will continue to protect the health and safety of instructors and students. Access to the college campus will remain restricted until further notice to visitors, including any other adults or children accompanying students. Students and employees will have campus access as scheduled by a lab instructor, by appointment with a college office or service, or as approved by supervisors.

Upon coming to campus, you will be asked to submit to a thermal temperature screening and to answer a few questions designed to help us verify that you are able to enter the campus. You are expected to honestly report and to provide your signature as verification of the accuracy of your information. If, upon arriving at a campus building, your temperature is read at 100.4 degrees or higher, you will be asked to return home and seek medical attention if appropriate in accordance with your symptoms. Students who develop symptoms of COVID-19 while on campus should inform their instructors/lab coordinators and leave the building immediately. Employees should inform their supervisors and leave the building as quickly as possible. If you are unable to leave immediately, please report to the designated isolation area, which will be identified for you by Campus Police, until you are able to depart.

You will be required to wear protective face coverings while on campus any time you are within the presence of others. Protective face coverings are also required when in elevators, stairwells, hallways (especially those that are narrow), classrooms, labs, restrooms, conference rooms, copier areas, and break rooms. If you do not have a face mask, you will be provided with a disposable face mask when you sign in on campus. The CDC also advises that face coverings may be used to slow the spread of the virus and help people who do not know they have the virus keep from transmitting it to others. <u>CDC Face Covering Guidance</u>.

<u>**In addition to the precautions described above, please adhere to the following social distancing and preventative measures:**</u>

- As posted in the restrooms, break areas, and public areas, "Help Stop the Spread," and observe appropriate preventative measures including respiratory etiquette (cover your cough and sneezes), frequent hand washing, and maintaining a minimum of six feet of space between you and others.

December 15, 2020 – Back to campus plan

In an ongoing effort to offset the recent surge in positive coronavirus cases, Columbus Technical College will continue in a hybrid learning capacity when the spring semester begins in January. All in-person instruction will be done with social distancing and other COVID protocols in place. As it has been for the past several months, anyone entering campus buildings is required to sign in, wear a mask, and have a temperature check. For more details regarding CTC back-to-campus plans and other resources, feel free to view this document. Columbus Tech is glad to be able to support CTC students safely through these challenging times and wishes you and your loved ones a safe, healthy, and happy holiday season!