



OWL Ready



Learning Lessons and Changing Accordingly

Thank you to everyone that continues to work on their departmental continuity of operations plan on Owl-Ready. We can see every time you make an update on your plan, and it is obvious that you all are regularly making updates based on important lessons learned during the COVID response. One the biggest lessons learned from a University perspective is how criticality of various operations changes based on the actually emergency. Who would have thought that the Library Computer Labs would have suddenly become a Critical Function level 2?! But, as you know, providing remote learning to those without computers and/or wifi is, yes, critically important. The May Tip of the Month will focus on "lessons learned" that may benefit other departmental COOP program managers, so please send any of your lessons learned to oem@kennesaw.edu.

For April, let's keep the Tip of the Month simple! Two areas to consider:

1. Think about what you will need to do after COVID response to get back to "normal operations," and then use the "Action Items" function to create those items in a trackable format. For example, in OEM we will need to order lots of replacement PPE when it becomes available, so we have included that in our action items with a due date, which will serve as a great reminder.
2. Add information in the "Work from Home" function under Key Resources to describe your departmental capability of working from home and, perhaps, even some ideas that will help us all to be better prepared for the "next time."

As was in last's month's Tip of the Month, a working document like COOP needs regular attention. Thanks for all that you do and stay healthy. We look forward to your emails with your lessons learned!

Remember, if you have any questions regarding continuity planning or the OwlReady COOP Tool (which can be found here: https://kennesaw.kuali.co/ready/users/sign_in), please contact James Westbrook, Assistant Director of OEM, at jwestbr9@kennesaw.edu or 470-578-6370.

CORONAVIRUS PREVENTION					
<p>WASH YOUR HANDS</p>	<p>DON'T TOUCH YOUR FACE</p>	<p>COVER YOUR COUGH</p>	<p>AVOID CLOSE CONTACT</p>	<p>CLEAN AND DISINFECT</p>	<p>STAY HOME</p>

