

Medium Priority Personnel

(Maintain at the department level)

The University President or designee will occasionally need to close University operations due to an emergency or impending emergency. The majority of University business operations will cease during the University closure. However, some employees may need to work on campus or remotely before or after the imminent threat period. This includes additional work hours in preparation or following the closure period.

Department #: _____ **Dept. Description:** _____ **Dept. Representative:** _____

[illegible]

Director/Department Head Signature: _____ Dean/Vice President Signature: _____