MECH TECH COLLEGE / MECH TECH INSTITUTE

Emergency Preparedness Plan

PROTOCOL IS TO BE FOLLOWED IN THE EVENT OF A THREAT OF TEMPORARY INSTITUTIONAL CLOSURE IN RESPONSE TO, PREPARATION FOR AND/OR AS A RESULT OF A NATURAL DISASTER, A PANDEMIC OR UNEXPECTED SITUATIONS BEYOND OUR CONTROL.

With our commitment to maintain and guarantee the operational, educational activity and fulfill our mission and core values at Mech Tech College and Mech Tech Institute, this protocol has been created in the event of a temporary closure, compiling information based on a reference framework of the coronavirus disease 2019 (COVID-19) which caused the widespread closure of universities, schools, businesses, among others and where more than 190 countries around the world and more than 2,000 million students were momentarily affected in their educational processes as a result of this closure to mitigate the spread of the virus.

That is why Mech Tech College and Mech Tech Istitute, have established a protocol to be followed by steps in case of any eventuality that produces a temporary institutional closure and that may cause the interruption of the traditional style of post-secondary education. Therefore, we will be able to be at the forefront so that operational and educational processes are not affected, maintaining the continuity of the processes and helping the student to continue meeting their goals (Core Values) and adapt to the learning process at home while the emergency lasts. It is important to understand that this Protocol may entail adjustments depending on the situation that may occur and the recommendations of the Agencies that require it.

Objective:

To achieve the effectiveness of the process, it is necessary to maintain adequate and timely communication with staff, faculty, students, and everyone who is part of our institutional community. Therefore, we will:

1. Officially adopt an Emergency Preparedness Plan to be able to respond to an emergency such a pandemic in an orderly manner as much as possible understanding that not all elements of such a situation can be known prior to its occurrence. The Plan is flexible and will be adjusted using information provided by Federal Government Agencies, State and Accrediting or those that apply according to the situation that occurs.

2. To guide staff, faculty and students on the processes that will be carried out in the event of a temporary closure and that they know the responsibilities of each one.

3. Assign the roles and responsibilities of staff and faculty in order to maintain an effective communication.

4. As early on as possible, inform the way in which the services to be provided will be coordinated and communicated to staff, faculty and students as applicable.

Phase I

Preparedness Plan Protocol Activation

1. A meeting will be held, with the Operations Management, Vice-Presidents and Directors. This can be at the campus if the situation allows it, or online using Platforms such as TEAMS or ZOOM to activate the Preparedness Plan which includes:

      a. Updating immediate contact information for faculty, active enrolled students and staff.

      b. Activation of a First Response Team in the event of a crisis. These staff will be available, if allowed, at each Campus or Center during the crisis or immediately after some major event to set the steps to follow.

      c. Creation of a communication network to ensure the timely dissemination of the information.

      d. Reinforcement of health and safety measures in all Campus / Center.

      e. Monitoring of the Academic Calendar in case it is necessary to adjust it.

      f. Alternative training and services options in the event of a temporary closure.

2. Upon receipt of official notification for a temporary "Lockdown" or "Shutdown" from Federal, State, or other applicable government agencies. We need to wait for permits from the Accrediting Agencies, Giving the institution the authorization that we can continue to operate with the distance education modality following the guidelines of the Accrediting Agencies (ACCET).

3. The established processes to be followed will be sent by institutional email to staff, faculty, and students to maintain educational continuity in a virtual setting and the responsibility of each administrative area to continue student services remotely.

4. If necessary, staff, faculty and students will be trained about the use of the online platform that will be used and how to access educational materials online. Currently, the institution has the TEAMS platform with educational material for various courses which contains presentations, tutorials video, exercises and exams.

5. Maintain proper communication and coordination with government agencies, Department of Health, corresponding Accrediting Agencies, among others to be able to update the information that is required diligently and accurately.

6. Establish and enforce procedures in a uniform manner that allow employees, faculty, students, prospective students, and authorized family members, to be able to respond in a timely manner, and continue educational activities and services as possible.

7. Ensure that there are clear lines of authority and responsibilities among staff members in the processes to be followed before, during and after the "Lockdown" process that has been established, and that these are known and understood.

8. Verify the availability of educational resources for teachers and students such as:

- · Office 365 (TEAMS, Word, Excel, Power Point)
- · GW Online Textbooks plus *Instructors Resources (*presentations and exams).
- · Shopekey Pro:
     1. Vehicle Repair Int.
     2. Electrical Diagrams
     3. Service Manual
     4. Creating Estimates
- · Mitchell Repair:
     1. Creating Estimates
     2. Repair Information
- · Inter Play Learning
     1. HVAC
     2. Commercial HVAC
     3. Facilities Maintenance
     4. Hospitality
     5. Saje
     6. Clean Energy
     7. Professional Development
- · Solidworks
- · Pathpilot CNC Controller
- · Lincoln Electric VRTEX Welding Simulator - Engage
- · Lincoln Electric VRTEX-360 Welding Simulator
- · Sim Spray 3.0 – Apply to the Body Shop & Paint Program

Phase II

Communication with the Institutional Community

The institutional community will be informed about the measures to be followed through ~~the use of~~ the following:

1. Institutional Emails
2. Social Media
3. Phone Calls
4. AM Radio if other means are not available
4. Other means as available and approved

For this process, an official communication will be established from an authorized representative of the Office of the President and any additional official communication necessary will always come from the Office of the President.

Phase III

TABLE OF INMIDIATE ACTIONS TO BE TAKEN IN CASE OF A THREAT OF OR ACTUAL TEMPORARY INSTITUTIONAL CLOSURE

RESOURCE	ASSIGNED RESPONSIBILITY
VP -Administration/Fiscal Officer VP – Planning & Development VP – Education VP – Student Affairs	Confirm the availability of products necessary to reduce the risk of contagion (antibacterial soap, hand sanitizer) or whatever is required according to the situation that occurs in all the premises or centers
Update:	
VP -Administration/Fiscal Officer	Create and share a document with up-to-date phone information for each supervisor, director and in turn: • Communicate to each supervisor and make sure that they have the updated information of his staff. • Ensure that each employee is under an assigned direct supervisor to maintain the line of communication. Reinforce communication to staff about preventive measures and emphasize the steps to follow according to the recommendations of the Agencies corresponding to the situation that arises. Evaluate the possibility of extending remote work as the situation arises.
Update:	
VP of Education, Assistant Coordinator	Create and share a communication chain list between VP of Education, Campus Directors, Coordinators, Faculty, etc. Identify with each Campus Director a group of at least three people who, in the event of an emergency, are the ones who arrive at the premises or center to meet with the Director and implement the response plan.
Update:	
VP – Student Affairs	Reinforce communication to students about preventive measures and emphasize the steps to follow according to the recommendations of the Agencies corresponding to the situation that arises.
Update:	
VP – Education	Reinforce communication with faculty about preventive measures and emphasize the steps to follow according to the recommendations of the Agencies corresponding to the situation that arises.

	Communication to faculty and students about the different digital tools, among other issues, regarding the possibility of offering distance courses due to temporary closure and thus maintaining educational continuity for our students.
Update:	
Director of Information Systems	Be part of the first response team; will receive communication from the Senior Management in order to participate in efforts related to the initial communications and adjustments to online and remote processes.
Update:	
VP – Compliance	Verify that the Presidency is informed of the announcement issue by the United State Department of Education (USDE) on the situation.
Update:	

PHASE IV

Specific processes for staff at each department if actual temporary closure leads to transition to temporary online learning and remote work

VP – EDUCATION

VP-Education	In the event that activating this Emergency Response Plan becomes necessary, the Institution will comply with the required notifications to its regulatory bodies once it is implemented and the monitoring of student progress and participation will also be discussed with the Registrar's Office, Vice-presidency of Student Affairs, and Vice-presidency of Education to ensure the processes are adjusted accordingly as permitted. For Mech-Tech Institute (MTI) of Orlando, Florida, communication will be established with the Campus Director with support from the Main Campus through the Vice-President of Education and the Operations Manager.
VP-Education **Campus Director** **Dean** **Lead Coordinator** **Faculty**	I. Students and Faculty Response Plan The Institution has established the following steps for students/instructors in case that a Temporary Closure is ordered or, in specific cases:

	1. Student interaction with the instructor is of the outmost importance.
	2. Students must remain at home and contact instructors and/or the Registrar's Office (Assistant Registrar at MTI) by email, phone call, and/or any other alternate and secure method.
	3. Distance learning work allowed will be described and communicated to students and faculty.
	4. In case an instructor is quarantined, the Vice-president of Education will be notified, Mr. Isaías Rojas, to establish the plan to follow. For MTI, the instructor must contact the Campus Director.
	5. Regarding students' absences, personnel from the Vice-presidency of Student Affairs carry out the follow up, notification and documentation process and be in contact with the instructor. The instructor will be responsible of contacting the student to discuss make up options. For MTI, instructors will be contacted by the Campus Director with support from the Main Campus through the Vice-President of Education and Operations Manager.
	II. Academic Activity Continuity Plan
	1. The Institution will communicate the alternate teaching methodology allowed during the emergency response plan. Instructors will adjust class and lesson plans to align to the temporary distance learning methods as applicable. Instructors will document the academic activity continuity plan progress for each class. Remote communications options may include: email, text messages, messages or video calls using WhatsApp, Face Time and/or Messenger; Zoom, Teams, among others. The use of TEAMS for all campus is available and for some courses there are presentations, tutorial videos, exercises and exams available.

Mech-Tech Institute has a platform located in mti.fl.com which is based in Moodle. Nevertheless, while we are making the impromptu change to distance education, class materials and interaction between *faculty and student* and *student to student* will be allowed to be handled by email and/or through the different methods of communication available from their homes or where they are located; if a student lacks Internet access, communication via phone calls, text messages, messages and/or video calls using WhatsApp, Face Time, Messenger; among other means available will be allowed.

1. Attendance must continue to be taken and recorded by Instructors; and provide daily information to the Campus Director, including MTI.

2. Instructors must maintain students informed on how to access the tasks and evaluations.

3. The activities of Externships or Practice in the Industry will continue regularly unless otherwise indicated by the employer on how the activities will be carried through. The *Practice in the Industry* phase does not apply to Mech-Tech Institute.

4. Instructors are reminded that the tasks involve not only sending remote work to students but that participation, attendance, daily work, and conduct are evaluated the same and measured in the IDL methodology. The grading system is also the same for each topic that is covered on a weekly basis.

III.   Distance Learning Guide for Faculty/Students

        a. A meeting will be held with instructors, Campus Directors, and Coordinators from each campus to discuss the possibility of

	entering in an educational plan through distance learning due to the emergency.
	b. A request will be made for the topics, so that students know beforehand the topics and tasks that they will be performing.
	c. Emphasis will be made on the importance of promoting communication methods that are easy to handle between student/instructor, and the use of email was recommended which is a way of documenting the discussion of tasks that are being carried through.
	d. A request to the faculty to update students contact through the use of the *Student Information Form,* and that this form is handed-in to the Vice-presidency of Education and/or Campus Directors. For MTI, it will be provided to the Campus Director.
	e. Safety measures and communications will be continuously updated as applicable depending the type of emergency.
	2. <u>Interaction</u> plays an extremely important role in the distance education process and will be carried through by using the communication methods available.
	3. Upon completion of the day, each instructor will send the Campus Director a summary of the tasks performed. For MTI, the instructor will send the summary to the Campus Director.
	a. All faculty will maintain constant communication with the Vice-president of Education and/or the Campus Director regarding this process. For MTI, communication will be maintained with the Campus Director with Main Campus support from the Vice-President of Education and Operations Manager.
	4. Remote student services and support will be available and provided to students.

5. Checkpoints will be established as an "extra" level of communication with students and as a quality control method with faculty to ensure that the plan is being carried through and support is being provided.

6. E-coaching will be provided to instructors who will also be reminded of the fact that attendance will be a strict factor during the distance education process; work to be done and support needs to be equivalent to the time spent in class.

1. In addition, the Registrar's Department will send instructors the daily class attendance log. Once the instructor completes the sheet, he/she will return it to the Registrar's personnel so that they can enter the information in the system; this is done by exporting the information from the system and by the instructors returning it to the Registrar's Department. For Mech-Tech Institute, this process is done through the Assistant Registrar.

2. The student will be entirely responsible of communicating with the instructor on a daily basis; nevertheless, special situations will be evaluated individually.

3. It is recommended that the student has communication with the instructor during the regular class schedule to clarify doubts of the tasks assigned.

4. The instructor will not disclose specific information of grades and evaluations to students on a group basis.

5. The evaluations performed during that period must be included as regularly established in the Electronic Roll Book.

6. The rules established in the Student Handbook will be maintained.

7. In the event the quarantine period is extended until the end of the trimester (term), specific instructions will be provided for the end-of-term evaluations.

8. It will be discussed with the instructors that for classes that require laboratory they can work ahead on the theoretical part and after their return, they will

| | be able to continue with the practice required. A *Laboratories and Practice Plan* will be prepared for these classes as soon as normality returns. This plan includes the coordination of opening laboratories and have faculty available for all campuses on Fridays and Saturdays without additional cost to students so that they can cover the practice hours required.

IV.   For the Occupational Experience classes, it was coordinated with the faculty to work on licensing reviews required by the State so that students are being prepared for doubt   clarification and review of the material during the temporary closure period. not apply to Mech-Tech Institute.

VIII. Communication of Electronic Mail and Office 365, Instructions Letter and Policy for Use and Handling of Electronic Mail and Digital Tools for Students and Faculty

As part of the remote plan for distance learning at the time of enrollment the students are been provided with access to an institutional email account and the Microsoft®Office 365 applications.

The purpose of the use of this tool is to provide better communication between instructors/students and students/instructors.

The following documents were created for this purpose:

1. Communication regarding new service of electronic mail and Office 365

2. Letter with instructions to register an account

3. Policy for Use and Handling of Electronic Mail and Digital Tools for Students and Faculty – this policy was sent directly to the students´ email and to all faculty |

In addition, a PowerPoint presentation was prepared on Microsoft® Office 365 to be used as additional reference on how to use the program. Please refer to the following link:

POLICY ON THE USE AND HANDLING OF ELECTRONIC MAIL AND DIGITAL TOOLS FOR STUDENTS AND FACULTY

Mech-Tech College LLC (MECH-TECH) has established the "Policy on the Use and Handling of Electronic Mail and Digital Tools for Students and Faculty" (from hereon "this Policy" or "the Policy") with the purpose of establishing the rules that guarantee the correct use of electronic mail and digital tools that students and hired faculty receive to facilitate the teaching-learning process.

This policy also pretends to establish the responsibility of the user, the disclosure of the monitoring of institutional information systems, and the consequences of their incorrect use.

By establishing this Policy, we understand that an appropriate educational environment will be safeguarded by stimulating the teaching-learning process and is aligned with the institutional mission.

RULES AND RESOPNSIBILITIES OF STUDENTS AND INSTRUCTORS

1. It is established that Mech-Tech College, LLC, is the carrier of Microsoft Office365 license that is used by active students and faculty of Mech-Tech College; this Policy applies to these tools and others that can be directly mentioned or not in the Policy, but are part of Mech-Tech College's teaching-learning process.

2. It is established that the electronic mail and digital tools provided and promoted by the Institution are an additional benefit for active students and faculty of Mech-Tech College, LLC, and must be used exclusively for educational purposes.

3. When using the electronic mail and other digital tools provided and promoted by the Institution the user must, at all times, use a language that observes

good conduct, respect, and consideration toward other members of the institutional community and towards Mech-Tech College, LLC, and observe that it does not obstruct the faculty's activities.

4. Students as well as instructors must express themselves in conformity with the basic courtesy and education rules that are consistent with a professional job environment. We are shaping professional technicians and the correct practices when communicating are part of their education and preparation.

5. Expressions that are against the Institution's Non-Discrimination Policy are prohibited. It can be understood as memes, jokes, and similar publications which purpose is demote or mockery. This includes, but is not limited to comments regarding:

   - race
   - color
   - gender
   - place of birth
   - political or religious ideas
   - origin or social condition
   - family or house composition
   - sexual orientation
   - gender identity
   - disability or mental or physical impairment
   - victim of domestic violence, sexual aggression or stalking

6. Mech Tech College, promotes a policy of an environment that is free of harassment or bullying. Students and faculty must comply, at all times, with the Institutional Policy regarding Sexual Harassment. The use of the Internet, electronic mail, and other digital tools is prohibited to access and/or share obscene, pornographic or similar material.

7. Expressions which purpose is Cyberbullying are prohibited.

8. The electronic mail or digital tools will not be used to save, file, transmit, or send material that results in Copyright infringement.
9. Sending videos, promotions, links, electronic publications, flyers, circulars, or any other publications that are not related to the content, material, or tasks assigned in class, will require previous and written authorization from the Vice-Presidency of Student Affairs and/or the Vice-Presidency of Education.
10. It is the responsibility of all students and faculty to comply with the Rules and Responsibilities of this Policy.
11. The duties and responsibilities included in this Policy do not exempt from the compliance with the Student Handbook and/or Duties and Responsibilities decreed in the Faculty Handbook.

BETTER PRACTICES FOR THE USE OF ELECTRONIC MAIL AND DIGITAL TOOLS
Upon completion of the new enrollment, students are provided orientation regarding this Policy and its Rules and Responsibilities. They will also be provided with instructions to access the electronic mail and digital tools.

Newly hired instructors will be provided orientation regarding this Policy and will have to sign the orientation form as part of their initial orientation. Copy of this form will be filed in their record.

This Policy will be published and will remain accessible in the Student's Portal, Faculty Portal, and in the Computer Laboratories and the Library (Education Resources Center).

Any change or orientation required by the Information Systems Department regarding better practices on the use of electronic mail and/or digital tools will be notified immediately.

CONTROLS AND MONITORING OF THE ELECTRONIC MAIL AND DIGITAL TOOLS

Mech-Tech College, LLC, reserves the right to inspect, watch for, and oversee the computers of its Laboratories, the

electronic mail, software, and other communication systems and digital tools to guarantee that its property is being used for educational purposes.

CONSEQUENCES FOR NONCOMPLIANCE OF THE RULES AND RESPONSIBILITES
The noncompliance of the rules and responsibilities previously described may lead to the termination of the service electronic mail and other digital tools. It may also lead to additional sanctions depending on the severity and frequency of the fault, according to the dispositions established in the Student Handbook.

In case of faculty, it may lead to the immediate termination of contract.

TERMINATION OF THE ELECTRONIC MAIL AND DIGITAL TOOLS SERVICES
Once the student completes studies and is processed as a Graduate, the electronic mail service will be cancelled and he/she will not have access to it and/or any other digital tools.

In case of Faculty, once the contract with Mech-Tech College expires, the electronic mail service will be cancelled and the instructor will not have access to it and/or any other digital tools.

NOTE

This Policy is governed by the Vice-Presidency of Education; any doubts that may need clarification must be sent to this office.

IX. TEAMS training for faculty

To improve the interaction between faculty and students, the Institution will be offering a training of the TEAMS application under the Microsoft® Office 365 program. TEAMS will facilitate the teaching-learning process and the communication between faculty and students, because they will be able to take classes together, perform teamwork, and share information through a common space. Documents and

| | videos can be shared, assign tasks, take exams, assign grades, enable conversations; among others.

An Instructor will be the training facilitator which will be offering at all campuses.

X. Internal Communication to Faculty – Use of Institutional E-mail and *Microsoft® Office365.*

XI. Reopening of workshops for the Occupational Experience groups

XII. Email to Students

Example:

Dear Student:

We will appreciate if you can access the following link that will provide you with the online digital resources that Mech-Tech College has available for active students of the different programs of study.

If you have any questions related to these digital resources, you can talk directly to your instructor who will help you and/or refer your doubt.

<p style="text-align:center;color:red;">Select this link to learn more information regarding MTC´s Online Education Resources</p>

XIII. Online Faculty Trainings

IVX. Plan for the Distribution of Laboratories –

For students from the Occupational Experience Laboratory course will begin their laboratories in a schedule once the emergency permited. |

	Students will begin laboratories while Occupational Experience Laboratory students will remain via distance learning to take the review for the State licensure exam. The days with slow flow of new students will serve to join some small groups of students from the second term forward. Fridays and Saturdays will be used to cover laboratories for the term in course, for those who have classes offered by other instructors who cannot make it to the campus and are covered by other instructor, and to cover evening laboratories that are incomplete. Also applies to Mech-Tech Institute of Orlando, Florida.

VP – Students Affairs

Professional Counselors Retention Staff Library Staff Nurses	Staff assigned to the Vice Presidency for Student Affairs, including Counselors, Retention Officer, Library and Nursing staff, will be designated to provide daily follow-up to active students at Mech-Tech College, LLC. At the end of each workday, the staff will submit a report to the Vice Presidency of Student Affairs where they will document the follow-up provided to each student who was assigned, specifying the day on which the management was carried out. Among the means of communication to be used, without being understood as a limitation, are phone calls, text messages and emails. In addition, staff will be responsible for channeling students' needs and concerns with their teacher or the appropriate services office, such as Registration, Finance, and Financial Aid. The institution will make every effort to ensure that Guidance and Counseling services, including reasonable accommodations and support tools, continue to be provided for the benefit of students, whether in person or remotely.
Student Life Advisor at Mech-Tech Institute	Staff assigned to the Vice Presidency of Student Affairs, in this case through the Student Life Advisor, will be designated to provide daily follow-up to active students. At the end of each working day, a report will be submitted documenting the follow-up provided to the student. Among the means of communication to be used, without being

	understood as a limitation, are phone calls, text messages and emails.
	In addition, staff will be responsible for channeling students' needs and concerns with their teacher or the appropriate services office, such as Registration, Finance, and Financial Aid.

Financial Aid Director

Vice-President for Compliance **Financial Aid Director** **Financial Aid Officers**	1. The Management Staff will hold a conference call to discuss issues to be worked on and pending work in each Department to outline a work plan and verify with the Staff the availability of laptop/computer and mobile phone for remote work. 2. If the situation allows, the Director of Financial Aid Office will meet in person with her officers and supervisors to establish a communication plan, otherwise it will be a conference call and a dialogue will be held with the Staff to verify the availability of laptop/computer and the use of their mobile phone to work remotely. 3. MIS Staff will be provided with a list of personal e-mail addresses and phone numbers of each Financial Aid Officer so that they can contact them and program their laptop/computer with the Forti Client program to access information systems such as Diamond, EDExpress. 4. The Financial Aid Officers will continue to provide orientation service to students/prospects and assist with the process of completing the FAFSA via phone call. 5. The DocuSign platform will be used to obtain the signature of the student/prospect and parent, on documents related to financial aid. 6. On a daily basis, Financial Aid Officers will email to the Director of Financial Aid or her supervisor with the tasks performed and will submit a report on a weekly basis. 7. Weekly meetings will be held by conference call to discuss any actual work or pending issues and to share any other information that may be necessary.

	8. During each end of the pay period cycle, a Personnel report will be sent to Accounting, by email, with the tasks performed, schedule and days worked for the payment of payroll. 9. An open line of communication will be maintained with the Staff of each Department via call and email. 10. Ensure that a backup of your *EDExpress* and *EdConnect* databases (the *MDB Files*) is executed). 11. Ensure that the *IT* department preserves its AE databases. 12. Files will be protected if they are located in areas where they may be affected by moisture or any other risk factor. 13. We follow the current disaster management guidelines for Title IV as they become available amid the emergency or disaster. 14. Any documentation related to academic recess, press releases, staff and student releases will be maintained for audit purposes. 15. Communication will be made with the *USDE* **confirming the accuracy** of your contact information in your *ECAR which is located at*: *https://eligcert.ed.gov*. 16. Email communication will be made to *NYBostonSPD@ed.gov*. If email is not available, we contact the *New York - Boston School Participation Division* at (646) 428-3750 and they are available to provide assistance to institutions. *New York-Boston School Participation Division* at (646) 428-3750 or email: *NYBostonSPD@ed.gov*. Contact: *Mrs Betty Coughlin, Director* *New York - Boston School Participation Division* *32 Old Slip, 25th Floor* *New York, NY 10005*

Registrar Director

Registrar Director Registrar Assistant Registrar Officers	A meeting will be held with Senior Management to discuss the measures to be taken during temporary closure and/or the temporary remote work or distance education.
	The Registrar will verify the inventory of equipment in her department for assignment to staff. (Laptop/Computers, Mobile Phones, etc.)
	Communication with MIS for scheduling or securely giving access to equipment that will be used by registration officers. Such as Outlook Institutional Emails, Diamond Program, Microsoft Office, Forti Client, Calling Platform and DocuSign.
	For the enrolment process, once the program me has been received, it will be entered into the system and the continuation students will be notified by institutional email to each student so that they can begin the enrolment process with the steps to follow. In the case of new students, the procedure will be similar during both processes, the registration staff will be available to guide them.
	The Director of Record will verify and request the availability of a printer with scanner for your use.
	A meeting will be coordinated with Registry staff where the status of the current work will be verified and instructions will be given on how the service will continue to be provided while the temporary closure occurs.
	Registration officers will email your check-in, check-out, and lunch period. The Director of Registration will send to Accounting a report from the Staff, by e-mail, with the tasks performed, schedule and days worked for payroll.
	At the end of the working day, the registration officer will send a report of the tasks performed.
	If required, the assignment of an additional resource will be requested, assigning it to registry for Assist in student tracking and attendance entry.
	There will be open communication on a daily basis between the Director of Registration and her Officers for the purpose of being able to clarify or consult any doubts, instructions to follow or necessary consultations.

	Teachers will send weekly attendance reports to the Registrar, they will be distributed to the officers for processing. Students who participate in programs such as Consorcio will have their payrolls certified by e-mail. The Registrar and the Assistant Registrar will be responsible for institutional reports. Once returned, the documents will be printed and filed in the files

Career Services Director

	1. The Management Staff will hold a conference call to discuss issues to be worked on and pending work in each Department to outline a work plan and verify with the Staff the availability of laptop/computer and mobile phone for remote work. 2. Attend or refer calls from students or graduates and cover their needs in all campuses. 3. Assist students and graduates in the preparation and submission of their resumes as well as assist in the coordination of job interviews, either physical or online. 4. Attend to the needs of employers and industries in order to refer students and graduates. 5. Submit a daily report of the tasks performed to the VP of Education and the Operations Manager. 6. Look for job offers in companies and workshops that would be authorized to operate during the emergency. 7. Cover any other tasks as assigned.

ADMISSIONS DIRECTOR

Admission Director	1. Review the available inventory of necessary technological equipment to provide employees with the necessary tools. (Laptop, router, cell phones, access to communication platforms). 2. Enable a admissions documents and enrollment agreement with DocuSign, to provide a user to employees who are part of the enrollment process. 3. Activate the communication structure with the respective service offices to review the important points of remote enrolment.

	4. Remote supervision of the entire process. 5. Support in the collection of digital documents and signature procedures in DocuSign. 6. Employees weekly payroll processing forms will be sent. 7. Weekly meeting with the work team through Teams. 8. Printing of files to be physically delivered to the Registry Office. 9. Remote admissions orientations will be enables via zoom, video calls or calls. 10. Online tours or video tours will be available.
Admission Officers	1. Communicating with prospects through our **Verity platform**. (It will allow you to make calls and texts through the platform.) 2. Use of the Microsoft Teams platform available to coordinate orientations via video. We have videos of each Campus / Center that will show a virtual tour. It would be shared with the prospect via text message or WhatsApp. 3. Orientation to prospects since we have a link on our website, which enables our online application. Summary of the orientation and enrolment process: 1. The Admissions Officer will guide the prospect via call or video call. 2. It will take the prospect's data to complete their profile in the system and file. 3. Admission requirements documents will be received via institutional email. 4. The Admissions Officer will create a digital file that will be sent to the Registry office for the enrollment process. (Prior to submitting the application, a call will be coordinated with the Financial Aid Department to assist the students' needs in the process of completing the scholarship.)
Receptionist	1. The main phone number of each Campus/Center will be transferred to cell phones that we have available in the Admission Department which will be given to each Receptionist so that they can receive and direct each calls. 2. Coordinate prospect appointments for orientation. 3. They will make a call log report and send it at the end of the day to the Admission Director, this call log will contain a report of all calls received and to which Department they were referred.

INFORMATION SYSTEM DIRECTOR

Information System Director	Verify that the network infrastructure can handle increased remote traffic.	
	Set up virtual private networks (VPNs) or other secure connections for easy remote access.	
	Verify that all necessary personnel have access.	
	Assist in the distribution and configuration of devices (laptops, tablets) for personnel who do not have access to them.	
	Implement device management solutions to ensure security, updates, and proper configuration.	
	Establish a technical assistance desk or support system for technical troubleshooting.	
	Improve cybersecurity measures to protect against potential threats and attacks.	
	Verify and ensure that sensitive data is handled securely.	
	Implement data backup solutions to prevent data loss and facilitate recovery in case of any problem.	
	Establish clear communication channels to keep staff informed of any changes, updates, or technical issues.	
	Make sure the generator is working properly.	
	Verify and ensure that the data center's air conditioning system is in optimal working order.	
	Define remote support process to address user issues promptly. Communicate how staff can contact technical support for technical support.	
MIS - Officers	Participate in assigned activities to:	
	Verify that the network infrastructure can handle increased remote traffic.	

	Set up virtual private networks (VPNs) or other secure connections for easy remote access. Assist in the distribution and configuration of devices (laptops, tablets) for personnel who do not have access to them. Implement device management solutions to ensure security, updates, and proper configuration. Respond to user requests for technical assistance and provide prompt resolutions. Perform Backup periodically.	