

September 1, 2020

**To:** Luke Aldrich  
**From:** Thomas A. Insko, President  
**Re:** COVID-19 Delegation of Authority to the Pandemic Response Officer and Others  
**CC:** Chris Burford, Sarah Witte, Lara Moore, Lacy Karpilo, Tim Seydel, Anji Weissenfluh,  
Chris McLaughlin

Governor Brown's Executive Order 20-28 and joint guidance issued by the Oregon Health Authority and the Higher Education Coordinating Commission establish standards that Oregon public universities must meet or exceed as the universities resume campus operations. Eastern Oregon University's Resumption of Campus Activities Plan (approved by the Board of Trustees on August 10, 2020) details how the university will comply with those standards.

The executive order and guidance also require that the university designate an officer to implement and enforce the university's plan, as well as assuring compliance with the underlying OHA/HECC guidance and any guidance subsequently issued by the HECC. I am designating Luke Aldrich as EOU's Pandemic Response Officer.

Stated briefly, Luke's duty shall be to assure that the university complies with the many requirements that govern our reopening and operation during the COVID-19 Pandemic. Two things are necessary for him to be able to do this for the university. First, he must have access to timely information about all aspects of the university's implementation of the Resumption Plan. Second, should he direct any member of the university community to take (or refrain from) any action related to compliance with the plan or the guidance, that person must comply. In this regard, Luke's authority and role is similar to that of a public safety officer, but in the context of protecting the community from a global pandemic.

I have chosen Luke for this responsibility because I know (as do many other members of the campus community) that Luke prefers a collaborative approach to decision making. Luke is considerate of the views of others and appreciates their expertise. As an engineer, however, Luke also knows that compliance with standards is often a matter of life or death and has operated in that environment for many years. For these reasons I am confident that if Luke feels it necessary to order a member of the campus community to take a particular action, that action is necessary. If situations arise where employees, students, or other community members fail to comply with a directive issued under Luke's authority, I expect that the supervisor, faculty member, student affairs staff member, or public safety officer responsible for the conduct of the non-compliant individual will take immediate action to assure that Luke's directive is

complied with, and to assure that further non-compliance does not occur.

It will be necessary for Luke, as Pandemic Response Officer, to work closely with a variety of individuals throughout the university to assure timely reporting of information to Luke, and to allow Luke to respond promptly to problems that arise. Those individuals should rank requests for assistance from Luke to be among their highest work priorities.

As Pandemic Response Officer, Luke's attention will necessarily be directed toward addressing systemic problems. He is not expected to be "hall monitor" for the entire campus. Compliance with our Resumption Plan, including key features like our Face Coverings Policy, Social Distancing Policy, and Daily Self-Check Procedure, is everyone's responsibility. Persons in positions of authority (such as managers of public spaces, classroom instructors, direct supervisors, student affairs staff and public safety officers) who observe violations of these standards are responsible for taking immediate action to correct them. Under normal conditions, responses to initial violations shall focus on educating individuals about their compliance violation and assisting them to immediately correct their non-compliance. Individuals who engage in knowing, willful, or repeated violation of a Resumption Plan component shall be subjected to prompt discipline (in the case of employees or students) or exclusion from campus (in the case of visitors).

While the pandemic response officer will be the ultimate authority for interpretation of the resumption plan, persons with professional expertise in the application of elements of the resumption plan (such as the human resources director, public safety director, various student affairs staff, the provost and deans) are authorized to interpret aspects of the plan that are within their areas of responsibility. All persons making such interpretations shall promptly forward those interpretations to the Pandemic Response Officer, so that he is aware of them and can address any inconsistencies.

The Director of Human Resources and the Disability Services Coordinator shall be responsible for determining (as a reasonable accommodation under the Americans with Disabilities Act) whether a disabled employee or student shall be granted a variance from compliance with an element of the resumption plan. Each of these officers shall be responsible for individuals within their area of responsibility. In the case of a disabled employee, the Director of Human Resources shall decide; for a disabled student, the Disability Services Coordinator shall decide. In all cases the decision maker shall immediately inform the Pandemic Response Officer of the decision.

Any person who has a complaint or concern about conduct by an individual that appears to be non-compliant with the requirements of the resumption plan should promptly direct their concerns to a person of authority in the area where the apparently non-compliant conduct is occurring. Any person with a complaint or

concerns about the university's application of the resumption plan or compliance with the underlying guidelines should report those concerns to the Pandemic Response Officer.