March 10, 2020

To: UW System Chancellors, Provosts, CBOs, LL/PIOs, UW System Cabinet, UW System colleagues, UW System Emergency Operation Center

Fr: UW System President Ray Cross

Re: Coronavirus (COVID-19) Preparedness Update

In addition to providing UWSA employees with the most current information regarding coronavirus (COVID-19) assessment, prevention and treatment efforts, we also want to provide a clear understanding regarding the flow of information and questions coming to and from employees, managers, and the various departments and organizations throughout the system.

The UW System’s Emergency Operation Center (EOC), which includes a team of health, risk, international security, emergency management, legal counsel and communication experts, has been serving as the main information-sharing body on issues, policies, and all things COVID-19 as it relates to the UW System.

This group also serves as the main team to field, discuss and share questions and information coming from managers, employees, departments, and other organizations within the UW System. Below is the current list of EOC Members:

- Ruth Anderson, Associate Vice President, Administrative Services, UWSA
- Dr. Julie Bonner, Campus Health Officer and Exec. Dir. of Norris Health Center, University Counseling and Health Promotion, UW-Milwaukee
- Shenita Brokenburr, Chief Human Resource Officer, UWSA
- Mike Kent, Human Resources, UWSA
- Dr. Jim Conway, Director of Pediatric Infectious Disease Fellowship Program, UW-Madison
- Elizabeth Dressel, Director of Travel, UWSA
- Dr. Patrick Kelly, Director of Medicine, University Health Services, UW-Madison
- Dr. Jake Baggot, Assoc. Vice Chancellor for Student Health and Wellbeing & Executive Director of UHS
- Jennifer Lattis, Deputy, Office of General Counsel, UWSA
- Ron Machoian, International Safety and Security Director, UW-Madison
- Chris Navia, Associate Vice President, Student Success, UWSA
- Christopher W. Olsen, Director, Graduate/Professional and Capstone Certificates in Global Health and Affiliate Professor, Department of Population Health Sciences, UW-Madison
- Mark Pitsch, Director of Media Relations, UWSA
- Bill Curtis, Director of Emergency Management, UW-Madison PD
- Chief Joseph LeMire, UW-Milwaukee Police Chief
- Sal Carranza, Senior Policy Advisor, UWSA
- Angela Ryan, Director of Risk Management, UWSA
- Amy Spohn, Health and Safety Manager, UWSA
If you have questions or information regarding COVID-19, please share those with one of the EOC members listed above. The EOC will triage incoming information items and questions and will respond the following way:

1) **EOC Triages.** EOC will discuss the best path forward to respond to questions and/or communicate information; this may often include requesting another group take the lead on the response.

2) **EOC Elevates.** EOC will make a decision to elevate the information or questions to UWSA leadership. How UWSA leaders communicate those decisions will be dependent on the nature of the issue(s) being addressed.

3) **EOC Communicates.** When there is information or question(s) that require system-wide communication, EOC will work with the Office of Public Affairs and Communications and UW System leadership on the best methods for disseminating information.

As I mentioned in my initial COVID-19 memo, we have established a website to serve as a central location for information on the latest coronavirus developments, particularly as they relate to the UW System. We encourage you to share this website as a resource.

We will also post regular, weekly notes from EOC meetings on the web site on what aspects we are monitoring and addressing, in addition to providing other regular updates and/or new information as needed. Finally, we are hosting regular calls with the chancellors to foster better communication with university leadership.

As we continue to monitor the rapidly changing landscape of the coronavirus situation, we will keep updating employees and leadership as new information becomes available. As I have said before and will continue to emphasize, the safety of our students, faculty, staff, and communities is our top priority in the UW System, and I thank everyone across the system for their hard work during this challenging time.