



COVID-19 Internal Controls

DIRECTIVE



COVID-19 Training

Employees will be required to take the COVID-19 Training before returning to work



Protecting the FAMULY

Providing precautionary guidelines for staff, faculty and students to follow



Re-Opening/Return to Work Plan

Plan safeguarding the health and safety of all members of the University

PREVENTIVE



Prevent Transmission of COVID-19

Sanitation, Physical Distancing, Masks



COVID-19 Emergency Student Financial Assistance Fair Awarding Process

Award students based off of established formula



Prevent Costly Lawsuits

Require students and employees to sign a COVID liability release waiver

DETECTIVE



Higher than Expected Expenses

Produce and review reports of expenses by area on a routine basis



Misrepresentation on COVID-19 Emergency Student Financial Assistance Application

Verify documentation for the needed additional assistance



Shrinkage of PPE Inventory

Periodic inventory of PPE on hand

CORRECTIVE



Expenditure Documentation Is Not Maintained

Notification of insufficient documentation and required submission by set deadline



Failure to Wear Masks

Provide University policy and mask with instructions for proper use



Unallowable Expenditures Identified

Require reimbursement from approved funding source