

## **PROCESS CHANGES PROCEDURE**

### **PURPOSE**

Due to the impacts and operational changes required by the impacts of COVID-19, temporary processes are being required for YVC to continue operations.

This procedure will be used to identify the processes that have changed and how long the change is anticipated to last.

1. [Essential Goods/Services Request Form](#)
  - How to request any purchases from an operating account during fiscal year 2021
2. [Essential Travel Request Form](#)
  - How to request any travel during fiscal year 2021
3. [COVID CARES Fund Expenditure Request Form](#)
  - How to request any CARES Fund expenditure during fiscal year 2021
4. [COVID Employee Position Request Form](#)
  - How to request the hiring of a new employee during fiscal year 2021
5. [COVID-19 Lab Safety Plans](#)
  - Each Phase 1 hands on lab is required to have a COVID-19 Safety Plan to return to campus.
6. [COVID-19 Lab Safety Plan Checklist](#)
  - The checklist provides a document that identifies all the needed elements of the COVID-19 Lab Safety Plan.
7. [Employee on Campus Access Form](#)
  - Form required to be completed by all employees as they arrive and depart all YVC locations during fiscal year 2021
8. [Student/Visitor on Campus Access Form](#)
  - Form required to be completed by all students/visitors as they arrive and depart all YVC locations during fiscal year 2021