



Michigan Association
of Community and
Adult Education

826 Municipal Way
Lansing, MI 48917

517-492-1367
macaeoutreach@gmail.com
www.macae.org

Patrick Brown, Communications and Outreach Coordinator

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Adult, Alternative, Community Education and Workforce Development Interim Programming Operations Documentation in response to COVID-19

Overview:

In response to the COVID-19 pandemic, MACAE has been working to provide members with resources or tools to assist in this transition period.

MACAE’s priority has always been to provide MACAE members with the resources and support to build, sustain and grow successful adult, alternative, community education and workforce training programs and that mission remains the same now more than ever.

Please contact our office if you have any questions or concerns.

Recommendation:

We are providing this information to assist in setting priorities for the interim closure of your program. We recommend that all programs establish a documentation policy and procedures that are shared between all staff members. In addition, a plan that can be referred back upon.

The documentation of a program’s operations during this time should include:

Programming	What type of programming is your program offering during this time? How long will this type of program structure remain in place?
Staffing	Which essential staff are still working and what are their assigned roles?
Staff Reporting Hours	In what ways are staff responsible for reporting hours during this time?
Instruction	In what ways are participants still able to participate in online instruction?
Student Reporting Hours and Contacts	In what ways are student digital learning hours being recorded? If staff are working with students or contacting participants for follow up, what is the procedure for documenting contact hours?
Next Steps	Have you considered or established how you will communicate with participants about next steps or changes in long term programming? How will you communicate this with staff, participants and community partners?

