

# COVID-19 Title IX Checklist

## **Support/Interim Measures**

- Assess/inventory all complainants, respondents, and witnesses receiving support measures
- Communicate with counseling center, disability services, and other support offices to understand their virtual services
- Contact current complainants and respondents to check-in
- Establish individualized plans for complainants and respondents (including updating no contact directives and safety plans)
- Communicate regularly

## **Open Cases**

- Assess/inventory open cases
- Set up platform for virtual meetings
- Create back-up plan to use when technology fails
- Establish platform to share and protect electronic documents
- Continue and complete all open investigations
- Provide support/interim measures

## **Future Cases**

- Review policy regarding jurisdiction (off campus?)
- Create virtual reporting option if one doesn't currently exist
- Conduct virtual interviews and share documents electronically
- Continue and complete all investigations
- Provide support/interim measures

## **Communication**

- Remind students/faculty/staff of their responsibilities electronically
- Increase visibility (virtually) during this transition- social media
- Meet with campus communications/public relations team
- Communicate with in-house/general counsel
- Keep supervisor apprised of all changes/modifications

## **Document**

- Clearly document all changes and delays