



## COVID19 Response Reflection Tool

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### Instructions

Use this template on a consistent basis to document your individual, unity, or team response to the current COVID19 pandemic. Focus on both internal and external events and connections. At a minimum, it should be completed weekly and after every major event or meeting.

Name of person completing the form: \_\_\_\_\_

I'm completing this on behalf of:

A program team

A unit or county office

An AREC

An academic department

Myself

Name of program team, unit, AREC or Department: \_\_\_\_\_

### Activities, Decisions, Results

1. What activities have you engaged in related to the COVID Response?  
(examples: changing programs from in-person to online, providing topical resources, working with local emergency response teams, local food banks, etc.)
  
2. What key decisions have you made?  
(examples: meeting more regularly, moving meetings online, canceling programs, learning to use online tools more effectively and in more interactive ways, connecting with new internal or external partners, using materials provided by the university outside/inside my subject matter expertise, etc.)

