

*This email is being sent by Unbreen Amir, WCCCD Assistant to the Chancellor for Administrative Communication, on behalf of WCCCD Chancellor Curtis L. Ivery*

Dear Cabinet Members,

As WCCCD continues to restore services during this unprecedented COVID-19 pandemic, Mr. Anthony T. Arminiak will serve as Provost of MIPSE/COVID-19. Mr. Arminiak and MIPSE will continue implement and update the District work site and COVID-19 plan, process and procedures as necessary to:

- Evaluate all WCCCD location and workspaces to ensure employees workspaces have the necessary social distance.
- Identify areas and job tasks with potential exposures to COVID-19 and implement control measures to eliminate or reduce such exposures.
- Ensure proper and secure documentation of all COVID-19 governmental requirements are in compliance.
- Establish preventive procedures and process to prevent and reduce the transmission among employees.
- Evaluate WCCCD locations to maintain healthy workspaces, operations and work environments.
- Develop and provide updated employee information documents on COVID-19, use of personal protection equipment and process and procedures to prevent and reduce the transmission among employees.
- Provide assistance with the District Public Relations and Communications team as it relates to COVID-19.
- Coordinate and submit emergency requisitions necessary COVID-19 purchases items with the District Finance and Purchasing Department.

We greatly appreciate your support in advance.

Best regards,

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