

Procedures for Phased Reopening of Campus Research and Creative Activity Facilities

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Step 1: Phase of restriction and reintegration is announced.

EMU leadership communicates which of the following four phases currently applies to EMU research:

- **Phase 0: Full ramp-down of research**
 - Only procedures critical for sustaining and protecting facilities and/or life are maintained
 - Access to campus limited to essential personnel only
 - CDC hygiene protocols apply
- **Phase 1: Time-sensitive research**
 - CDC hygiene protocols apply
 - Phase 1a: externally sponsored research
 - Phase 1b: other research/creative work with concrete deadlines
 - Dissertation/thesis
 - Necessary for imminent tenure/promotion
 - Animal/plant research on animals/plants currently alive in facility
 - Continuing data collection only where previously collected data or extant research samples would be rendered unusable or
 - Data collection that must happen at a specific time (e.g., field research or some educational research)
 - Research conducted in response to reviewer comments for resubmission of a grant application or manuscript
- **Phase 2: Limited access with expanded safety requirements**
 - Most research/creative activities can be resumed
 - Room/building occupancy may be restricted, so access will have to be approved
 - CDC hygiene protocols apply
- **Phase 3: Full access with expanded safety requirements**
 - All research/creative activities can be resumed
 - Access to buildings will not be restricted
 - CDC hygiene protocols still apply

Step 2: Current limitations are communicated.

Provost identifies external factors that limit or qualify access to facilities (e.g., State of Michigan, Washtenaw County, OSHA, CDC).

Step 3: Request access to facilities using the College Google Form.

Form requires approval from the Department Head/School Director and Dean (and in some circumstances Provost and President's Office).

Step 4: (Prior to first day) Receive training and contact certain campus offices.

- ☐ If approval is granted, the Dean's Office will notify faculty, DH/SD, Jim McEvers. Dean will notify IT that building card swipe access is approved pending successful completion of training.
- ☐ Prior to entering the facility, all team members must complete a >30-minute training.
- ☐ Faculty forwards training documentation to Jim McEvers; picks up mask at DPS.
- ☐ Faculty schedules first-day walkthrough with Jim McEvers, who contacts IT to implement building card swipe access. McEvers also contacts Dieter Otto and brings COVID-19 PPE & disinfectant to walkthrough.

Step 5: (First day only) Participate in facility walk-through.

Faculty participates in facility walkthrough with Jim McEvers: identify touch points, lab occupancy, traffic flow, COVID-19 PPE, and disinfecting materials; discuss schedule and documentation of daily wipedown.

Step 6: (Every day) Procedures.

Contact DPS prior to entering the building. Disinfect surfaces at beginning, at end, and once every four hours; document wipedown occurrences on log. Contact Dieter Otto after the day's work is complete so he can arrange for custodial services.

Requirements for Conducting Research

- Only individuals in good health who do not show Covid-19 symptoms
 - Students cannot be compelled to work
- During Phases 0-2, Deans/SD/DH must approve access to campus on an individual basis
- PPE and face coverings are required
- Social distancing must be maintained
- All shared spaces and high-touch items must be cleaned and disinfected prior to lab work, once every four hours, and immediately before leaving
 - Frequent hand washing is required
- Personnel may be required to submit health information or submit to temperature checks
- Personnel must notify DPS upon arriving to and when leaving campus