



EASTERN MICHIGAN UNIVERSITY

OFFICE-BASED SAFE RETURN TO CAMPUS OPERATIONS PLAN

Division: College of Engineering and Technology (CET)

Office: Roosevelt Hall 206

Supervisors preparing and responsible for compliance with this Plan:

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Supporting Staff for implementing this Plan:

- 1) John Earl
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- 2) Tracey McDonald/ Evalyn Yanna.
Senior Secretaries.
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Requested date to re-open the Office to employees: August 24, 2020

Division Vice President Signature: _____

Date Approved: _____

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1) OFFICE DESCRIPTION

1. **Name:** Roosevelt Hall 206 Suite

2. **Type of work:** Administration and faculty offices.

3. **Supervisors:** Suleiman Ashur and Julie Becker share common responsibilities in the suite.

4. **Number of employees:**

Directors	2
Secretaries	2
Students	1
<u>Faculty</u>	<u>18</u>
Total	23

5. Description of the workspaces:

- Shared Open Workspace (1): workspace for secretaries.
- Suite Reception (1): Open space for a student worker to welcome visitors.
- Private Offices (20): Directors and Faculty
- Conference room
- Kitchen

The layout of the suite and a description of traffic is shown in Figure 1.

6. Nature of Operation: The suite has multiple usage and interactions:

- Reception Area: Traffic in this area includes faculty, students and visitors. Visitors usually meet with the Director(s) or faculty with prescheduled appointments.
- Faculty Offices: Used mainly by faculty and with limited access to students.
- Working Room: Secretary cubical, supplies cabinets, mail will be distributed to offices by secretaries to limit contact area.
- Conference Room: Used by visitors and faculty advising as needed.

7. Coordinate efforts to comply with COVID mitigation measures:

- All employees will complete the self-screening form as detailed in section 2 of this plan.
- The schedule for the administrator and staff member are shown below. The goal is to have only one administrator and one staff member in the office. The rest of the staff/faculty will be working mainly from home. This may change based on the needs and circumstances.
- All employees will have masks at all times in public spaces
- Masks may be removed when working in private offices.
- As recommended by Nursing School, staff should store personal belongings, disinfect hands, disinfect their work area, including doorknobs, computer keyboards, desks, and telephones. Gloves should be removed/replaced and hands re-washed prior to working that day. This should be repeated every day of work in the building.

**Roosevelt Hall- Suite 206
Staff and Operating Hours**

August 24 th through December 18 th , 2020					
STAFF	Monday	Tuesday	Wednesday	Thursday	Friday
Suleiman Ashur	R	R	X	X	R
Julie Becker	R	X	X	X	R
Tracey McDonald	X	R	X	R	R
Evalyn Yanna	R	X	R	X	R

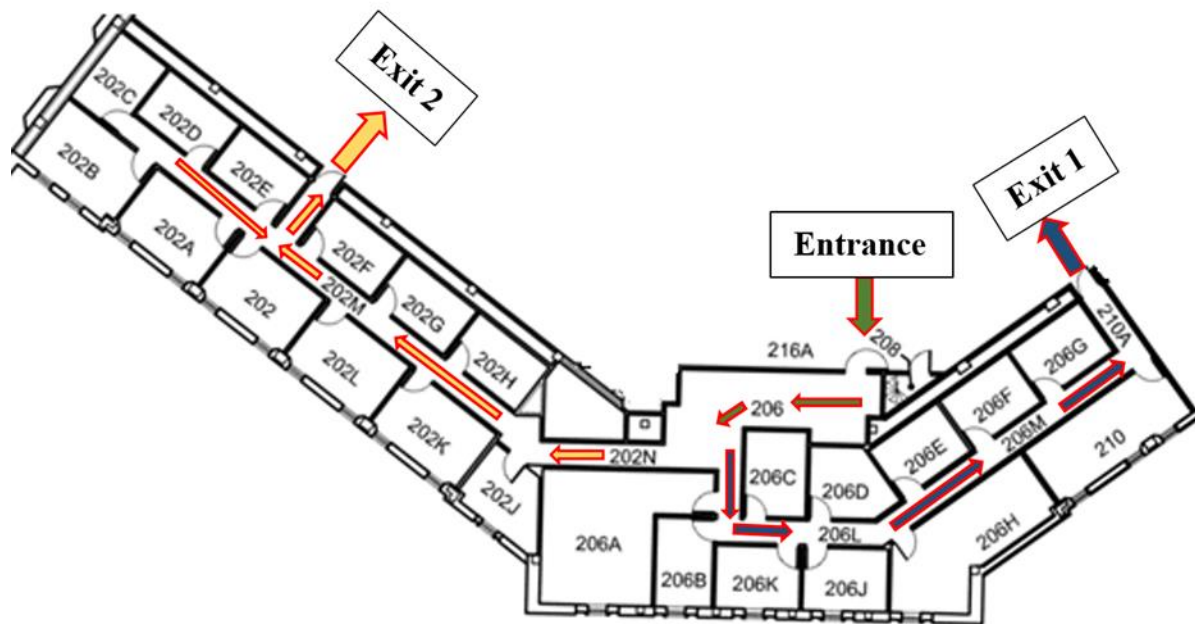
X in office (206 Roosevelt). **R** working remotely.

8. Other information relevant to assessing actions needed to mitigate the spread and impact of COVID-19:

- None at this time.

9. Office Description

As shown in Figure 1, the office consists of the reception area (206), working area for secretaries/student workers (206A), and conference room (206H), a kitchen (202J), and two wings for faculty offices: 202 and 206. The list of faculty and their phone numbers are shown below. Please note that several faculty will not use their offices in the fall semester as will be described later in this report.



No.	Room	First	Last	Phone
1	202	Subhas	Ghosh	7-2476
2	202A	Deborah	de Laski-Smith	7-8254
3	202B	Tierney	McCleary	7-2326
4	202C	Giri	Jogaratnam	7-0483
5	202D	Shinming	Shyu	7-6419
6	202E	Fathi	Amssad	7-6746
7	202F	Kevin	Ball	7-3095
8	202G	Jiang	Lu	7-2285
9	202H	Mohammed	Alsaleh	7-3736
10	202J	Kitchen		
11	202K	Julie	Becker	7-0845
12	202L	Konnie	Kustron	7-6947

No.	Room	First	Last	Phone
12	206	Reception	Student	7-2490
13	206A	Tracey	McDonald	7-3006
14	206A	Evalyn	Yanna	7-1162

No.	Room	First	Last	Phone
15	206B	Pamela	Becker	7-9147
16	206C	James	Banfield	7-0652
17	206D	Jie	Cao	7-4756
18	206E	Bilquis	Ferdousi	7-9533
19	206F	Samir	Tout	7-4906
20	206G	Sean	Che	7-3685
21	210	Suleiman	Ashur	7-1832
22	206H	Conference	Room	
23	206J	Benedict	Ilozor	7-1299
24	206K	Munther	Abuakibash	7-4463

Figure 1: Layout of Suite 206 Roosevelt with Names and Phone Numbers

2) DAILY SELF-SCREENING

All employees, students and visitors must complete a self-screening each day before entering a campus building as follows:

2.1 Summer Semester and through August 28, 2020:

Only faculty and staff are allowed to enter the building after they request in writing permission to enter the building, nature of the work, and specify the duration needed including the day(s) and time(s) needed. The school director needs to recommend access to the Dean. The Dean will approve access and authorize access to the faculty/staff. The faculty/staff must complete an online version of [the self-screening form](#) each day before they come to campus. The Director will make sure that the faculty/staff do not come to campus if they indicate that they have symptoms of COVID-19 or are otherwise disqualified from being on campus.

2.2 Fall semester- August 31st through December 18th:

Faculty, staff, and visitors are allowed to enter the building as follows:

- **Faculty and staff:** they can enter the building after completing the self-screening form either by completing an online version of [the self-screening form](#) each day before they come to campus or email a copy to the director before entering the building. Masks will be worn at all times in public spaces, but may be removed when faculty/staff working in their private offices.
- **Students:** students will enter the building from the main entrance, fill the self-screening form at the check-in desk. The staff at the desk will make sure all students have a mask before entering the building and prevent them from entering the building if they indicate that they have symptoms of COVID-19 or are otherwise disqualified from being on campus. Masks will be worn at all times.

- **Visitors:** all visitors must have an appointment with a director, staff, or faculty before entering the building. The director or staff shall be informed with all visitors who are entering the building. All visitors must complete the self-screening form at the check-in desk. The staff at the check-in desk must call the faculty/staff who has an appointment with the visitor before allowing them to enter the building. The staff at the desk will make sure all students have a mask before entering the building and prevent them from entering the building if they indicate that they have symptoms of COVID-19 or are otherwise disqualified from being on campus. Masks will be worn at all times

The supervisors (Dr. Ashur and Dr. Becker) will make sure that daily online self-screenings are completed by employees and are reviewed by an appropriate supervisor each day for the answers to questions from employees about the daily health screening process. This plan will be updated in case Dr. Ashur or Dr. Becker changed. Their contact information were listed earlier.

3) PROCEDURE FOR POSITIVE COVID-19 CASES OR SICK EMPLOYEE

3.1 COVID-19 Positive Cases

An employee who tests positive for COVID-19 must:

- (1) Notify his/her supervisor that they are sick;
- (2) Stay home (or return home if already on campus, taking special care to avoid contact with other people);
- (3) The supervisor will immediately the Assistant Vice President for Academic & Student Affairs and Dean of Students (“AVP/DOS”) at emu_deanofstudents@emich.edu; and,
- (4) The supervisor will inform Dean Qatu and Dr. Ellen Gold with the case.

The employee will be informed that he/she should **not** notify individuals other than the AVP/DOS campus about a positive test. Contact tracing and notifications to other individuals will be managed by the Washtenaw County Health Department and/or their designee.

3.2 Sick Employee

An employee who is sick, or who is not eligible to come to campus on a particular day based on their responses to the daily self-screening, shall (1) notify their supervisor that they are sick and (2) stay home (or return home if already on campus, taking special care to avoid contact with other people).

3.3 Knowledge of a Sick Person

Any employee who learns that a student, co-worker, visitor who is external to EMU, or contract employee who has recently visited campus has tested positive for COVID-19 should (1) contact the AVP/DOS at emu_deanofstudents@emich.edu and his supervisor and (2) urge that individual to immediately notify the AVP/DOS at emu_deanofstudents@emich.edu. The employee should not notify individuals other than his supervisor and the AVP/DOS campus about a positive test.

Contact tracing and notifications to other individuals will be managed by the Washtenaw County Health Department and/or their designee.

3.4 Exposure to COVID-19

An employee who has questions about possible exposure to COVID-19 and how that impacts their ability to come to campus should contact the University's Telehealth Program at EMU_Telehealth@emich.edu.

The supervisors will make sure that employees in the Office are aware of these protocols and are responsible for ensuring compliance.

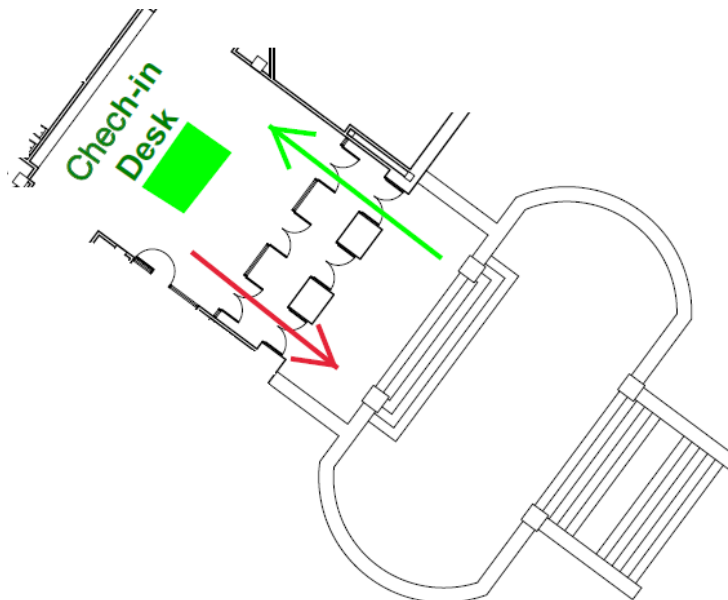
4) MANAGING THIRD-PARTY CONTRACTORS

Third-party contractors should not allow their employees to visit campus if they are sick or have tested positive for COVID-19. Examples of third-party contractors who regularly visit campus include office supplies, water/coffee deliveries, construction, and paper shredding.

The Purchasing Office will communicate this rule to third-party contractors that regularly work with the University. As a supplement to that communication, the office secretaries shall notify all University contractors that work with/visit the Office that the contractor(s) must (1) notify their employees not to visit EMU's campus if they are sick and (2) notify Travis Temeyer, Director of Purchasing (ttemeyer@emich.edu), if an employee of the contractor who has recently visited EMU's campus tests positive for COVID-19.

5) DEDICATED BUILDING ENTRY POINTS

The University is in the final process of assigning the entry and exit points for Roosevelt Hall. The Physical Plant will identify all dedicated entry/exit points with signage. The check-in desk will be at the main entrance to the building as shown in the figure below. Employees must check-in at these check-in desks before entering a building. Supervisors will inform employees by e-mail with the procedure the use of designated entry and exit points and check-in desks.



6) FACE COVERINGS

Wearing a face covering is one of several important actions that reduce the spread of COVID-19. Employees and students may wear their own face coverings or the University will provide face coverings to employees and students at the check-in desk. Employees who do not comply with this policy are subject to disciplinary action.

Employees (including student employees) who believe that they have a medical condition that prohibits them from wearing a face covering while working should contact University Human Resources at hr_benefits@emich.edu.

Students who do not comply with the University's policy requiring face coverings and physical distancing are subject to the University's [Code of Community Responsibility](#). Questions regarding enforcement involving students should be directed to the Office of Community Wellness & Responsibility at emu_owcr@emich.edu or 734-487-2157.

6.1 Masks

All employees, students, and visitors are expected to enter the building with a mask. Masks will be available at the check-in desk. Supervisors will keep a supply of face coverings in the Office for use by employees, students, and visitors as needed. Under the new one month guidelines the Office will be covered by the College order of 250.

The Office already started posting standard signage promoting face coverings in the office and the building. The following individuals are responsible for ensuring that signage is placed in the Office work space to promote the wearing of face coverings. Initially John Earl will start the process of getting everything in place but the supervisors and secretaries will follow up on updating and maintaining the signage as needed. The following are the contact information of the secretaries.

Name: Tracey McDonald/ Evalyn Yanna.

Work Performed: Mentoring the masks inventory and order more as needed.

Job Title: Secretaries.

E-mail Addresses: tmcdonald@emich.edu/eyanna@emich.edu

Cell phone: 734-487-3006/734-734-487-1162

6.2 Face Shields

In the case where faculty and students may not be able to maintain the social distancing of six feet, face shields will be required and used in addition to cloth face coverings for faculty, staff, and students. The Face Shields are not required for the Office. However, we requested face shields for employees and students. The employee who will provide initial support to bring the labs to be compliant with the face shields requirement is:

Name: John Earl
Work Performed: Prepare all engineering and construction labs for classes.
Job Title: Lab Manager
E-mail Address: jearl3@emich.edu
Cell phone: 734-945-334

The Office will make sure safety measures are implemented. The staff who will follow up on ordering the face shields, if needed, are the secretaries:

Name: Tracey McDonald/ Evalyn Yanna.
Work Performed: Mentoring the Face Shields inventory and order more as needed.
Job Title: Secretaries.
E-mail Addresses: tmcdonald@emich.edu/eyanna@emich.edu
Cell phone: 734-487-3006/734-734-487-1162

7) PHYSICAL DISTANCING

All individuals in the Office must maintain a physical distance of **six feet** or more from other individuals whenever safely possible. To promote physical distancing, faculty are advised to minimize in-person meetings and encouraged to meet using Zoom/Google Meet whenever possible.

Employees who do not follow this policy may be subject to disciplinary action. The supervisors will communicate the University Human Resources for assistance with disciplinary issues.

Students who do not follow this policy may be subject to review under the University's Code of Community Responsibility and should be referred to the Office of Wellness and Community Responsibility at emu_owcr@emich.edu or 734-487-2157.

John Earl, already started posting standard signage physical distancing in the Office and the building. The following individuals is responsible for ensuring that signage is placed in the Office work space to promote physical distancing.

To further promote physical distancing, the Office will use the University designed floor placards to note where individuals must stand while waiting in line. Dr. Ashur and John Earl are leading the effort and in contact with Physical Plant for the final approval for traffic flow plan in the building before identifying spaces where floor placards may be needed in the Office and the building to promote physical distancing among visitors/customers. Tentatively, the following places are identified:

Building: Roosevelt

- Locations:
- 1) The main entrance to the building before the check-in desk.
 - 2) The main ADA entrance, next to the Auditorium 100G/H.
 - 3) Next to the Elevator on all floors.
 - 4) Next to the Vending Machines.
 - 5) In front of the reception desk in Room 206.
 - 6) In front of the secretaries desk in Room 206A.

Plexi-glass screens: With close consultation with the Physical Plant, the Plexi-glass will be installed in the following locations:

- 1) At the reception desk in Room 206.
- 2) At the secretaries desks in Room 206A.

8) HYGIENE

All students, employees, and visitors will be encouraged to:

- Regularly wash their hands with soap and water for at least 20 seconds,
- Use hand sanitizer when needed (but not in lieu of handwashing when soap and water are available),
- Use tissues when blowing your nose, and
- Cough/sneeze into your sleeve/elbow or a tissue and **not** into the air or your hand.

Employees, students, and visitors in the Roosevelt Hall Office covered by this Plan, may wash their hands with soap and water at the sink next to the Kitchen.

John Earl will initially order hand sanitizers for the Office, the lecture rooms and computer labs that are accessible to employees, students, and visitors. The secretaries will be responsible for procuring hand sanitizer and tissues using their University P-Card as needed.

John Earl is currently installing standard signage promoting personal hygiene in visible locations within Office and the building.

9) CLEANING

The student worked and under the supervision/help of the secretaries will be responsible for cleaning discrete common area supplies/equipment in the reception area and conference room. In addition, they will be responsible to clean/disinfect items that are touched regularly by multiple people and are not subject to regular cleaning by custodial staff including and not limited to conference room table and chairs, whiteboard markers, and copier machines. The Office will use either “Clorox” or approved University disinfectant wipes to clean such areas.

Whenever possible, employees should not share work equipment (tools, keyboards, telephones, etc.). When sharing cannot be avoided, each office must designate a process for cleaning shared work equipment between shifts using “Clorox” or comparable disinfectant wipes. Examples of such shared workspaces include reception desks that are staffed by multiple students throughout the day.

The front desk, copy machine, and the conference rooms in the Office area are subject to shared use, and shall be cleaned using the following process:

- 1) There will be instruction at all common locations requesting that users to disinfect the area after each usage.
- 2) There will be a login sheet for the use of common areas/equipment and a check box for the user to mark that he/she disinfects the area/equipment before leaving.
- 3) The disinfecting will be monitored by student’s worker/secretaries.
- 4) The student worker/secretaries will check on the log and make sure the area/equipment was disinfected.
- 5) The instruction will include information for the users to check on the log and make sure the area/equipment was disinfected after the last use in order to make sure it is safe to use.
- 6) Used writing utensils will be placed in a designated container to be disinfected and clean writing utensils will be placed in a designated area.

The student worker(s) and the secretaries are responsible for ensuring compliance with these standards.

10) REMOTE WORK AND FLEXIBLE SCHEDULES

The Directors are planning to have one secretary at any time in order to promote physical distancing, reduce congestion during peak times, and serve our faculty, students, and visitors as needed. The secretaries’ work will be scheduled on staggered shifts. The plan as of now is to have Tracey and Evalyn work two days one week and three days the other week.

The Directors will set a schedule with a set of tasks and deliverables for the secretaries to promote remote work while still getting the work done. The supervisors should evaluate the needs of the office work and adjust the schedule accordingly.

The following is an outline of the hours when this Office will be open for in-person operations on campus (these hours are subject to change as the semester progresses).

Mondays-Thursdays: 8 am – 5 pm.

Fridays: 8 am-12 pm.

The student worker will answer all incoming calls to the office. In case a student worker is not available, the phone will be forwarded to the secretaries' phone who is on duty that day. Both secretaries shall install CISCO Jabber software to response to the phone calls when they work at home.

The supervisors will be responsible for developing work schedules, promoting online meetings for this Office, and communicating those plans to the employees in the Office.

11) VISITORS

The supervisors will encourage to have all meetings with visitors done virtually by Zoom or Google Meet. However, in case a face-to-face meeting is needed, the visitor must schedule a meeting time in advance and all safety requirements listed in this plan. The supervisors/secretaries shall be informed with all visits to campus in advance.

12) OTHER INFECTION CONTROL MEASURES

Not applicable.

13) COMMUNICATIONS TO STAKEHOLDERS

No special communication is needed.

SECTION 14: TRAINING

All employees who work on campus must complete an online training program through the Bridge portal. Such training will cover University-wide standards regarding face coverings, physical distancing, reporting a positive case of COVID-19, etc. University Human Resources will manage this training process. Once this plan is approved it will be shared with all faculty by email. All questions about this plan will be addressed by the supervisors.