

# EASTERN MICHIGAN UNIVERSITY

## OFFICE-BASED SAFE RETURN TO CAMPUS OPERATIONS PLAN

**Division:**

Academic & Student Affairs

**Office:**

College of Education **Revised September 1, 2020**

**Supervisor preparing and responsible for compliance with this Plan:**

Mike Sayler, Dean, [msayler@emich.edu](mailto:msayler@emich.edu), 7-1414

**Requested date to re-open the Office to employees:**

Monday, Monday August 31 for the office personnel to have regular access to their offices and Sept 21 or when students are first back on campus for the offices to open according to the schedule in this document. One exception is for the student advising staff who would like to open the advising offices the week before students start classes (currently Sep 13)

Division Vice President Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

### SECTION 1: INSTRUCTIONS

1. This Plan should be completed by the supervisor of the Office listed above.
2. This Plan is designed to serve as both a set of instructions for your office to safely return to campus and an outline of the actions your office will take to reduce the spread and impacts of COVID-19. The supervisor completing this Plan document should therefore read this document in its entirety before going back through the document a second time to fill in the requested information. Questions may be directed to Leigh Greden, Chief of Staff to the President, at [LGreden@emich.edu](mailto:LGreden@emich.edu).

3. Every office is different based on location, layout, type of work performed, etc. This Plan is therefore designed to give the supervisor managing this process for this Office discretion to recommend the best way to accomplish the safety protocols established by the University. Supervisors need to use their professional judgment to propose workable solutions.
4. In areas where the office space is shared between multiple offices and/or divisions, the supervisor working on the Office Plan must coordinate with the other office supervisors in the shared space to discuss traffic flow, office occupancy, signage, collaborative endeavors, etc., in order for the Office Plans to work for all the offices in the space.
5. After completing this Plan, the supervisor should share it with their division vice president for review.
6. After the division vice president notifies the supervisor listed above that this Plan has been approved by the University, the supervisor must share the completed Plan with their Office employees.

## **SECTION 2: GOAL OF THIS PLAN**

The goal of this Plan is to provide instructions to your Office as it safely returns to campus and outline the actions your Office will take to reduce the spread and impacts of the COVID-19 virus on Eastern Michigan University's ("EMU") campus.

To accomplish this goal, this Plan is designed to:

- supplement EMU's COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan (the "University Plan"), which can be viewed [here](#);
- comply with applicable federal and state regulations, including executive orders issued by the Governor of Michigan; and
- where possible, incorporate best practices from government agencies, higher education organizations, and public health experts.

**This Plan is subject to change as best practices, government regulations, and University policies change.**

### **SECTION 3: REPORTING UNSAFE WORKING CONDITIONS:**

Employees who believe they are subject to unsafe working conditions should contact their supervisor. If the employee does not feel the matter has been resolved with their supervisor, employees should contact Kathryn Wilhoff, Director of Environmental Health & Safety (“EHS”), at [kwilhoff@emich.edu](mailto:kwilhoff@emich.edu) or 734-487-0794.

### **SECTION 4: OFFICE DESCRIPTION**

The supervisor completing this Plan should describe the work performed by this Office and the location of the Office’s work spaces below. If the office has multiple locations, a description should be provided for each location including, if applicable, the name of the individual who will supervise compliance with this Plan for that location. Each description should include:

- the name(s) of the office(s);
- the type of work performed by the office(s);
- the building(s) in which the office(s) is(are) located;
- if the office has assigned a different supervisor to cover a specific location, the name of the supervisor who will be responsible for compliance with this plan for each location;
- the number of employees who work in each location (estimate);
- a description of the workspace(s) in which the employees who work in the office(s) perform their work (e.g., private offices, cubicles, shared open workspaces, etc);
- whether customers (EMU students and employees) or visitors (external to EMU) routinely visit the office(s) and, if so, the type of interaction that occurs;
- if the office space is shared with another office or offices, detail how the groups are going to coordinate efforts to comply with COVID mitigation measures; and
- any other information relevant to assessing actions needed to mitigate the spread and impact of COVID-19.

Color code used in this document by the COE for Porter Hall

- **Dean’s Suite offices,**
- **SPCD suite offices,**
- **TECD suite offices,**
- **L&C suite offices,**
- **OAS suite offices**
- **Pathways offices**

## **Dean's Office College of Education**

Porter 310 suite in Porter Building

Work Performed: General office work; meet with visitors, social media, video, and web development; and tech support

Fall people count:

- Scheduled: 2 Dean's office (Dean, Administrative Secretary, and Building Administrator)
- Irregular: 2 EMU Charter Office (Director and Administrative Secretary) They also have staff in Porter 318B1, 2, and 3.
- Irregular: 1 COE Development Officer

Workspace description: offices some with closets, reception area, work room, storage room, COE tech support use for testing and storage of computer related things, hallway

Workspace shared: EMU Charter school offices, Development Office, and occasionally COE tech support

Porter Building administrator walks entire building daily

## **Special Education and Communication Disorders**

Porter 128 suite in Porter Building

Work performed: General office work, meet with visitors

Fall people count:

- Scheduled: 2 department staff (Department Head, Administrative Secretary)
- Scheduled: A student worker
- Irregular: Communication Disorders Program Director (AP) and any faculty visits to offices to get things

Workspace description: General office space, reception area, faculty offices, conference room, workroom, aphasia lab, closet, hall

## **Teacher Education**

Type of work: academic department which serves as a hub to support students in teacher certification, masters, and doctoral programs.

Office is located in 313 Porter Building

Fall people count:

- TECD Office 5 (Department Head, Administrative Secretary, 3 student workers who staff the reception 1-at-a-time and help to run the office)
- Irregular: faculty and graduate students visits to offices to get things

Description of work spaces: private offices, 2 common areas, 2 work rooms with copiers, and 1 conference room

Types of foot traffic: employees, students, and the occasional third party contractor enter the work space.

The teacher education office space is not shared with any other office.

## **Department of Leadership and Counseling**

Suite 304 in Porter Building

Fall people count:

- Scheduled: 5 (Department Head, 1-2 Administrative Staff, and 1-3 student workers)
- Irregular: faculty and graduate students visits to offices to get things

Work: General office work, meet with visitors

Description of work spaces: private offices, 1 common/reception area, 1 work room with copier, and 1 conference room

## **Office of Academic Services (OAS)**

Suite 206 in Porter Building

Fall people count:

- Scheduled: 13 5PT, 2 AP 2 CS, 2 GAs, 2 Student workers
- Irregular: advising students, student teachers, and student teacher supervisors

Work: Academic advising, student teaching coordination, accreditation work, teacher certification work, associate dean work. Any of which may have students coming in.

Description of workspaces: offices, conference room, work room, reception area

## **Pathways for Future Educators**

Suite 104 in Porter Building

Work performed: grant and scholarship management, advising, community building, outreach, recruiting, partnership development with local schools

Fall people count:

Scheduled: 1 AP, 1 GA, 6 student workers

Irregular: student and community scheduled and drop in visits

Workspace description: 2 private offices, reception area, and breakroom/workroom with copier, library, fridge, and microwave.

Workspace shared: College Supports Program (HHS), which has 2 private offices in the suite, also uses reception area and breakroom/workroom.

## **SECTION 5: DAILY SELF-SCREENING**

All employees, students and visitors (individuals who visit campus but are neither employees nor students) must complete a self-screening each day before entering a campus building. The screening helps identify individuals who have symptoms of COVID-19 or may have been exposed to COVID-19.

During the summer, when on-campus work is limited, employees must complete an online version of the self-screening form each day before they come to work on campus. The online form is available here:

[https://docs.google.com/forms/d/e/1FAIpQLSc3q9jJpHHcbdydrJBGadHTklhKhMV8\\_Y-ELkB4tc7XvySh7g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc3q9jJpHHcbdydrJBGadHTklhKhMV8_Y-ELkB4tc7XvySh7g/viewform)

Supervisors are responsible for ensuring that employees who report to them:

- have access to the online version of the form;
- complete the form each day before coming to campus; and
- do not come to campus if they indicate that they have symptoms of COVID-19 or are otherwise disqualified from being on campus.

When the fall 2020 semester begins, additional options for completing the daily self-screening will be available. The details for those options are being finalized and will be announced to the campus.

The following supervisor(s) shall (1) ensure that daily online self-screenings completed by employees are reviewed by an appropriate supervisor each day and (2) answer questions from employees about the daily health screening process. The supervisor(s) designated below may change over time as the protocols and processes for self-screening evolve.

Dean's Office: Mike Sayler, Dean, [msayler@emich.edu](mailto:msayler@emich.edu), 7-1414

SPCD: David Winters, Department Head, [dwinter1@emich.edu](mailto:dwinter1@emich.edu)

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Raul Leon, Department Head; [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu) 7-1060

## **SECTION 6: WHAT TO DO IF SICK OR IF AN INDIVIDUAL TESTS POSITIVE FOR COVID-19**

**NOTE: This protocol is subject to change. Employees will be notified if/when the protocol changes.**

An employee who tests positive for COVID-19 must (1) notify their supervisor that they are sick, (2) stay home (or return home if already on campus, taking special care to avoid contact with other people), and (3) immediately notify the Assistant Vice President for Academic & Student Affairs and Dean of Students ("AVP/DOS") at [emu\\_deanofstudents@emich.edu](mailto:emu_deanofstudents@emich.edu). **The employee 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.**

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).

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](mailto:emu_deanofstudents@emich.edu) and (2) urge that

individual to immediately notify the AVP/DOS at [emu\\_deanofstudents@emich.edu](mailto:emu_deanofstudents@emich.edu). **The employee 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.**

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](mailto:EMU_Telehealth@emich.edu).

The following supervisor(s) shall ensure that employees in the Office are aware of these protocols and is responsible for ensuring compliance:

Dean's Office: Mike Sayler, Dean, [msayler@emich.edu](mailto:msayler@emich.edu), 7-1414

SPCD: David Winters, Department Head, [dwinter1@emich](mailto:dwinter1@emich); 7-2803

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Raul Leon, Department Head; [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## **SECTION 7: 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 following supervisor(s) 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](mailto:ttemeyer@emich.edu)), if an employee of the contractor who has recently visited EMU's campus tests positive for COVID-19:

Dean's Office and general COE across Porter:

- Jeff O'Donohue, Building Administrator, [jodonoh1@emich.edu](mailto:jodonoh1@emich.edu), 7-1876

SPCD: David Winters. Department Head, [dwinter1@emich](mailto:dwinter1@emich); 7-2803

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Hillary Lee, Admissions Processor, [hlee25@emich.edu](mailto:hlee25@emich.edu) , 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## **SECTION 8: DEDICATED BUILDING ENTRY POINTS**

The University may assign dedicated entry and exit points for buildings. Such designations will vary between buildings based on configuration, traffic flow, etc. Dedicated entry/exit points will be identified with signage.

Many buildings will also have a check-in desk at the designated entrance to the building. Employees must check-in at these check-in desks before entering a building.

Supervisors are responsible for reminding employees to look for and use designated entry and exit points and check-in desks.

The following supervisor(s) shall ensure that employees in the Office are aware of the building's dedicated entry and exit points and check-in desk:

Dean's Office: Mike Saylor, Dean, [msaylor@emich.edu](mailto:msaylor@emich.edu), 7-1414

SPCD: David Winters. Department Head, [dwinter1@emich](mailto:dwinter1@emich); 7-2803

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Raul Leon, Department Head; [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## **SECTION 9: FACE COVERINGS**

Wearing a face covering is one of several important actions that reduce the spread of COVID-19. **Everyone on campus (e.g., students, faculty, staff, and visitors) is**

**required to wear a face covering that covers both the nose and mouth in or on all university buildings and grounds. Individuals need not wear a face covering in a private office with door closed, living space, or other isolated space.**

Employees and students may wear their own face coverings or the University will provide face coverings to employees and students. Face coverings will be purchased by the University centrally; individual offices may not purchase face coverings. During the summer phased return to on-campus operations, office supervisors should contact the Purchasing Office to obtain face coverings for their office. In the fall, face coverings will be distributed in a variety of locations that will be published, including at check-in desks in campus buildings.

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](mailto:hr_benefits@emich.edu).

**We expect every member of the campus community to follow these standards as part of our community commitment to safety.** Employees who do not comply with this policy are subject to disciplinary action. Questions regarding enforcement involving employees should be directed to University Human Resources at [hr\\_employment@emich.edu](mailto:hr_employment@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](mailto:emu_owcr@emich.edu) or 734-487-2157.

Supervisors must keep a supply of face coverings in the Office covered by this Plan for use by employees and students. **Again, as noted above, offices may not purchase face coverings using University funds; the University will purchase face coverings centrally to ensure quality and bulk pricing.** The supervisor designated in this section (below) may obtain face coverings by sending one e-mail to both Travis Temeyer ([ttemeyer@emich.edu](mailto:ttemeyer@emich.edu)) and Steve Siller ([ssiller@emich.edu](mailto:ssiller@emich.edu)). **The University will soon modify this procedure to create a web-based system for Offices to order face coverings from the University.**

This Office will make face coverings available to students and employees as follows:

[Dean's office: A supply will be kept in our workroom](#)

[SPCD:](#)

- [Available at the front desk, Offices of David Winters, Department Head & Dawn Leighton, Administrative Secretary](#)

- One mask will be placed in each employees mailbox

TECD:

- We will have a basket of face coverings available at the entry point of the office and provide one to each instructor, student worker and staff at the onset of the semester.
- An additional mask will be placed on employees mailbox upon request

L&C:

- Masks will be kept in stock in office suite (304)
- Mask will be placed on employees mailbox upon request

OAS:

- Masks for staff (as needed only) will be kept in a workroom cabinet with other medical supplies for staff
- Masks these masks would be available in an emergency to anyone needing one.

Pathways:

- Masks for staff and students (as needed only) will be kept a reception area cabinet with other medical supplies.

The following individual is responsible for securing face coverings for the Office using the process outlined above, and ensuring that the process outlined above for distributing face coverings in this Office is followed:

Dean's Office: Pauline Banks, Administrative Sec. for Dean, [pbanks@emich.edu](mailto:pbanks@emich.edu), 7-1414

SPCD: Dawn Leighton, Administrative Sec for SPCD, [dleight@emich.edu](mailto:dleight@emich.edu), 7-0026

TECD: Sheri Hillman Administrative Secretary, [shillma1@emich.edu](mailto:shillma1@emich.edu), 7-3260

L&C: Hillary Lee, Admissions Processor, [hlee25@emich.edu](mailto:hlee25@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

Approximately how many face coverings will this Office need per week during the fall semester? (Please provide your best estimate; you will be able to obtain more face coverings than the number you list here).

Dean's Office: Initially 10, and will reorder only when supply is low

SPCD: Initially 50 and will reorder only when supply is low

TECD: Initially 50 and will reorder only when supply is low

L&C: Initially 50 and will reorder only when supply is low

OAS: Initially 30 and will reorder only when supply is low

Pathways: Initially order 10 and will reorder only when supply is low

The University has prepared standard **signage** promoting face coverings. Each Office shall obtain signage [here](#) and post such signage in visible locations within its work space(s). The following individual is responsible for ensuring that signage is placed in the Office work space(s) to promote the wearing of face coverings:

Dean's Office: Jeff O'Donohue, Building Administrator, [jodonoh1@emich.edu](mailto:jodonoh1@emich.edu), 7-1876

SPCD: Dawn Leighton, Administrative Sec for SPCD, [dleight@emich.edu](mailto:dleight@emich.edu), 7-0026

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Hillary Lee, Admissions Processor, [hlee25@emich.edu](mailto:hlee25@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

Based on the nature of the work performed, some areas may need face shields in addition to cloth face coverings for their employees. The supervisor completing this Plan should describe here any requests for face shields for employees. Include the job titles and work performed by the employee(s) for whom face shields are requested, and a brief description of why face shields may be needed.

Dean's Office: none

SPCD: At this time, we do not expect any employees to need face shields

TECD: none

L&C: 7 in total

- Administrative Staff: 2 (Admin staff will check in daily with all student workers and is available to respond to visitor walk-ins and additional questions)
- Front Desk Student Workers: 4 (Student workers answer phones and greet everyone who comes into the suite. They are the individuals who likely will have more interaction with visitors)
- DH: 1 (DH interacts and check in with admin staff, student workers, faculty, and anyone else who has questions about the department)

OAS: 7 in total

- Academic Advisors: They work directly with students: 3.
- Clerical Secretaries: Greeting students: 2.
- Student workers: Greeting students: 2

Pathways: none

## SECTION 10: PHYSICAL DISTANCING

All individuals on University grounds must maintain physical distance of six feet or more from other individuals whenever safely possible.

To promote physical distancing, offices should minimize in-person meetings and should instead meet using Zoom/Hangouts whenever possible.

Employees who do not follow this policy may be subject to disciplinary action. Supervisors who need assistance with disciplinary issues should contact their University Human Resources business partner.

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](mailto:emu_owcr@emich.edu) or 734-487-2157.

The University has prepared standard **signage** promoting physical distancing. Each Office shall obtain signage [here](#) and post such signage in visible locations within its work space(s). The following individual is responsible for ensuring that signage is placed in the Office work space(s) to promote physical distancing:

Dean's Office: Jeff O'Donohue, Building Administrator, [jodonoh1@emich.edu](mailto:jodonoh1@emich.edu), 7-1876

SPCD: Dawn Leighton, Administrative Secretary, [dleighton@emich.edu](mailto:dleighton@emich.edu), 7-0026

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Hillary Lee, Admissions Processor, [hlee25@emich.edu](mailto:hlee25@emich.edu), 7-0255

OAS: Brian Filipiak, Office Manager OAS, [bfiliplik@emich.edu](mailto:bfiliplik@emich.edu), 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

To further promote physical distancing, the University has designed **floor placards** to note where individuals must stand while waiting in line. For context, you may review the types of floor placards [here](#). The final approval for placement of floor placards will be decided by the Facilities Division, but the supervisor completing this Plan must order and place the floor placards pursuant to Facilities' approval. The supervisor has identified the following space(s) where floor placards may be needed in your Office to promote physical distancing among visitors/customers. Include the building name, room number, and brief description of why floor placards may be needed in that area.

Dean's Office: Suite doors, three offices, reception desk, workroom, hallway internal to office.

SPCD: One at the front desk, one outside the department head's door; one outside the administrative secretary's door. To ensure all movement is in one direction, if more than one person is in the office at a time to ensure physical distancing, we need floor placards showing the direction of traffic.

TECD: 2 floor placards at the reception desk to remind any visitor to the department to stop at the front desk and not proceed in going to a private office.

L&C: 2 floor placards at the reception desk to remind any visitor to the department to stop at the front desk and not proceed in going to a private office.

OAS: Floor placards will be needed in the area where students come into the office for social distancing. In addition, in Room 208 where academic advisors will be seeing students.

Pathways: Suite entrance and reception desk, two offices, workroom

**Plexi-glass screens** create a barrier between individuals in an office environment when physical distancing is not possible. Examples of locations where plexi-glass screens may be helpful include check-in desks where employees meet directly with customers and open work spaces where employees work in close proximity to each other. (The

Facilities Division will determine, in consultation with the Academic & Student Affairs Division, where to place plexi-glass screens in classrooms). The University's Facilities staff will purchase, measure, create, and install plexi-glass screens in work spaces approved for plexi-glass.

The final approval for placement of plexi-glass screens will be decided by the Facilities Division, but the supervisor completing this Plan has identified the following space(s) where plexi-glass screens may be needed to separate individuals who will otherwise be in close proximity. Include the building name, room number, and brief description of why plexi-glass screens may be needed in that area.

Dean's Office: Where: Reception desk. Why: People coming to the Office.

SPCD: Where: Reception desk. Why: People coming to the Office

TECD: Where: Reception desk. Why: People coming to the Office

L&C: Where: Reception desk. Why: People coming to the Office

OAS: Reception desk. This is a student services office and the plexi-glass will protect both the students and the workers.

Pathways: Where: Reception desk. Why: People coming into the Office.

In some cases, **desks or tables** in an office may need to be configured to create physical distancing between employees. Supervisors should assess any reconfigurations of office furniture. If needed, you may consult with Environmental Health & Safety ([kwilhoff@emich.edu](mailto:kwilhoff@emich.edu)) or the Facilities Division ([sstorrar@emich.edu](mailto:sstorrar@emich.edu)) if you have questions. The supervisor completing this Plan has identified the following space(s) where office furniture may be needed to be reconfigured or moved to promote physical distancing. Include the building name, room number, and brief description of why office furniture may be needed to be reconfigured or moved.

Dean's Office: Where: Reception desk. Why: People coming to the Office.

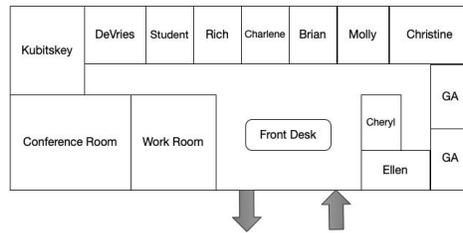
SPCD: Where: Reception desk. Why: People coming to the Office

TECD: Where: Reception desk. Why: People coming to the Office

L&C: Where: Reception desk. Why: People coming to the Office

OAS: Reception desk. This is a student services office and the plexi-glass will protect both the students and the workers.

206 Porter - not to scale



Pathways: None. The use of private offices will be with scheduled use only

## SECTION 11: HYGIENE

The University encourages all students, employees, and visitors 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.

The University Facilities Division will provide soap in restrooms. Supervisors may contact Dieter Otto ([Dotto@emich.edu](mailto:Dotto@emich.edu)) to report empty soap dispensers. Employees, students, and visitors in the Office covered by this Plan may wash their hands with soap and water at the following location(s). Include the building name, floor, and description of the nearest sink with running water and soap.

Dean's Office: Porter 310B – Dean's office workroom

SPCD: Lounge - Porter 118

TECD: the sink in the faculty lounge (Porter 311) or bathroom next to the dean's office (Porter 342, 343).

L&C: Porter bathrooms Porter 340, 341

OAS: Porter bathroom 240, 241

Pathways: Porter bathrooms 140, 141

Each University office is responsible for providing **hand sanitizer and tissues** in a location in their work space(s) where it is accessible to employees, students, and visitors. Supervisors may purchase these supplies using their University P-Card. The

following individual is responsible for procuring hand sanitizer and tissues (using their University P-Card) for the Office covered by this Plan, and ensuring that these supplies are accessible to employees, students, and visitors:

Dean's Office: Pauline Banks, Administrative Secretary for Dean, [pbanks@emich.edu](mailto:pbanks@emich.edu), 7-1414

SPCD: Dawn Leighton, Administrative Secretary, [dleight@emich.edu](mailto:dleight@emich.edu), 70026

TECD: Sheri Hillman Administrative Secretary, [shillma1@emich.edu](mailto:shillma1@emich.edu), 7-3260

L&C: Hillary Lee, Admissions Processor, [hlee25@emich.edu](mailto:hlee25@emich.edu) , 7-0255

OAS: Brian Filipiak, Office Manager OAS, [bfiliapiak@emich.edu](mailto:bfiliapiak@emich.edu), 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

The University has prepared standard **signage** promoting personal hygiene. Each Office shall obtain [signs here](#) and [stickers here](#), and post such signage in visible locations within its work space(s). The following individual(s) shall ensure that signage is placed in the Office work space(s) to promote personal hygiene:

Dean's Office: Jeff O'Donohue, Building Administrator, [jodonoh1@emich.edu](mailto:jodonoh1@emich.edu), 7-1876

SPCD: Dawn Leighton, Administrative Secretary, [dleighton@emich.edu](mailto:dleighton@emich.edu) 7-0026

TECD: Sheri Hillman Administrative Secretary, [shillma1@emich.edu](mailto:shillma1@emich.edu), 7-3260

L&C: Hillary Lee, Admissions Processor, [hlee25@emich.edu](mailto:hlee25@emich.edu) , 7-0255

OAS: Brian Filipiak, Office Manager OAS, [bfiliapiak@emich.edu](mailto:bfiliapiak@emich.edu), 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## **SECTION 12: CLEANING**

The University is responsible for cleaning public areas (e.g., restrooms, hallways) and offices. All such areas are subject to more frequent and in-depth cleaning as a result of the pandemic. For example, touch points (e.g., light switches, elevator buttons, desks, and door handles) are cleaned on a daily basis. The standards for each building vary based on the building size, layout, use, and other relevant criteria, and cleaning

standards may evolve depending on the time of year, day of the week, government regulations, and other criteria.

Offices, however, are responsible for cleaning discrete common area supplies/equipment in their offices that are touched regularly by multiple people and not subject to regular cleaning by custodial staff. Examples of such items include conference room chairs, white board markers, and copier machines. Offices may use “Clorox” or comparable 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 work spaces include reception desks that are staffed by multiple students throughout the day.

Supervisors may purchase “Clorox” or comparable disinfectant wipes using their University P-Card for use in the Office. (The University may develop a central web-based process for offices to order supplies).

The following areas, equipment, and supplies in the Office covered by this Plan are subject to shared use (e.g., front desks staffed by multiple different student employees, copy machines, conference rooms), and shall be cleaned using the following process:

#### Dean’s Office:

- Reception area: daily wipe countertop, handles, light switches, Plexiglas, phone, computer, mouse, keyboard at end of day
- Work area: copier, microwave, frig handle and door, phone, coffee maker, counter top, light switch, closet door and anything touched in closet, cabinets and handles at end of day
- Conference room: (if used for 1-1 social distancing meetings), chairs, table, switches, door handle after each use

#### SPCD:

- Reception desk: daily wipe countertop, handles, light switches, Plexiglas, phone, computer, mouse, keyboard at end of day
- Work room and lounge (if used): copier, microwave, frig handle and door, phone, coffee maker, counter top, light switch, closet door and anything touched in closet, cabinets and handles at end of day
- Conference room: (if used for 1-1 social distancing meetings), chairs, table, switches, door handle after each use

#### TECD:

- Create a schedule to clean all flat surfaces, the copier, doorknobs, Plexiglas, and any touch surfaces that could be reasonably cleaned at lunch time and again at the end of the day.
- We will also have signage to remind anyone who uses the copier(s), to use a disinfecting wipe after use. These wipes will be kept close and stocked.

#### L&C:

- Daily when in office: Start and end of each student worker shift and after each interaction
  - Reception area: countertop, handles, light switches, Plexiglas, phone, computer, cabinets
  - Work area: copy machine, fridge, microwave, mailboxes, main table, light
  - Conference room or Offices: Door, handles, and table (After each use)
  - GA Office: Desk station and door (After each use)

#### OAS:

- Reception area: daily wipe countertop, handles, light switches, Plexiglas, phone, computer, mouse, keyboard at end of day
- Work area: copier, microwave, frig handle and door, phone, coffee maker, counter top, light switch, closet door and anything touched in closet, cabinets and handles at end of day
- Conference room: (if used for 1-1 social distancing meetings), chairs, table, switches, door handle after each use

#### Pathways:

- Reception area: after each shift wipe countertop, computer keyboard and screen, and chair. End of the day: handles, light switches, Plexiglas, phone, computers, mice, keyboards
- Work and break room area: End of the day: copier, microwave, chairs, table, refrigerator handle and door, light switch, cabinets and handles

The following individual(s) is(are) responsible for ensuring compliance with these standards:

Dean's Office: Mike Saylor, Dean, [msaylor@emich.edu](mailto:msaylor@emich.edu), 7-1414

SPCD: David Winters, Department Head, [dwinter1@emich.edu](mailto:dwinter1@emich.edu) 7-2803

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Raul Leon, Department Head; [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

### **SECTION 13: REMOTE WORK AND FLEXIBLE SCHEDULES**

Even when this Office resume on-campus operations, some adjustments to the schedule for the Office and its employees may be needed. To promote physical distancing, reduce congestion during peak times, etc., some employees may need to work on staggered shifts or occasionally work remotely. Example: half the employees work in the office one week while the other half works remotely, and the groups of employees rotate each week.

Every office is different, but every supervisor must, based on the office's needs, set schedules for the Office and for employees to promote remote work while still getting the work done. Supervisors should evaluate the needs of the office and talk to employees about their requests. The final decision about remote work will be made by office supervisors.

In-person meetings should be avoided when possible. Instead, meetings should be held via Zoom, Google Hangouts, or comparable remote device whenever possible -- and even when attendees are all working on campus during the meeting.

Employees who work from home must be able, if necessary, to answer telephone calls to the office and respond to e-mails. The University has developed [software](#) to facilitate remote work to ensure that the needs of customers are met.

Supervisors may direct questions about remote work to their University Human Resources business partner.

Please outline the hours when this Office will be open for in-person operations on campus (these hours are, of course, subject to change as the semester progresses). If this Plan covers more than one office, please answer this question for each office covered by this Plan.

#### Dean's Office:

- Open office at 9 Mondays through Thursdays
- Close office at 4:45 each day to clean and sanitize office
- Not open Fridays
  - Jeff: Monday through Thursday, 11-5,
  - Mike: Monday and Wednesday 9-1
  - Pauline: Tuesday and Thursday. 9-1
  - EMU Charter irregular times and days

#### SPCD:

- Open Monday (Dawn) and Tuesday (David) noon until 5 or as needed by students to get testing materials
- Closed Wednesday, Thursday, and Friday
- Faculty can access their offices.
- Because the CSD Clinic is operating remotely in Fall, that clinic area will not be staffed. The Clinical Educators or CSD Program Director (Ana Claudia) will coordinate any needed access by faculty to the Clinic.
- The Department Head and Administrative Secretary will coordinate other access to the office as needed.
- Student test kit requests for classes: student contact DH or Secretary. One of them will gather the needed materials to be picked up in the SPCD office.

#### TECD:

- Mondays and Wednesdays: 8am-4pm (Sheri 8am-1pm; student worker 11am-4pm)
- Tuesdays and Thursdays: 9:30am-4pm (Wendy 10am-2pm; 2 student workers splitting the time block 9:30am-4pm)
- Fridays: closed

#### L&C:

- Office will open at 10 AM and close at 3:30 PM
- DH (1) and Admin Support Staff (1)
- Admin Secretary:
  - Mon 7:00 – 1:00PM

- Tues. 10-4:00 PM
- Wednesday 7:00 - 1:00 PM
- Thursday. 10-4:00 PM
- DH
  - Monday 1:00 - 4:00 PM
  - Wednesday 1:00-4:00 PM
- - Front Desk Worker: (students will split shift from 10AM-4PM) rotate student workers so there is someone there daily. Only one person per day in morning and or afternoon or one person all day if possible.
  - Faculty can have access to their offices as needed

OAS:

	Monday	Tuesday	Wednesday	Thursday	Friday	
Christine	virtual	8:00-12:30	virtual	virtual	virtual	7:30-4:30
Molly	virtual	virtual	12:30-5:00	virtual	virtual	8:15-5:00
Ellen	virtual	virtual	virtual	virtual	virtual	7:45-4:45
Cheryl	virtual	8:00-12:30	virtual	virtual	virtual	7:45-4:45
Charlene	virtual	virtual	12:30-5:00	virtual	virtual	7:00-4
Brian	virtual	virtual	virtual	12:30-5:00	virtual	7:00-4
Rich	virtual	virtual	virtual	virtual	virtual	8:30-5
Beth	8:00-12:30	virtual	virtual	virtual	virtual	8:00-5:00
Dave	8:00-12:30	8:00-12:30	12:30-5:00	12:30-5:00	virtual	8:00-5:00
GA1	virtual			virtual		
GA2		virtual		virtual		
SW1	8:00-12:30		virtual			
SW2		virtual		12:30-5:00		
Office Open	8:00-12:30	8:00-12:30	12:30-5:00	12:30-5:00		
number of people	3	3	3	3		

- The workroom is closed for socializing until further notice. It will only be used for making copies and printing things out. People will not stay in the workroom. People will work in their offices with the doors closed if their masks are off. No more than one person will work at the front desk at a time.

206 Porter will be used primarily for the office space. Any meetings with advisors will be in a classroom: 208 Porter

## Pathways:

- Regina: T, TH 11-4
- GA: M, W 11-4
- Student worker study students (all Pathways students): #1 M 11-1 #2 T 11-1 #3 Wed 11-1 #4 Th 11-1 #5 M 2-4 #6 Tu 2-4

Please describe the steps that will be taken to ensure that telephones will be answered, emails answered, etc., even when this Office is not open for in-person operations on campus. Include in this outline the steps that this Office will take to ensure that employees working remotely have the tools to do so effectively. If this Plan covers more than one office, please answer this question for each office covered by this Plan.

Dean's Office: Phones forwarded or use of Jabber, staff either at home or on campus 9-5 daily Monday-Friday to take phone calls or answer emails.

SPCD: Phones forwarded or use of Jabber, staff either at home or on campus 9-5 daily Monday-Friday to take phone calls or answer emails

TECD: Phones forwarded or use of Jabber, staff either at home or on campus 9-5 daily Monday-Friday to take phone calls or answer emails

L&C: Phones forwarded or use of Jabber, staff either at home or on campus 9-5 daily Monday-Friday to take phone calls or answer emails

OAS: Phones forwarded or use of Jabber, use of current online scheduling program for on-campus and remote advising sessions, staff either at home or on campus 9-5 daily Monday-Friday to take phone calls or answer emails

Pathways: Phones forwarded or use of Jabber, staff either at home or on campus 9-5 daily Monday-Friday to take phone calls or answer emails.

The following individual(s) is(are) responsible for developing work schedules, promoting online meetings for this Office, and communicating those plans to the employees in the Office. You do not need to describe which employees will work remotely because work schedules will fluctuate regularly.

Dean's Office: Mike Saylor, Dean, [msaylor@emich.edu](mailto:msaylor@emich.edu), 7-1414

SPCD: David C. Winters, Department Head, [dwinter1@emich](mailto:dwinter1@emich), 7-2803

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Raul Leon, Department Head; [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## SECTION 14: VISITORS

For purposes of this Plan, “visitor” is defined as someone who visits an office and is not an EMU student or employee. Every office is different; some offices rarely have visitors while others (such as Housing and the Student Center) regularly have visitors. Visitors should be discouraged and limited to essential activities. Whenever possible, employees should encourage individuals who need assistance from your Office to receive such assistance remotely (i.e., through video conferencing, telephone, email, etc.).

This Office has developed the following protocols for discouraging/restricting visitors:

### Dean’s Office:

- Limited hours on campus, full hours virtually.
- We seldom have walk-ins especially now that there are so few COE classes on campus this fall.
- Anyone calling in will be worked with by phone, zoom meeting, and/or email.
- All staff, leadership team, and other similar meetings will be virtual.
- The College will post office hours for all departments and college offices online linked from the college main page and the link will be sent out occasionally by our social media.
  - The schedules on the college web pages will carry the following directions (or some version of this draft)
    - Visiting the College of Education Office in person is discouraged and should be limited to essential needs. If you need assistance from your department, from one of the deans, student teaching, or advising offices contact us via the contact information provided with each office’s schedule below. We will get back to you immediately or within one working day by video conferencing, telephone, or email.

### SPCD:

- Limited hours on campus, full hours virtually.

- Seldom have walk ins especially now that there are only 3 SPCD classes on campus this fall and the speech clinic is only doing tele-practice.
- Anyone calling in will be worked with by phone, zoom meeting, and/or email.
- Students in testing classes who need to pick up test materials will request them by email or phone; they will be picked and prepared by the DH or Administrative Assistant and put at the SPCD reception desk for pickup and return or some alternative method such as mailing.
- All faculty advising will be done remotely and not on campus.
- The Speech Pathology faculty are offering all clinical experiences as tele-practice and the related office hours as virtual only
- The possible exception is for the three faculty teaching the three sections (one each) still offered on campus
  - They will offer on-campus time before and after their courses (not on the same days) but encourage virtual meetings.
  - These meetings will be done in the SPCD office conference room where social distancing can be accomplished.

TECD:

- Limited hours on campus, full hours virtually.
- Seldom have walk ins especially now that there are no UG or graduate TECD classes on campus this fall.
- All dissertation events and work will be done remotely including proposals and defenses.
- Anyone calling in will be worked with by phone, zoom meeting, and/or email.
- All faculty advising will be done remotely and not on campus.

#### L&C:

- Limited hours on campus, full hours virtually.
- Seldom have walk ins especially now that there are no LEAD or graduate L&C classes on campus this fall.
- All dissertation events and work will be done remotely including proposals and defenses.
- Anyone calling in will be worked with by phone, zoom meeting, and/or email.
- The Counseling Clinic faculty are offering all clinical experiences as telemed and the related office hours as virtual only.
- All faculty advising will be done remotely and not on campus.

#### OAS:

- Limited hours on campus, full hours virtually.
- On-campus advising sessions will not happen much as few students are on campus.
- The advisors already employ an online scheduling system which will be used for fall scheduling with the encouragement to do it virtually.
- Student teachers have few or no reasons to come to campus and the expected communication is by email, phone, or zoom.
- The associate dean has few if any walk-in meetings.
- All regular meetings will be virtual.

#### Pathways:

- Limited hours on campus, full hours virtually.
- On-campus meetings with visitors will be by appointment during scheduled times when the Director or GA are present in the office.

The following individual(s) is(are) responsible for enforcing this Office's practice regarding visitors, communicating that practice as needed to potential visitors, etc.:

Dean's Office: Mike Sayler, Dean, [msayler@emich.edu](mailto:msayler@emich.edu), 7-1414

SPCD: David C. Winters, Department Head, [dwinter1@emich](mailto:dwinter1@emich), 7-2803

TECD: Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C: Raul Leon, Department Head; [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS: Beth Kubitskey, Associate Dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## **SECTION 15: OTHER INFECTION CONTROL MEASURES**

Many offices have unique needs that require additional infection control measures to prevent the spread of COVID-19. For example, the Children's Institute developed unique rules for families to drop-off and pick-up children, Housing & Residence Life has unique rules for signing out keys, and some groups may offer off-site experiences for students that require special protocols. The supervisor preparing this plan should describe here any unique needs of this Office and outline additional infection control measures that the Office will use to reduce the spread of COVID-19:

Dean's office: WISD Special Needs Adults classes

SPCD: no unique needs

TECD: no unique needs

L&C: no unique needs

OAS: no unique needs

Pathways: no unique needs

## **SECTION 16: COMMUNICATIONS TO STAKEHOLDERS**

The layered approach to promote safety on campus is based on best practices, but we acknowledge that it is complicated. Your Office may wish to develop customized communications (forms, emails, etc.) to your stakeholders to communicate the myriad safety protocols. Please describe any special communications you plan to develop for your stakeholders. Include a description of the stakeholders (e.g., "students living in residence halls", "visitors who are not EMU students or employees attending events")

and a brief description of the content (e.g., “safety protocols”, “checklist for parents”, etc.).

#### Dean’s office and for entire COE: Change in office hours:

- College web page with summaries and contact info (call or email)
- Paper posting on 310 suite door with QR code for link to college web page on schedules
- Occasionally post link to COE social media of our college list of office hours web page
- Dean and Administrative Secretary will continue in person or virtually to be available Monday-Friday between 8am-5pm

#### SPCD: Change in hours

- We will create signage indicating our hours of operation in the suite and multiple ways to contact Department Head or Administrative Secretary.
- We will also provide information about the hours of operations for other offices in the COE.
- We will also communicate to all students by sending message via listserve of students and through faculty and their classes and visitors with voice messages and email signatures and on the college website that while the office may be closed,
- Departmental Head and Administrative Secretary will continue in person or virtually to be available Monday-Friday between 8am-5pm.

#### TECD: Change in hours

- We will create signage indicating our hours of operation in the suite and multiple ways to contact Sheri Hillman and Wendy Burke.
- We will also provide information about the hours of operations for other offices in the COE.
- We will also communicate to all students by sending message via listserve of students and through faculty and their classes and visitors with voice messages and email signatures and on the college website that while the office may be closed,
- Sheri and Wendy will continue in person or virtually to be available Monday-Friday between 8am-5pm.

#### L&C:

- Email Message to all students in our programs
- Message shared in orientation (zoom orientations)
- Message in Email Signature of DH and admin (encourage faculty to do so also)
- Sign in Office with Contact Info or Number and QR code
- Paper posting on 310 suite door with QR code for link to college web page on
- Information on departmental social media

#### OAS:

- Post hours on the main pages of the various OAS related programs – advising and student teaching.
- The link for making advising appointments students will be modified to only allow face-to-face as an option on the days the advisors are on campus, virtual appointments can happen any work day.

Students who are doing student teaching in the fall will be instructed by email to make appointments for turning in student teaching materials and additional issues dealing with student teaching.

#### Pathways:

- We will create signage indicating our hours of operation in the suite and provide multiple ways to contact the Director and GA.
- We will provide information about the hours of operations for other offices in the COE.
- We will communicate to all students by sending message via listserv of students and on the college website that while the office may be closed, virtual appointments are available by request.
- Director will continue in person or virtually to be available Monday-Friday between 8am-5pm.

## **SECTION 17: 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.

In addition to the University training, however, your Office must develop your own training for employees to cover the policies and procedures outlined in this Plan that are unique to your Office. The supervisor listed below should contact Christopher Dotson ([cdotson@emich.edu](mailto:cdotson@emich.edu)) from University Human Resources if you wish to design your Office training using the University's Bridge portal. Alternatively, your Office may execute its training using e-mail, paper, or, if necessary, in-person formats (subject to physical distancing and face covering guidelines).

The following individual(s) is (are) responsible for developing a training program for this Office's unique practices, and ensuring that all employees in the Office complete the training:

Mike Saylor, Dean, [msaylor@emich.edu](mailto:msaylor@emich.edu), 7-1414

- Office staff – virtual training meeting Aug 13 and additional as needed
- College-wide training/orientation
  - A COE Town Hall for all on Fall COVID issues and plans week before and record and make available via our college web site or YouTube or ???
  - Possibly other college-wide town halls later in the semester if needed.

SPCD:

- Discussion of the procedures needed in this office in virtual meetings with staff and faculty
- David C. Winters, Department Head, [dwinter1@emich](mailto:dwinter1@emich.edu), 7-2803

TCED:

- Discussion of the procedures needed in this office in virtual meetings with staff and faculty
- Wendy Burke, Department Head, [wendy.burke@emich.edu](mailto:wendy.burke@emich.edu), 7-3260

L&C:

- Discussion of the procedures needed in this office in virtual meetings with staff and faculty

- Raul Leon, Department Head, [rleon1@emich.edu](mailto:rleon1@emich.edu), 7-0255

OAS:

- OAS will hold weekly virtual meetings on Fridays to ensure we are working together and keep up to date with things going on in the office since most of the work is remote.
- Beth Kubitskey, Associate dean COE, [mkubitske1@emich.edu](mailto:mkubitske1@emich.edu) 7-1416

Pathways:

- Discussion of the procedures needed in this office in virtual meetings with staff and students.
- Pathways: Regina George, Director, [rgeorge@emich.edu](mailto:rgeorge@emich.edu), 7-1060

## **SECTION 18: FINAL CHECKLIST**

We understand that this Plan contains a great deal of information. Here is a summary checklist to be used by the supervisor identified on Page 1 who completed this Plan.

- Complete the description of your Office (Section 4)
- Designate a supervisor to review/approve daily health screenings that are completed by employees online (Section 5)
- Designate a supervisor to ensure that employees follow the notification protocols for individuals who test positive for COVID-19 (Section 6)
- Designate a supervisor to notify third-party contractors that work with the Office about sick and notification protocols (Section 7)
- Designate supervisor(s) for managing the face covering process (Section 9)
- Estimate the number of face coverings your Office will need per week (Section 9)
- Designate a supervisor(s) who is responsible for posting signage provided by the University promoting face coverings, physical distancing, and hygiene (Sections 9, 10 and 11)
- Outline the needs and processes for cleaning shared work spaces and shared common areas in your Office (Section 12)

- Identify the individual(s) responsible for managing work schedules including, where applicable, remote work (Section 13)
- Develop protocols for limiting visitors (Section 14)
- Outline other infection control measures unique to your Office (Section 15)
- Describe any communication tools you will use to communicate your office protocols with key stakeholders (e.g., visitors, parents, etc.) (Section 16)
- Assign a supervisor to coordinate training for the employees in your Office (Section 17)