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UPDATED MAY 20, 2021
# EMU SAFE

The details surrounding EMU’s phased safe return to campus will continue to evolve. Our safety actions will therefore be updated in this document on a regular basis.
SECTION I:
MESSAGE FROM THE PRESIDENT AND PROVOST

To the Eastern Michigan University community,

With a renewed appreciation for the strength, patience and resilience of the Eastern Michigan community, we are pleased to present this outline for a safe campus experience. As we have expressed many times over the past year, our community’s health and safety is our number one priority. The well-being of our students, faculty and staff is our guiding principle in every action we take.

This guidebook outlines the numerous safety precautions our campus will use to help prevent the spread of COVID-19. We know that a single action, standing alone, is not enough. Instead, our University will use a layered approach based on best practices because multiple strategies are proven to be more successful. That layered approach includes daily health screenings, physical distancing, face masks, remote work where possible, protocols if you become ill, and other important topics. We continue to monitor federal, state, and local health guidelines, guidance from professional organizations in higher education, and feedback from stakeholders, and are prepared to adjust our plans as necessary.

At Eastern Michigan University, we are committed to providing students with the outstanding education they deserve, excellent service to our community, and a safe working environment for our employees. Our planning process has been methodical. While we have worked expeditiously, these decisions were not rushed. Guided by our public and medical health professionals and many other University professionals, we prepared this Plan to ensure a safe return to campus.

We applaud our community for their perseverance, patience and support of one another during this difficult time. We would not be able to effectively get through this without that level of collaboration and commitment to our students and institution. This unity and the shared effort represent the very best we can be as a University, serving and supporting one another and our students.

As with everything we do at Eastern, we must ensure that our actions are consistent with inclusive excellence - namely, the goals of diversity, equity and inclusion. This is a time for everyone to work together to protect one another, especially the most vulnerable.

Thank you for your patience, your dedication, and your passion.

Stay healthy, stay well, and stay #TRUEMU,

James M. Smith, Ph.D., President
Rhonda Longworth, Ph.D., Provost & Executive Vice President for Academic & Student Affairs
SECTION II:

COMMITMENT TO PROTECTING OUR COMMUNITY

As members of the Eastern Michigan University community, each of us share in the responsibility to limit the spread of COVID-19. We’re all in this together, and we want to stay safe together. We ask each member of our community to make the following commitment:

As a community and as individuals, we will

follow on-campus procedures and protocols designed to stop the spread.

We will complete EMU’s daily screening for possible COVID-19 symptoms and exposure every day before coming to campus. We will honestly disclose any and all symptoms of illness and exposure to the disease after having been in close contact with someone who has it.

We will promptly disclose to EMU’s Dean of Students and Assistant Vice President of Academic & Student Affairs at emu_deanofstudents@emich.edu if we test positive for COVID-19.

We will read and follow the procedures and precautions the University provides regarding COVID-19 and the University’s ongoing effort to eradicate transmission of the virus on our campus.

We will:

• Practice physical distancing (the wingspan of an Eagle is 6 feet!);
• Practice good hand washing (20 seconds minimum!) or, when soap and water are not available, use hand sanitizer;
• Wear face coverings as required;
• Cover coughs and sneezes appropriately (use an elbow, not a hand, and keep a face covering on!);
• Follow directional signs telling us where to enter and exit buildings, and how to get around;
• Check-in at any screening desks that are located in any University building we enter;
• Stay home when we are feeling sick;
• Follow any enhanced cleaning procedures we encounter; and
• Treat each other with respect and empathy.

Stopping the spread of COVID-19 requires active participation by all members of our EMU community. We understand that the University’s information and safety procedures will be updated.

Because these instructions are critical to the campus community’s continued health, we understand that there will be consequences enforced by Human Resources, the Office of Wellness and Community Responsibility, and other appropriate departments, for people who do not follow these safety protocols.

We understand that by coming to campus, we may be in contact with people who are also at risk of community exposure to COVID-19, and that no list of restrictions, guidelines or practices will remove 100 percent of the risk of exposure to COVID-19. The virus can be transmitted by persons who are asymptomatic and before some people show signs of infection.

We understand that each of us plays a critical role in keeping everyone on campus safe and reducing the risk of exposure by following the practices outlined here.

We are #EMUSafe. We will work to minimize the spread of COVID-19, learn all we can, keep each other safe, and strengthen our community.
SECTION III:

GUIDING PRINCIPLES

The COVID-19 global pandemic is unprecedented in its scope and impact. EMU is guided by the following principles to provide a safe campus experience:

1. Our number one priority is the **health, safety and well being of our students, faculty and staff**. This will be the guiding principle in every action we take.

2. We will continue to **provide students with the outstanding education they deserve, excellent service to our community, and a safe working environment for our employees**.

3. Many questions remain unanswered about the epidemiology and future pattern of the COVID-19 virus. Our planning process will therefore not make specific predictions about a single course of action. Instead, **we will model different scenarios** with varying timelines and contingencies.

4. Our **goal is to make well-informed decisions, not necessarily the fastest decisions**. We will continue to review regulations, health and safety research, and best practices, and will update our policies and practices accordingly.

5. As with everything we do at Eastern, we must ensure that our actions are consistent with **inclusive excellence**. We must work to provide a campus community that includes and values individuals of differing abilities, experiences, and backgrounds.
SECTION IV:

THE PLANNING PROCESS

Consistent with the Guiding Principles, EMU’s actions and plans are based on best practices and informed by public health data and experts, including:

- Directives from government agencies, including the State of Michigan;
- Recommendations from various government agencies and professional organizations, including the U.S. Centers for Disease Control and the U.S. Occupational Safety and Health Administration; and
- Advice from public health experts.

The campus public health standards were developed by the University’s Public Health Work Group:

1. Murali Nair, Dean of the College of Health & Human Services, chair
2. Sherry Bumpus, Director of Nursing Operations & Associate Professor of Nursing
3. Ellen Gold, Assistant Vice President of Academic & Student Affairs and Dean of Students
4. Beverly Mihalko, Associate Professor of Health Sciences
5. Dieter Otto, Director of Custodial Services & Grounds
6. Elizabeth Radzilowski, University Human Resources
7. Karen Saules, Director of the Community Behavioral Health Clinic & Professor of Psychology
8. Michael Williams, Director of the School of Nursing
9. Andrea Gossett Zakrajsek, Professor of Occupational Therapy
Support: William Pollard, Office of the President

The Remote Work Group recommended policies and strategies to promote remote work for non-instructional employees while ensuring high-quality service delivery to students, employees, and other stakeholders.

1. Jeff Ammons, Interim Chief Human Resources Officer, chair
2. Mia Bass, University Human Resources Business Partner
3. Jim Carroll, Associate Provost for Administration & Budget
4. Doris Celian, University Controller
5. Erica Holmes, University Human Resources Coordinator
6. Rocky Jenkins, Director of Network & Systems Services
7. Mackenzie Jozeftzak, University Human Resources Coordinator
8. Erin Kido, Senior Associate Athletics Director
9. Aric Kirkland, Director of Desktop & Classroom Technology
10. Kim Rankins, Senior Secretary, TRiO Upward Bound
11. Ashleigh Spatt, Associate Director for Admissions Marketing & Outreach
12. Cathy Steiner, Event Planning Coordinator, Conf. & Event Services
13. Denise Tanguay, Professor of Management
Support: Casey Wooster, Office of the President
A Steering Committee oversees the safe phased return to on-campus operations:

1. James Smith, President, chair
2. Rhonda Longworth, Provost and Executive Vice President for Academic & Student Affairs, vice-chair
3. Michael Valdes, Chief Financial Officer, vice-chair
4. Lolita Cummings-Carson, Professor of Public Relations
5. Suzanne Gray, Professor, University Library, and President of the Faculty Senate
6. Jillian Graves, Assistant Professor of Social Work and AAUP Representative
7. Leigh Greden, Chief of Staff
8. Walter Kraft, Vice President for Communications and Marketing
9. Kevin Kucera, Vice President for Enrollment Management
10. Brett Last, Chief Human Resources Officer
11. Lauren London, General Counsel
12. Vicki Reaume, Vice President and Secretary to the Board of Regents
13. Michael Shumaker, President, All-Union Council
14. Ron Woody, Chief Information Officer

Support: Casey Wooster, Office of the President

Thank you to the individuals who served on these planning work groups, as well as to those who worked on various subcommittees supporting these efforts and the campus groups that provided valuable feedback, including the Faculty Senate, University Health and Safety Committee, Educational Environment & Facilities Committee, and other faculty input bodies.
SECTION V:

CAMPUS OPERATION LEVELS AND DECISION-MAKING

The University will maintain campus operations at a scope corresponding to the relative risk of COVID-19 transmission at the University and in the surrounding community. We must, and will, take any action we deem advisable at any time to protect the health and safety of our students, faculty, staff, and visitors. We will do this even where our actions may affect the availability of campus operations, including on-campus services and personnel.

In particular, the University is continually receiving and reviewing guidance from federal, state, and local authorities. We will closely monitor this guidance and conditions on campus, to determine whether changes must be made at any point to ensure continued safety.

Although they do not represent an exhaustive list, the factors below are particularly important. They will receive our sustained and careful attention. Significant changes to any of them may trigger a re-examination of our campus operation levels.

- Issuance of new federal, state, or local mandates, including but not limited to laws, procedures, regulations, and Executive Orders
- Changes to our local region’s Phase or other status under the Michigan Safe Start Plan (EMU resides in Michigan Economic Reporting Region 1 of the Michigan Governor’s Safe Start plan regarding COVID-19)
- Significant increases or decreases in COVID-19 transmission on campus, occur at a rate significantly different from that of our surrounding community
- Significant increases or decreases in COVID-19 transmission within our surrounding community
- Evidence that our University community is disregarding EMU’s physical distancing and face-covering requirements
- Significant changes in the availability of COVID-19 tests, essential PPE, or other required protective wear such as face coverings, due to logistics, supply chain or other factors
- Capacity of our contact tracing and Telehealth programs
- Changes in available healthcare capacity within our local healthcare facilities
- Signs that the University is reaching its physical capacity to manage the number of in-residence students requiring quarantine rooms or self-isolation
SECTION VI:

EMUSAFFE ACTIONS

A single action alone is insufficient to slow the spread of COVID-19. Therefore, the University will take a layered approach using multiple strategies that will make our campus community safer by reducing the spread of COVID-19. Following health protocols (e.g., wearing a face mask, physical distancing, personal hygiene) dramatically reduces your risk of contracting COVID-19. **These requirements are therefore designed to overlap and reinforce each other and must be observed in their entirety.**

Consistent with the principles outlined above, the details surrounding EMU’s safe campus plans will continue to evolve. **The safety actions outlined below will be updated** as society learns more about the most effective ways to mitigate the spread of COVID-19, government regulations change, vaccine distribution increases, and new decisions are made for our campus.

STUDENTS:

Daily Health Screening

All students are required to [complete a COVID PASS Daily Health Screening](#) every day they plan to be on campus to identify symptoms of COVID-19.

The symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This strategy is used effectively by hospitals, grocery stores, and other organizations. This system requires everyone’s participation to succeed. Compliance may be verified at check-in stations located inside campus buildings.

The [COVID PASS Daily Health Screening is available here](#) for use on a computer or mobile device. The University recommends completing the form before you leave your residence each day. For individuals who arrive on campus before completing the screen and do not have a smartphone, the form may be completed electronically at check-in desks.

**Residence Hall students must complete the screening every day.**
**Students who pass the screening are cleared to be on campus for that day.** Students may be required to verify that they passed the screening before entering a campus building.

Students may enter a building up to 30 minutes before the start of their class and must exit the building within 30 minutes following the class’s conclusion.

If students do not pass the screening, they must notify their instructor(s) that they will miss class, and, if employed on campus, notify their supervisor that they are ill.

Students may follow up with the EMU Telehealth Clinic (EMU_telehealth@emich.edu, 734.487.3865 with questions about their screening.

**Students who become ill while on campus**

If a student develops symptoms of COVID-19 while on campus, they should make arrangements to return home as soon as possible and avoid contact with other individuals as much as possible. A student must notify their instructor(s) that they will miss class and, if employed on campus, notify their supervisor that they are ill.

Students who have symptoms, or believe they may have been exposed to COVID-19, should complete the COVID-19 Report Form and may, if they wish, contact their primary health care provider the IHA Primary Care @ EMU Health Center (734.896.4110), or the University Telehealth Clinic (734.487.3865 or emu_telehealth@emich.edu).

**Testing for COVID-19**

Students identified by the University as being at higher risk of exposure to COVID-19 may be required to undergo baseline antigen testing before returning to campus. (Antigen testing detects the presence or absence of COVID-19 antigens). Examples of such students include those who live in on-campus housing and student-athletes. Additional mandatory testing of students may occur depending on the circumstances.

Students who test positive for COVID-19 must (a) return to their residence immediately, taking care to avoid contact with other people (or, if they are not on campus, they should stay home), (b) notify their instructors that they will miss class, (c) notify their immediate supervisor (if employed by the University) that they will miss work, and (d) complete the COVID-19 Report Form.

Students who learn that a fellow student or other individual who recently visited campus has tested positive for COVID-19 should immediately complete the COVID-19 Report Form.

**Aside from completing the COVID-19 Report Form, students should not notify anyone about a positive test for COVID-19. Other individuals on campus are notified as appropriate pursuant to government protocols for contact tracing and notification.**

A student who has questions about possible exposure to COVID-19 and how that impacts their ability to come to campus or remain in their residence hall should contact the Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu or the TeleHealth Clinic (EMU_telehealth@emich.edu, 734.487.3865).

Any individual who has symptoms of, or believes they may have been exposed to, COVID-19, should contact their primary health care provider, the IHA Primary Care @ EMU Health Center (734.896.4110), or the University Telehealth Clinic (EMU_telehealth@emich.edu, 734.487.3865). In this case, the student must also complete the COVID-19 Report Form.
Physical distancing

Physical distancing is one of the most effective strategies to reduce the spread of COVID-19. Whenever practical, all individuals on University grounds must maintain a physical distance of six feet or more from other individuals who are not part of their household. Although on-campus housing roommates are part of the same household, these standards apply in campus housing common areas.

Each campus building may have designated entry and exit points and signage regarding hallway traffic flow. Elevators have restricted capacities. These restrictions are clearly marked, and all individuals must adhere to these designations. Where traffic flow in hallways is not marked, individuals are encouraged to walk on the right side of the hallway.

Individual classrooms were evaluated to assess new capacity restrictions and seating configurations to allow for physical distancing. The capacity and layout will be different for every classroom based on its layout, whether the furniture is fixed or movable, etc. In classroom situations where physical distancing is not possible, additional precautions have been implemented to prevent the spread of COVID-19.

Signage encouraging physical distancing is installed throughout campus.

Face masks

Wearing a face mask is one of several important actions that reduce the spread of COVID-19 and other infectious diseases that spread through droplets. Everyone on campus is required to wear a face mask that covers both the nose and mouth indoors on campus or other University properties. Individuals need not wear a face mask (1) when they are alone in a private office with the door closed, living space, private motor vehicle, or other isolated space, (2) while swimming, or (3) where removal is necessary for physical examination of the mouth, nose, or throat. Face masks are not required outdoors.

When choosing a face mask, consider how well it fits, how well it filters air, and how many layers it has. Gaps can let air with respiratory droplets leak in and around the edges of the mask. Ensure that it fits snugly over your nose, mouth, and chin by cupping your hands around the outside edges of the mask and make sure no air is flowing from the area near your eyes or from the sides of the mask. If the mask has a good fit, you will feel warm air come through the front of the mask and may be able to see the mask material move in and out with each breath. Face masks are available in a variety of locations, including at check-in stations located in many campus buildings.

A three-layer mask provides enhanced protection against COVID-19. The EMU-branded face masks contain three layers. When a three-layer mask is not available, wearing two masks, such as a cloth mask over a surgical mask, can provide added protection, particularly if cloth masks are thin or one layer. KN95/N95 masks may be worn, but they require customized fitting and are therefore not recommended. Gaiter coverings (which are worn around the neck instead of over the ears) and vented masks are not permitted. A face shield is not a substitute for a face mask; a face shield should only be worn with a face mask.

Students who believe that they have a medical condition that prohibits them from wearing a face mask should contact the Disability Resource Center at drc@emich.edu. Student employees who believe that they have a medical condition that prohibits them from wearing a face mask while on campus should contact University Human Resources at HR_Benefits@emich.edu. Without an approved accommodation, face masks are required pursuant to this policy.
Hygiene

Good hygiene practices help reduce the spread of COVID-19.

- All individuals should regularly wash their hands with soap and water for at least 20 seconds. At a minimum, individuals should wash their hands before eating and after using the restroom, touching anything in a public area, or blowing their nose. The Custodial Services Office will ensure that public restrooms are equipped with soap.

- Use hand sanitizer when needed (but not in lieu of handwashing when soap and water are available). Hand sanitizer stations are in all buildings, and offices may purchase hand sanitizer for use by employees and visitors.

- Do not cough into the air. Instead, cover your mouth when you cough using your sleeve or a tissue (but not your hand). If you use a tissue when coughing or sneezing, throw away the tissue after use. If wearing a face covering, do not remove it to cough or sneeze.

- Blow your nose using a tissue, and immediately throw away the tissue after use. Individual offices may purchase tissues for use by employees and visitors.
Wellness & Community Responsibility

We expect every member of the campus community to follow these standards as part of our community commitment to safety. 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.

Gloves

In general, wearing gloves is not recommended to protect against COVID-19. The University will therefore not require most individuals to wear gloves. Some student employees may be required to wear gloves based on the nature of their work.

Cleaning and disinfecting

All public areas in campus buildings (e.g., restrooms, hallways, classrooms, offices) are subject to more frequent and in-depth cleaning. For example, disinfectant electrostatic fogging is used in large areas and spaces that are difficult to clean using traditional methods (such as locker rooms), and touchpoints (e.g., light switches, elevator buttons, desks, and door handles) are cleaned daily. The standards for each building vary based on the building size, layout, use, and other relevant criteria. Cleaning standards may evolve depending on the time of year, day of the week, government regulations, and other criteria.

Classrooms are cleaned and disinfected by custodial staff. Scheduling was modified to provide more time between classes to reduce the flow of people and allow time for additional cleaning if needed.

As part of the layered approach to providing a safe campus environment, EMU applied a special microbial polymer to create a protective covering on hard and soft surfaces in classrooms, public areas, and elsewhere. Used by many hospitals and other public universities in Michigan, the covering creates a long-lasting film on the treated surface that is proven to kill many viruses upon contact.

Ventilation

The University has modified building ventilation systems to increase the use of outside fresh air. The type of ventilation filter used varies depending on the type of work performed in the building and any limitations on the building’s filtration systems. Fans should not be used in classrooms and other interior public spaces.

Class instruction

EMU is offering a full selection of courses during the 2020-2021 academic year, and is in the process of developing the course schedule for the summer 2021 and fall 2021 semesters. Courses may be delivered in-person, online asynchronous, online synchronous, or in a hybrid format. Decisions about how individual courses are delivered will be made at the college and department level to ensure that each course’s pedagogical needs were addressed and that students receive access to the excellent education they expect. The Office of the Provost worked with Deans to execute this process. Classroom space is limited during the 2020-2021 academic year because of physical distancing standards. Room scheduling is therefore managed centrally by the Office of the Provost.
Dining

EMU Dining developed a comprehensive plan to enhance health and safety for customers and employees. The plan incorporates their unique needs as a food service provider and the largest employer of students on campus.

Changes include:

- an increased focus on speed to reduce congregation
- delicious to-go meals with more mobile-ordering options
- plexiglass at high-contact customer-service stations
- directional signage and digital communication tools
- removal of self-service options
- extensive training and employee health screening
- enhanced cleaning, and frequent sanitizing

Housing

EMU Housing developed a comprehensive plan to enhance health and safety protocols for the fall 2020 and winter 2021 semesters. To reduce housing density, EMU offered a single room in the residence halls, at a discounted rate, to students who requested one. Housing check-ins are staggered to support physical distancing. Plexiglass is installed at front desks that are currently in use, and will be added to other customer-facing stations as needed. Non-EMU guests are not permitted in housing facilities after move-in. Residents are required to wear face masks in common areas. Additional health protocols will be implemented and communicated to housing residents in advance of fall semester.

Residence hall students are required to complete a COVID PASS Daily Health Screening, even on days they are not attending class.

Additional health protocols will be implemented and communicated to housing residents.

Athletics

All student-athletes are required to undergo periodic COVID-19 testing and will be notified when and how to undergo such testing.

The Mid-American Conference Council of Presidents unanimously adjusted competition and practice schedules for various teams for the 2020-2021 academic year. Student-athletes should consult with their coach to assess their schedule and unique requirements to ensure compliance with COVID-19 protocols.

Travel

Individuals who use public transportation (e.g., buses) are encouraged to:

- always wear a face covering;
- practice physical distancing whenever possible; and
- wash their hands after their trip or, if soap and water are not readily available, carry and use hand sanitizer immediately after their trip.

Please see www.theride.org for information about the AAATA bus system.
Visitors & events

Special limitations and restrictions on visitors to campus are in place. A “one-size fits all” approach will not work. Instead, specific protocols have been developed for specific types of campus events, including athletic events, housing visitors, student organization events, and community gatherings. Many events may be held online. You may contact bookemu@emich.edu if you have questions about a specific event.

EMPLOYEES

Daily Health Screening

All employees will be required to complete a COVID PASS Daily Health Screening every day to identify symptoms of COVID-19.

The symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This strategy is used effectively by hospitals, grocery stores and other organizations. This system requires everyone’s participation to succeed. Compliance is verified at check-in stations located inside buildings.

The COVID PASS Daily Health Screening form is available here for use on a computer or mobile device. The University recommends completing the form before you leave your residence each day. For individuals who arrive on campus before completing the screen and do not have a smartphone, the form may be completed electronically at check-in desks.

Employees who pass the health screening are cleared to be on campus for that day. Employees may be required to verify that they passed the health screening before entering a campus building.

Employees who do not pass the health screening are required to stay off-campus, follow instructions provided in the screening, and notify their supervisor that they are ill.

Faculty and staff may follow up with the EMU Telehealth Clinic with questions about their screening (EMU_telehealth@emich.edu, 734-487-3865).

Individuals who become ill while on campus

If an employee develops symptoms of COVID-19 while on campus, they must notify their supervisor immediately that they are ill, make arrangements to return home as soon as possible, and avoid contact with other individuals as much as possible.
Any individual who has symptoms of COVID-19, or believes they may have been exposed to COVID-19, should complete the COVID-19 Report Form and may contact their primary health care provider, the IHA Primary Care @ EMU Health Center at 734.896.4110, or the University Telehealth Clinic (734.487.3865 or emu_telehealth@emich.edu).

Most of EMU’s workforce has access to paid sick time as outlined in Board Policy 3.2.5 (for non-bargained-for employees) and the collective bargaining agreements (for employees in a collective bargaining unit). The University does not retaliate against employees (through discharge, discipline or otherwise) who stay home or leave work when they are sick or at particular risk of infecting others with COVID-19. University Human Resources is responsible for ensuring compliance with this policy and investigating allegations that this policy was violated.

Testing for COVID-19

Populations at higher risk of exposure to COVID-19 may undergo baseline antigen testing before returning to campus. (Antigen testing detects the presence or absence of COVID-19 antigens). Additional testing may occur depending on the circumstances.

Employees who test positive for COVID-19 must (a) leave campus immediately, taking care to avoid contact with other people (or, if they are not on campus, they should stay home), (b) notify their immediate supervisor that they are ill, and (c) complete the COVID-19 Report Form.

Individuals who learn that a student, co-worker, visitor or contract employee who recently visited campus has tested positive for COVID-19 should immediately complete the COVID-19 Report Form.

Other than completing the COVID-19 Report Form, employees should not notify anyone about a positive test for COVID-19. Other individuals on campus are notified as appropriate pursuant to government protocols for contact tracing and notification.

An employee who has questions about possible exposure to COVID-19 and how that impacts their ability to come to campus should contact the EMU Telehealth Clinic (EMU_telehealth@emich.edu, 734-487-3865).

Any individual who has symptoms of, or believes they may have been exposed to, COVID-19, should contact their primary health care provider, the IHA Primary Care @ EMU Health Center (734.896.4110), or the University Telehealth Clinic (734.487.3865 or emu_telehealth@emich.edu). In this case, an employee must also complete the COVID-19 Report Form.

Physical distancing

Physical distancing is one of the most effective strategies to reduce the spread of COVID-19. Whenever practical, all individuals on University grounds must maintain a physical distance of six feet or more from other individuals who are not part of their household. Although on-campus housing roommates are part of the same household, these standards apply in campus housing common areas.

Each campus building may have designated entry and exit points and signage regarding hallway traffic flow. Elevators have restricted capacities. These restrictions are clearly marked, and all individuals must adhere to these designations. Where traffic flow in hallways is not marked, individuals are encouraged to walk on the right side of the hallway.
Individual classrooms were evaluated to assess new capacity restrictions and seating configurations to allow for physical distancing. The capacity and layout are different for every classroom based on its layout, whether the furniture is fixed or movable, etc. In classroom situations where physical distancing is not possible, additional precautions have been implemented to prevent the spread of COVID-19.

Individual offices may be reconfigured to promote physical distancing. Plexiglass screens may be installed to reduce the spread of respiratory droplets in areas with customer-facing counters or where employees work in close proximity to one another. As part of the ongoing planning process, each office will be asked to submit requests to rearrange furniture or install plexiglass screens based on their unique needs.

Signage encouraging physical distancing is installed throughout campus, and individual offices have access to pre-designed signs to print and post in their workspaces.

**Face masks**

Wearing a face mask is one of several important actions that reduce the spread of COVID-19 and other infectious diseases that spread through droplets. **Everyone on campus is required to wear a face mask that covers both the nose and mouth indoors on campus or other University properties.** Individuals need not wear a face mask (1) when they are alone in a private office with the door closed, living space, private motor vehicle, or other isolated space, (2) while swimming, or (3) where removal is necessary for physical examination of the mouth, nose, or throat. Face masks are not required outdoors.

When choosing a face mask, consider how well it fits, how well it filters air, and how many layers it has. Gaps can let air with respiratory droplets leak in and around the edges of the mask. Ensure that it fits snugly over your nose, mouth, and chin by cupping your hands around the outside edges of the mask and make sure no air is flowing from the area near your eyes or from the sides of the mask. If the mask has a good fit, you will feel warm air come through the front of the mask and may be able to see the mask material move in and out with each breath. Face masks are available in a variety of locations, including at check-in stations located in many campus buildings.

A three-layer mask provides enhanced protection against COVID-19. The EMU-branded face masks contain three layers. When a three-layer mask is not available, wearing two masks, such as a cloth mask over a surgical mask, can provide added protection, particularly if cloth masks are thin or one layer. KN95/N95 masks may be worn, but they require customized fitting and are therefore not recommended. Gaiter coverings (which are worn around the neck instead of over the ears) and vented masks are not permitted. A face shield is not a substitute for a face mask; a face shield should only be worn with a face mask.

Employees (including student employees) who believe that they have a medical condition that prohibits them from wearing a face mask should contact University Human Resources at HR_benefits@emich.edu. Without an approved accommodation, face masks are required pursuant to this policy.

**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.
Hygiene

Good hygiene practices help reduce the spread of COVID-19.

- All individuals should regularly wash their hands with soap and water for at least 20 seconds. At a minimum, individuals should wash their hands before eating and after using the restroom, touching anything in a public area, or blowing their nose. The Custodial Services Office will ensure that public restrooms are equipped with soap.

- Use hand sanitizer when needed (but not in lieu of handwashing when soap and water are available). Hand sanitizer stations will be in all buildings, and offices may purchase hand sanitizer for use by employees and visitors.

- Do not cough into the air. Instead, cover your mouth when you cough using your sleeve or a tissue (but not your hand). If you use a tissue when coughing or sneezing, throw away the tissue after use. If wearing a face covering, do not remove it to cough or sneeze.

- Blow your nose using a tissue, and immediately throw away the tissue after use. Individual offices may purchase tissues for use by employees and visitors.

Gloves

In general, wearing gloves is not recommended to protect against COVID-19. The University will therefore not require most individuals to wear gloves. Some employees may be required to wear gloves based on the nature of their work.
Cleaning and disinfecting

All public areas in campus buildings (e.g., restrooms, hallways, classrooms, offices) are subject to more frequent and in-depth cleaning. For example, disinfectant electrostatic fogging is used in large areas and spaces that are difficult to clean using traditional methods (such as locker rooms), and touchpoints (e.g., light switches, elevator buttons, desks, and door handles) are cleaned daily. 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.

Classrooms are cleaned and disinfected by custodial staff. Scheduling was modified to provide more time between classes to reduce the flow of people and allow time for additional cleaning if needed.

As part of the layered approach to providing a safe campus environment, EMU applied a special microbial polymer to create a protective covering on hard and soft surfaces in classrooms, public areas, and elsewhere. Used by many hospitals and other public universities in Michigan, the covering creates a long-lasting film on the treated surface that is proven to kill many viruses upon contact.

Ventilation

The University has modified building ventilation systems to increase the use of outside fresh air. The type of ventilation filter used varies depending on the type of work performed in the building and any limitations on the building’s filtration systems. Fans should not be used in classrooms and other interior public spaces.

Class instruction

EMU is offering a full selection of courses during the 2020-2021 academic year, and is in the process of developing the course schedule for the summer 2021 and fall 2021 semesters in the fall semester. Courses may be delivered in-person, online asynchronous, online synchronous, or in a hybrid format. Decisions about how individual courses are delivered were made at the college and department level to ensure that each course’s pedagogical needs were addressed and that students receive access to the excellent education they expect. The Office of the Provost worked with Deans to execute this process. Classroom space is extremely limited during the 2020-2021 academic year because of physical distancing standards. Room scheduling is therefore managed centrally by the Office of the Provost, and a majority of class sections are offered in an online or hybrid format.
Dining
EMU Dining developed a comprehensive plan to enhance health and safety for customers and employees. The plan incorporates their unique needs as a food service provider and the largest employer of students on campus.

Changes include:

- an increased focus on speed to reduce congregation
- delicious to-go meals with more mobile-ordering options
- plexiglass at high-contact customer-service stations
- directional signage and digital communication tools
- removal of self-service options
- extensive training and employee health screening
- enhanced cleaning, and frequent sanitizing

Housing
EMU Housing developed a comprehensive plan to enhance health and safety protocols. To reduce housing density, EMU offered a single room in the residence halls during the fall 2020 and winter 2021 semesters, at a discounted rate, to students who requested one. Housing check-ins are staggered to support physical distancing. Plexiglass is installed at front desks that are currently in use, and will be added to other customer-facing stations as needed. Non-EMU guests are not permitted in housing facilities after move-in. Residents are required to wear face masks in common areas.

Residence hall students are required to complete health screenings daily, even on days they are not attending class. The COVID PASS Daily Health Screening form is available here.

Athletics
All student-athletes are required to undergo periodic COVID-19 testing and will be notified when and how to undergo such testing.

The Mid-American Conference Council of Presidents unanimously adjusted competition and practice schedules for various teams for the 2020-2021 academic year. Student-athletes should consult with their coach to assess their schedule and unique requirements to ensure compliance with COVID-19 protocols.

Remote work and flexible work schedules
The Remote Work Group developed new policies and practices to support remote work by non-instructional staff. These policies and practices will support the flexibility needed when considering remote work arrangements for staff alongside individual office needs and state and federal health-related workplace mandates. Staff who have not been directed to work remotely but nonetheless request remote work arrangements must have them approved by their supervisors.
A variety of tools exist to support employees who are assigned to work at home. For example, to date the University:

- doubled its VPN capacity;
- purchased a campus-wide Zoom license;
- permits employees to ask to bring desktop computer equipment home; and
- ramped up use of softphone software that allows employees to make and receive telephone calls from their computer using their University telephone number, and voicemail forwarding to email.

Faculty and staff requesting medical accommodation or leave to work from home or teach online pursuant to the Americans with Disabilities Act (ADA) or any other available leave should submit such requests to University Human Resources at hr_benefits@emich.edu.

**Research labs**

Research labs have been re-opening on a phased approach pursuant to applicable State of Michigan orders. Their detailed plans and procedures include special protocols for training, cleaning, physical distancing and other standards.

**Travel (vehicle, air, and public transportation)**

Employees are not permitted to travel via air for University business until further notice. Employees should direct questions to their division vice president.

Employees who use University vehicles for University business must wear a face mask in the vehicle if they are in the vehicle with another individual who is not a member of their household.

Individuals who use public transportation (e.g., buses) are encouraged to:

- always wear a face mask;
- practice physical distancing whenever possible; and
- wash their hands after their trip or, if soap and water are not readily available, carry and use hand sanitizer immediately after their trip.

**Visitors & events**

Special limitations and restrictions on visitors to campus are in place. A “one-size fits all” approach will not work. Instead, specific protocols have been developed for specific types of campus events, including athletic events, housing visitors, student organization events, and community gatherings. Many events may be held online. You may contact bookemu@emich.edu if you have questions about a specific event.
SECTION VII:

RESOURCES

Additional resources that are available to employees and students include:

EMU Safe website

Eastern Michigan University COVID-19 information website

Counseling & Psychological Services: counseling.services@emich.edu or 734-487-1118

Office of Environmental Health & Safety: 734-487-0794

Employee Assistance Program: 855-283-1915

U.S. Centers for Disease Control and Prevention