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UPDATED AUGUST 7, 2020
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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 phased return to campus in the fall. As we have expressed many times over the past months, the health and safety of our community 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 coverings, remote work where possible, protocols if you become ill, and other important topics. We will continue to closely monitor federal, state, and local health guidelines, guidance from professional organizations in higher education, as well as feedback from stakeholders, and will be 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 have not been rushed. Guided by our own public and medical health professionals, as well as many other University professionals, we have prepared this guidebook 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 get through this effectively without that level of collaboration and commitment to our students and institution. This unity and shared effort represents 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 and to protect one another, especially the most vulnerable.

Again, we say - with cautious optimism - that we look forward to a different but supportive campus. 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
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 continued health of the campus community, 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 #EMU Safe. We will work to minimize the spread of COVID-19, learn all we can, keep each other safe, and strengthen our community.
The COVID-19 global pandemic is unprecedented in its scope and impact. As EMU safely transitions back to on-campus operations, we are guided by the following principles:

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 Jozefczak, 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, Ph.D., President, chair
2. Rhonda Longworth, Ph.D., Provost and Executive Vice President for Academic & Student Affairs, vice chair
3. Michael Valdes, Chief Financial Officer, vice chair
4. Jeff Ammons, Interim Chief Human Resources Officer
5. Lolita Cummings-Carson, Professor of Public Relations
6. Suzanne Gray, Professor, University Library, and President of the Faculty Senate
7. Leigh Greden, Chief of Staff
8. Walter Kraft, Vice President for Communications and Marketing
9. Kevin Kucera, Vice President for Enrollment Management
10. Lauren London, General Counsel
11. D. Marty Raymond, Professor of Nursing
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

As we carefully return to campus, the University will maintain campus operations only 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, as well as 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, occurring 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
- 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:

EMUSAFAE ACTIONS

Until a vaccine is developed, a single action, standing alone, is insufficient to slow the spread of COVID-19. The University will therefore take a layered approach using multiple strategies that, together, will make our campus community safer by reducing the spread of COVID-19. Following health protocols (e.g., wearing a face covering, 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 phased safe return to campus 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 evolve, and new decisions are made for our campus.

Students:

Daily Health Screening

All students and employees will be required to complete a screening process every day to identify symptoms of COVID-19 (outlined below). This strategy has been used effectively by hospitals, grocery stores, and other organizations. This system requires everyone’s participation to succeed. Compliance will be verified at check-in stations located inside buildings.

The screening will occur on a web-based URL for use on a computer or mobile device; details will be announced before the fall semester begins. For those without a “smart phone,” paper forms will be available at check-in desks outside buildings.

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

Students who have any of these symptoms that are not related to another health condition may not come to campus, and should notify their instructors (and, if employed on campus, their supervisor) that they will miss class.
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, avoid contact with other individuals as much as possible, notify their instructor(s) that they will miss class, consult a health care provider and, if employed on campus, notify their supervisor that they are ill.

Students who have symptoms of COVID-19, or believe they may have been exposed to, COVID-19, should contact their primary health care provider or the IHA Primary Care @ EMU Health Center at 734-896-4110.

Testing for COVID-19

Students at higher risk of exposure to COVID-19 may undergo baseline antigen testing prior to returning to campus. (Antigen testing detects the presence or absence of COVID-19 antigens). Additional testing may occur depending on the circumstances, but wide-scale testing beyond individuals who are symptomatic or at higher risk of exposure is not recommended by government health agencies and, as a result, is not recommended by the University’s Public Health Work Group at this time.

Students 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 instructors that they will miss class, (c) notify their immediate supervisor (if employed by the University) that they will miss work, and (d) contact the Dean of Students and Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu.

Students who learn that a fellow student or other individual who recently visited campus has tested positive for COVID-19 should immediately notify the Dean of Students and Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu.

Students should not notify anyone other than the Dean of Students and Assistant Vice President for Academic & Student Affairs about a positive test for COVID-19. Other individuals on campus will be 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 should contact the Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu.

Any individual who has symptoms of, or believes they may have been exposed to, COVID-19, should contact their primary health care provider or the IHA Primary Care @ EMU Health Center at 734-896-4110.

These protocols will likely be updated in the near future. Updates will be included in this document and shared with the campus community.
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 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 will apply in campus housing common areas.

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

Individual classrooms are being 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 furniture is fixed or movable, etc.

Signage encouraging physical distancing will be installed throughout campus.

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.

The University will provide face coverings to students. Students enrolled in in-person classes during the summer semester may obtain face coverings when they check-in to their academic building each day. In the fall, face coverings will be distributed in a variety of locations that will be published, including at check-in stations outside many campus buildings.

Students who believe that they have a medical condition that prohibits them from wearing a face covering 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 covering while working on campus should contact University Human Resources at hr_benefits@emich.edu. Without an approved accommodation, face coverings are required.

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.
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 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 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.

In fall, classrooms will be cleaned and disinfected daily by custodial staff. Scheduling will be 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 will also apply 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 is modifying 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 will offer a full selection of courses in the fall semester. Courses may be delivered in-person, online, or in a hybrid format. Decisions about how individual courses will be delivered will be made at the college and department level to ensure that each course’s pedagogical needs are addressed and that students receive access to the excellent education they expect. The Office of the Provost has worked with Deans to execute this process. We know, however, that classroom space will be extremely limited in the fall because of physical distancing standards. Room scheduling will therefore be managed centrally by the Office of the Provost, and a majority of class sections will be offered in an online or hybrid format.

Dining
EMU Dining has developed a comprehensive plan to enhance health and safety for customers and employees. The Dining plan incorporates their unique needs as a food service provider and the largest employer of students on campus. Changes for the fall include an increased focus on speed to reduce congregation, delicious to-go meals with more mobile-ordering options, plexi-glass 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 is developing a comprehensive plan to enhance health and safety protocols in fall. 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 will be staggered to support physical distancing. Plexi-glass has been installed at front desks that are currently in use, and will be added to other customer-facing stations as needed. Non-EMU guests will not be permitted in housing facilities after move-in. Residents will be required to wear face coverings in common areas. Additional health protocols will be implemented and communicated to housing residents in advance of fall semester.

Athletics
The University is planning for intercollegiate sports programs to take place as scheduled, but changes to schedules and protocols may be implemented by the applicable conferences. Stringent protocols are in place for student-athletes to promote physical distancing when possible, reduce sharing of equipment, and enhance cleaning. Spectators will also be subject to enhanced 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.
Information about the AAATA bus system may be found here: www.theride.org.
Visitors & events

New limitations and restrictions on visitors to campus will be in place this fall. A “one-size fits all” approach will not work. Instead, specific protocols will be developed and announced in advance for specific types of campus events, including athletic events, housing visitors, student organization events, and community gatherings. Many events may be held online. We know the campus experience for visitors this fall will be different compared to prior years, but these sacrifices are necessary to help reduce the spread of COVID-19.

Employees

Daily Health Screening

All students and employees will be required to complete a screening process every day to identify symptoms of COVID-19 (outlined below). This strategy has been used effectively by hospitals, grocery stores, and other organizations. This system requires everyone’s participation to succeed. Compliance will be verified at check-in stations located inside buildings.

The screening form is in paper and online format during the summer transition period. In the fall, the screening will occur on a web-based URL for use on a computer or mobile device; details will be announced before the fall semester begins. For those without a “smart phone,” paper forms will be available at check-in desks outside buildings. The screening process may be modified in certain areas of the University based on unique needs of particular offices.

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

Employees who have any of these symptoms that are not related to another health condition may not come to campus, and should notify their supervisor that they are ill.

Individuals who become ill while on campus

If an employee develops symptoms of COVID-19 while on campus, they should notify their supervisor immediately that they are ill, make arrangements to return home as soon as possible, avoid contact with other individuals as much as possible, and consult a health care provider.

Any individual who has symptoms of COVID-19, or believes they may have been exposed to COVID-19, should contact their primary health care provider or the IHA Primary Care @ EMU Health Center at 734-896-4110.
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 has been violated.

**Testing for COVID-19**

Populations at higher risk of exposure to COVID-19 may undergo baseline antigen testing prior to returning to campus. (Antigen testing detects the presence or absence of COVID-19 antigens). Additional testing may occur depending on the circumstances, but wide-scale testing beyond individuals who are symptomatic or at higher risk of exposure is not recommended by government health agencies and, as a result, is not recommended by the University’s Public Health Work Group at this time.

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) contact the Dean of Students and Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu.

Individuals who learn that a student, co-worker, visitor or contract employee who recently visited campus has tested positive for COVID-19 should immediately notify the Dean of Students and Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu.

**Employees should not notify anyone other than the Dean of Students and Assistant Vice President for Academic & Student Affairs about a positive test for COVID-19. Other individuals on campus will be 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 Assistant Vice President for Academic & Student Affairs at emu_deanofstudents@emich.edu.

Any individual who has symptoms of, or believes they may have been exposed to, COVID-19, should contact their primary health care provider or the IHA Primary Care @ EMU Health Center at 734-896-4110.

**These protocols will likely be updated in the near future. Updates will be included in this document and shared with the campus community.**

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

Individual classrooms are being 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 furniture is fixed or movable, etc.

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

Signage encouraging physical distancing will be installed throughout campus, and individual offices will have access to pre-designed signs to print and post in their work spaces.

**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.**

The University will provide face coverings to employees and students. These purchases will be handled 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, and the small number of students enrolled in on-campus classes may obtain face coverings when they check-in to their academic building each day. In the fall, face coverings will be distributed in a variety of locations that will be published, including at check-in stations 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.

**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 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.

In fall, classrooms will be cleaned and disinfected daily by custodial staff. Scheduling will be 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 will also apply 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 is modifying 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 will offer a full selection of courses in the fall semester. Courses may be delivered in-person, online, or in a hybrid format. Decisions about how individual courses will be delivered will be made at the college and department level to ensure that each course’s pedagogical needs are addressed and that students receive access to the excellent education they expect. The Office of the Provost has worked with Deans to execute this process. We know, however, that classroom space will be extremely limited in the fall because of physical distancing standards. Room scheduling will therefore be managed centrally by the Office of the Provost, and a majority of class sections will be offered in an online or hybrid format.

Dining
EMU Dining has developed a comprehensive plan to enhance health and safety for customers and employees. The Dining plan incorporates their unique needs as a food service provider and the largest employer of students on campus. Changes for the fall 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 is developing a comprehensive plan to enhance health and safety protocols in fall. 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 has been installed at front desks that are currently in use, and will be added to other customer-facing stations as needed. Non-EMU guests will not be permitted in housing facilities after move-in. Residents will be required to wear face coverings in common areas. Additional health protocols will be implemented and communicated to residents in advance of fall semester.

Athletics
The University is planning for intercollegiate sports programs to take place as scheduled, but changes to schedules and protocols may be implemented by the applicable conferences. Stringent protocols are in place for student-athletes to promote physical distancing when possible, reduce sharing of equipment, and enhance cleaning. Spectators will also be subject to enhanced protocols.
Remote work and flexible work schedules
The Remote Work Group has 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 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 are re-opening in the summer 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 covering 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 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.

Visitors & events
New limitations and restrictions on visitors to campus will be in place this fall. A “one-size fits all” approach will not work. Instead, specific protocols will be developed and announced in advance for specific types of campus events, including athletic events, housing visitors, student organization events, and community gatherings. Many events may be held online. We know the campus experience for visitors this fall will be different compared to prior years, but these sacrifices are necessary to help reduce the spread of COVID-19.
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