

**March 26, 2020**

**Message from University Human Resources to EMU employees regarding Washtenaw County Health Department Emergency Order**

To EMU Employees:

This week, in response to the Governor's "Stay Home, Stay Safe" Executive Order, EMU supervisors reached out individually to many of those employees who EMU must designate as "**critical infrastructure workers**," that is, workers who must continue to come to Eastern's campus to do a portion of their jobs, and whose jobs fall within a well-defined set of exemptions to the Governor's Order. If you are designated as a "critical infrastructure worker," you should now know, via a direct communication from your supervisor.

In the next two days, we will provide a request form for one-time or periodic designation as a critical infrastructure worker for those who must return to campus for one-time or periodic basis to obtain instructional material from offices or maintain basic laboratory functions.

Under the Governor's directive, employees should not be coming to campus without this designation. If you believe you should be designated a critical infrastructure worker, please contact your supervisor. Only divisional vice presidents can approve these requests.

Last night (March 25), the Washtenaw County Health Department issued an Emergency Order requiring EMU supervisors to **screen each critical infrastructure worker every day they come to campus** for increased risk of COVID-19. **This takes effect immediately.** To that end, Eastern has drafted a form for supervisors to use in conducting these short screenings.

- The [form exists in paper format](#), for supervisors to ask questions of their employees verbally upon their arrival on campus.
- It also exists as an [online form](#), for employees to fill out and submit before coming to campus at any time.

Supervisors may choose to use either form to complete the screen, but it must be completed by each person coming to work on campus, each day.

**Therefore, if you are or could be supervising critical infrastructure employees on campus, please take a minute to review the paper and online forms, and determine which method you would like to use. Then, communicate that choice to any critical infrastructure workers you have now or in the future.** Both versions of the form are included in this message.

Supervisors must inform their divisional vice president of whether they will use the paper form or the online form with their employees.

We will include instructions on how to record absences that result from compliance with the County's Emergency Order in future communications. We ask that you continue to monitor the President's messages to campus and EMU's [COVID-19 website](#) for these, and other, details.

As we've shared many times, this situation continues to evolve day by day, and we are extremely grateful to each of you for your communication, thoughtful questions, and dedication to Eastern.

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