

August 27, 2020

To all employees:

This email outlines the revised process by which employees receive approval to be on campus for work-related purposes. **Please save and refer back to this email as needed.**

The purpose of the procedures outlined below is to reduce the number and density of people on campus and inside campus buildings. This is one of many steps that helps reduce the spread of COVID-19.

This new process is effective **Monday, August 31, 2020.**

Employees may access their office/work space for work-related purposes if they do **all of the following:**

1. Secure supervisor approval:

Employees who request, or are required to have, regular use of campus spaces as part of their job should consult with their supervisor to establish a regular schedule. Employees with a regularly established on-campus work schedule that has been agreed to with their supervisor may bypass Step #1 and proceed to Step #2 below.

Employees who do not have a regular on-campus work schedule agreed to with their supervisor, but who nonetheless need to come to campus for a short period to pick up materials, prepare space for on-campus operations, etc., should seek supervisor approval as follows:

-- Employees in the academic units (colleges, Library, and Honors College) must secure approval from their Dean, or their Dean's designee, to visit campus offices or instructional buildings. Each Dean will develop and communicate a process for how permissions will be sought and approved within their college/Library for these short visits.

-- Employees outside the academic units must secure approval from their immediate supervisor.

When reviewing and scheduling such visits to campus, Deans/supervisors must exercise discretion to ensure that work spaces do not become crowded. Meetings between individuals and instructional office hours should be scheduled remotely unless specific exceptions are approved.

Deans/supervisors no longer need to secure approval for such visits from the Offices of the Provost or President, or from the Division of Information Technology.

2. Daily screening:

All employees approved to come to campus (either as part of a regular work schedule or for an approved one-time visit) must complete [this daily screening](#) prior to leaving their home to come to campus. The employee's supervisor will receive an email verifying whether the employee is allowed to come to campus. (Employees who have been asked by their supervisor to complete a [paper version](#) of the daily screening form, or those employees who complete the paper version because they do not have access to a "smart phone" or computer, may continue to do so).

3. Swipe to enter buildings:

Employees approved to come to campus and who are cleared to do so through the daily screening process must swipe their EMU ID card to enter the building at the building entrance where the swipe

device is located. If you need a new EMU ID card, please visit [this website](#) and scroll to the section titled University Employees or, if you have questions, you may email eagleonecard@emich.edu.

Employees no longer need to call the Department of Public Safety upon entering or leaving campus buildings.

4. Comply with health protocols:

While on campus, employees must comply with applicable University policies, including wearing a face covering, physical distancing, following posted signage for hallway traffic, etc. All employees should regularly review our guidebook, the [Safe Return-to-Campus Plan](#), to ensure they are up-to-date with the latest policies.

Please note that this process will likely be modified in the near future. For example, we are in the process of setting up check-in desks located at specified building entrances that employees may use to access buildings. Please continue to monitor your e-mail for updates.

It is also important to remember that, since March, many campus employees have been working full-time on campus. Custodians have worked diligently to keep our campus clean. Public Safety employees have worked 24/7 to ensure the safety of our campus and surrounding community. Facilities employees have worked hard to manage the Cogeneration system, complete repairs, etc. WEMU employees have successfully delivered important news, information and entertainment to the community from the station. Others have similarly worked hard on campus during an extremely challenging time. We owe them our gratitude.