

Daily health screening, building entrance/exits, and check-in desks

August 28, 2020

To the campus community:

This email addresses the following subjects:

- the University's policy requiring daily screenings,
- building entrances/exits, and
- building check-in desks.

Please read this email in its entirety, and save and refer back to it as needed.

As we have shared repeatedly over the last several months, the University is taking a layered multi-step approach to help reduce the spread of COVID-19. Those steps must be followed in their entirety, and are outlined in the [University's Safe Return-to-Campus Plan](#) guidebook. The policies and procedures outlined below are important parts of the University's comprehensive safety plan.

COVID PASS DAILY SCREENING

Every student and employee must complete a daily screening called "COVID PASS" each day before coming to campus. This screening is not required on days when you are not on campus. The screening tool is online and can be found here:

COVID PASS DAILY SCREENING

After completing the screening, you will receive an email indicating whether you are permitted to come to campus on the day in question. Save that email for use at building check-in stations (see below). Employees' supervisors will receive a copy of the email confirming whether the employee is permitted to come to campus.

If you are not eligible to come to campus, you may complete the [COVID-19 Report Form](#) or, if you wish, contact your health care provider or visit the [IHA Primary Care @ EMU](#) at 734-896-4110.

Reminder: As outlined in the email sent to all employees on August 27, 2020, employees may only come to campus if they (a) have an on-campus work schedule approved by their supervisor or (b) request and receive permission from their supervisor to come to campus.

BUILDING ENTRANCES & EXITS

Most buildings on campus now have a designated entrance and exit. These entrances and exits will be labeled, but you can also find a list of those locations on the [Building Entry/Exit and Circulation page](#).

Building hours have been modified and will continue to evolve based on the activity taking place in the building.

Buildings may also have designated pathways in hallways to promote physical distancing. These pathways should be clearly marked but, in buildings where there are fewer pathways, or where markings are unclear, please walk on the right side of the hallway.

We understand that these requirements may require a change to your routine, but they are an important part of our collective commitment to reducing the spread of COVID-19.

BUILDING CHECK-IN STATIONS

Many buildings will have a check-in station at the building's [designated entry point](#). These check-in stations will often be staffed during hours when people are expected and authorized to be in the building (e.g., when in-person classes are scheduled to occur in the building). Face coverings -- which must be worn on campus -- will also be available at check-in stations.

All **students** must enter through a building's designated entry point and must confirm at the check-in station that they have completed the daily COVID PASS screening (described above). The most effective way to do this is to show your "smart phone" with the email you received through COVID PASS (see above) to the check-in attendant. Students without a smart phone, or who forgot to complete the COVID PASS screening, may complete COVID PASS at the check-in desk on an electronic device that will be available (and disinfected between uses) at the check-in station. If the check-in desk is not staffed, students must nonetheless complete the daily screening.

Employees who are authorized to be in the building may enter through a building's designated entrance **or** through the building's swipe access door. Employees who enter through a building's designated entrance must stop at the check-in station and verify that they have completed the daily COVID PASS screening. **Regardless of where they enter a building, however, all employees coming to campus must complete the COVID PASS daily screening** (described above). Failure to do so may result in disciplinary action.