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.
TABLE OF CONTENTS

SECTION I: Message from the President and Provost ................................................................. 3
SECTION II: The Planning Process ............................................................................................ 4
SECTION III: Campus Operation Levels and Decision-Making .............................................. 6
SECTION IV: EMU’s Fall 2021 Operations .............................................................................. 7
SECTION V: Resources ............................................................................................................ 21

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 in-person campus experience for the fall of 2021. As we have expressed many times over the past sixteen months, 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. **Together, our robust EMU Safe policies are even more comprehensive than our fall 2020 safety policies, which proved successful in limiting the spread of COVID-19 on campus.**

This guidebook outlines the numerous opportunities available to students and employees and the common-sense precautions our campus will use to help keep the campus community safe. 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 and enjoyable campus experience.

We applaud our community for their perseverance, patience and support of one another during the previous sixteen months. 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:  
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, 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. Sherry Bumpus, Director of Nursing Operations
5. Lolita Cummings-Carson, Professor of Public Relations
6. Suzanne Gray, Professor, University Library, and President of the Faculty Senate
7. Jillian Graves, Assistant Professor of Social Work and AAUP Representative
8. Leigh Greden, Chief of Staff
9. Walter Kraft, Vice President for Communications and Marketing
10. Kevin Kucera, Vice President for Enrollment Management
11. Brett Last, Chief Human Resources Officer
12. Lauren London, General Counsel
13. Vicki Reaume, Vice President and Secretary to the Board of Regents
14. Michael Shumaker, President, All-Union Council
15. Michael Williams, Director of the School of Nursing
16. 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 III:

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 IV:

EMU’S FALL 2021 OPERATIONS

The University looks forward to a fall 2021 season that looks more like semesters prior to COVID-19. Students will enjoy a variety of options for classes (in-person, hybrid, and remote), numerous opportunities for housing, and various on-campus events.

At the same time, the University will continue to take a common-sense approach using multiple strategies to promote campus safety. Our practices have been effective at reducing the spread of COVID-19 and we remain committed to providing a safe environment for students, employees, and visitors. Taken together, our comprehensive safety program is even more robust than our fall 2020 safety program.

The policies outlined below will be updated as appropriate and consistent with applicable government guidance.

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.

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.

COVID-19 vaccination requirements

Our goal is to have every member of the campus who is able to do so to be vaccinated against COVID-19. Vaccines are safe and effective, and the lack of vaccination is the primary reason why COVID-19 cases are increasing across the state and nation. Toward that end, EMU has enacted several policies and programs to promote vaccination.

Students living in University student housing facilities must be vaccinated against COVID-19. The deadline for housing residents to receive their final vaccination shot and verify their vaccination status through the University’s COVID Vax Certification system is Thursday, September 30, 2021. Students who comply with the program will be eligible to receive a prize through the University’s “Get the Vax to Win” program. You may learn more about the vaccination requirement for on-campus housing residents here.

Other students participating in certain activities that create a higher risk of COVID-19 exposure are also required to be vaccinated, including student-athletes, students participating in Marching Band, and students participating in certain academic programs. Those students will be notified of their vaccination requirements and deadlines.

Beyond the students listed above who are required to be vaccinated, any other student who attends any on-campus class is required to be vaccinated against COVID-19 or, if not vaccinated, undergo weekly COVID-19 testing. Testing is available at EMU’s campus testing center (appointments required) or you may upload a test result to the portal provided in an email you will receive notifying you of the testing requirements.

Students and employees who receive a COVID-19 vaccine are eligible for incentives through the EMU “Get the Vax to Win” program. Student prizes include a $5,000 credit to your student account, free semester of housing, free parking pass, a new computer, and Bookstore gift cards. Prizes for employees include cash awards and dollars to be used at EMU Dining facilities.

You can learn more about the safety of vaccines, and where to receive a free COVID-19 vaccine, here.

Reporting COVID-19 cases, close contacts, and symptoms

All employees and students are required to complete the University’s online COVID Report Form if you meet any of the following criteria:

1. You are known to have COVID-19 by medical diagnosis or by testing positive - even if you are not showing symptoms of COVID-19.

2. You have been informed that you were in close contact with another person who was medically diagnosed or tested positive for COVID-19.
3. You have any of the following symptoms of COVID-19: fever/chills, cough shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea, new rash.

4. You have learned that an EMU Community member (student, faculty, staff, employee) has tested positive for COVID-19 or has been medically diagnosed with COVID-19, has been exposed to COVID-19, or is exhibiting symptoms.

If you learn of an individual who has tested positive for COVID-19 or has been in close contact with someone with COVID-19, you must complete the COVID-19 Report Form, but you may not share that information with other individuals.

**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 or the University Telehealth Clinic (734.487.3865 or emu_telehealth@emich.edu).

**Testing for COVID-19**

Students may be required to undergo periodic COVID-19 testing. For example, students who live in on-campus housing must test negative for COVID-19 before moving into on-campus housing (regardless of vaccination status) and unvaccinated students who attend any class on campus must undergo regular testing. Additional mandatory testing of students may occur depending on the circumstances. You will be notified by email if you are required to undergo such testing. Testing is available at the campus testing center (appointments are required).

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 University 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 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.
Face Masks

All members of the campus community (including all students, employees, and visitors) must wear a face mask while indoors, regardless of vaccination status, except in the following circumstances in which indoor masking is not required:

- You are an instructor teaching in a classroom, you are fully vaccinated against COVID-19, and you have reported your vaccination status to the University [here](#). Instructors may not waive the requirement that all students in the classroom wear face masks regardless of vaccination status.

- You have a disability-based University accommodation from wearing a face mask (employees requesting an accommodation should contact [hr_benefits@emich.edu](mailto:hr_benefits@emich.edu) and students requesting an accommodation should contact [EMU_DeanOfStudents@emich.edu](mailto:EMU_DeanOfStudents@emich.edu)).

- You are alone in a private office with the door closed, living space, private motor vehicle, or other isolated space.

- You are actively eating, drinking, or swimming.

- You are undergoing a physical exam of your mouth, nose or throat by a medical professional.

- You are attending an event that has been approved for a special exemption. Requests to consider exemptions may be made online through the Office of Conference & Event Services (CES) ([book_emu@emich.edu](mailto:book_emu@emich.edu)).

Face masks are not required outdoors regardless of vaccination status.

*Individual University employees and offices cannot waive the University face mask requirements -- including the mandate that face masks be worn by all students in classrooms -- without the approval of the President’s Office.* When necessary, instructors should reference and follow the [University’s Guide to Classroom Management](#) in the event an individual in the classroom refuses to comply with the University’s face mask policy.

We hope that this face mask mandate can be temporary. The best way to return to a sense of normalcy is for people to receive the COVID-19 vaccine. You may learn about opportunities for vaccination and the vaccine’s safety [here](#).

Students who violate this policy may be subject to the University’s Code of Community Responsibility. Employees who violate this policy may be subject to disciplinary action.

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.
**Physical Distancing**

All members of the campus community must engage in three feet of physical distancing in *classrooms* and other *indoor* venues regardless of vaccination status. Three feet is the minimum safe distance.

In *outdoor* areas, individuals are not required to maintain specific levels of distance, but it is always recommended that individuals carefully consider the density of people and the space maintained between individuals.

**Hygiene**

Good hygiene practices help reduce the spread of respiratory and other viruses, including 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.

---

**COVER UP.**

Here’s what to wear, how to wear it and what to avoid.

**RIGHT**

- Three-layered washable cloth mask
- Secured over the nose and mouth

**NOT RIGHT**

- Three-layered disposable mask
- Tightly fitting without gaps
- NO mask with vents
- NO neck gaiter or loosely tied bandana
- NO face shield worn without a mask (except for individuals who cannot medically tolerate a face covering)
- NO noticeable gaps, holes or vents

**NEED A MASK?** Three-layered disposable masks will be available at check-in stations.

#EMUSAFE
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 supplied with hand wipes. Instructors may also request hand sanitizer for classrooms here.

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 use ventilation filters with higher ratings and to increase the use of outside fresh air. The type and number of ventilation filters 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 2021-2022 academic year. The majority of course sections will be offered in-person, but there are also ample options for online asynchronous, online synchronous, or hybrid format course sections. 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. Room scheduling is 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
- mobile ordering and to-go options across campus
- plexiglass at high-contact customer-service stations
- contactless payment and hands-off at all registers
- cashless campus (except at Chick-Fil-A)
- digital payment and communication tools
- hand sanitizer stations in all dining hubs
- self-service areas will be frequently sanitized and utensils changed frequently
- extensive training for associates
- frequent sanitizing of high-touch point areas

Housing

EMU Housing developed a comprehensive plan to enhance the health and safety of on-campus housing residents and, as a result, the entire campus community. For example:

- All on-campus housing residents must be vaccinated against COVID-19 unless they have requested and received from EMU a reasonable accommodation from vaccination due to medical or sincerely-held religious beliefs. You can learn more about this requirement [here](#).
- To reduce housing density, EMU offers single rooms in the residence halls to students who requested one. Housing check-ins are staggered to support physical distancing.
- All on-campus housing residents are required to complete daily health screening daily, even on days they are not attending class. The screening is available [here](#).

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

Athletics

All student-athletes (including students participating in Marching Band, Cheer Team, and Dance Team) are required to be vaccinated against COVID-19. Students may be notified if they are required to undergo periodic COVID-19 testing.

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](http://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. You may contact [bookemu@emich.edu](mailto:bookemu@emich.edu) if you have questions about a specific event.
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).

Reporting COVID-19 cases, close contacts, and symptoms

All employees and students are required to complete the University’s online COVID Report Form if you meet any of the following criteria:

1. You are known to have COVID-19 by medical diagnosis or by testing positive - even if you are not showing symptoms of COVID-19.

2. You have been informed that you were in close contact with another person who was medically diagnosed or tested positive for COVID-19.

3. You have any of the following symptoms of COVID-19: fever/chills, cough shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea, new rash.
4. You have learned that an EMU Community member (student, faculty, staff, employee) has tested positive for COVID-19 or has been medically diagnosed with COVID-19, has been exposed to COVID-19, or is exhibiting symptoms.

If you learn of an individual who has tested positive for COVID-19 or has been in close contact with someone with COVID-19, you must complete the COVID-19 Report Form, but you may not share that information with other individuals.

**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 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 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.

**COVID-19 vaccination requirements**

Our goal is to have every member of the campus who is able to do so to be vaccinated against COVID-19. Vaccines are safe and effective, and the lack of vaccination is the primary reason why COVID-19 cases are increasing across the state and nation. Toward that end, EMU has enacted several policies and programs to promote vaccination.

**Students living in University student housing facilities must be vaccinated against COVID-19.**

The deadline for housing residents to receive their final vaccination shot and verify their vaccination status through the University’s COVID Vax Certification system is Thursday, September 30, 2021. Students who comply with the program will be eligible to receive a prize through the University’s “Get the Vax to Win” program. You may learn more about the vaccination requirement for on-campus housing residents here.

Other students participating in certain activities that create a higher risk of COVID-19 exposure are also required to be vaccinated, including student-athletes, students participating in Marching Band, and students participating in certain academic programs. Those students will be notified of their vaccination requirements and deadlines.

Beyond the students listed above who are required to be vaccinated, any other student who attends any on-campus class is required to be vaccinated against COVID-19 or, if not vaccinated, undergo weekly COVID-19 testing. Testing is available at EMU’s campus testing center (appointments required) or you may upload a test result to the portal provided in an email you will receive notifying you of the testing requirements.

Students and employees who receive a COVID-19 vaccine are eligible for incentives through the EMU “Get the Vax to Win” program. Student prizes include a $5,000 credit to your student account, free semester of housing, free parking pass, a new computer, and Bookstore gift cards. Prizes for employees include cash awards and dollars to be used at EMU Dining facilities.
You can learn more about the safety of vaccines, and where to receive a free COVID-19 vaccine, here.

**Testing for COVID-19**

Employees may be required to undergo periodic COVID-19 testing. Testing is available at the campus testing center (appointments are required).

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).

**Face Masks**

All members of the campus community (including all students, employees, and visitors) must wear a face mask while indoors, regardless of vaccination status, except in the following circumstances in which indoor masking is not required:

- You are an instructor teaching in a classroom, you are fully vaccinated against COVID-19, and you have reported your vaccination status to the University here. Instructors may not waive the requirement that all students in the classroom wear face masks regardless of vaccination status.
- You have a disability-based University accommodation related to wearing a mask (employees requesting an accommodation should contact hr_benefits@emich.edu and students requesting an accommodation should contact EMU_DeanOfStudents@emich.edu).
- You are alone in a private office with the door closed, living space, private motor vehicle, or other isolated space.
- You are actively eating, drinking, or swimming.
- You are undergoing a physical examination of your mouth, nose, or throat by a medical professional.
- You are attending an event that has been approved for a special exemption. Requests to consider exemptions may be made online through the Office of Conference & Event Services (CES) (book_emu@emich.edu).

Face masks are not required outdoors regardless of vaccination status.

**Individual University employees and offices cannot waive the University face mask requirement -- including the requirement that face masks be worn by all students in classrooms -- without the approval of the President’s Office.** When necessary, instructors should reference and follow the University’s Guide to Classroom Management in the event an individual in the classroom refuses to comply with the University’s face mask policy.
We hope that this face mask mandate can be temporary. The best way to return to a sense of normalcy is for people to receive the COVID-19 vaccine. You may learn about opportunities for vaccination and the vaccine’s safety [here](#).

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.

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](mailto:hr_employment@emich.edu).
Physical Distancing

All members of the campus community must engage in three feet of physical distancing in classrooms and other indoor venues regardless of vaccination status. Three feet is the minimum safe distance.

In outdoor areas, individuals are not required to maintain specific levels of distance, but it is always recommended that individuals carefully consider the density of people and the space maintained between individuals.

Hygiene

Good hygiene practices help reduce the spread of respiratory and other viruses, including 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 supplied with hand wipes. Instructors may also request hand sanitizer for classrooms here.

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 use ventilation filters with higher ratings and to increase the use of outside fresh air. The type and number of ventilation filters 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 2021-2022 academic year. The majority of course sections will be offered in-person, but there are also ample options for online asynchronous, online synchronous, or hybrid format course sections. 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. Room scheduling is 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
• mobile ordering and to-go options across campus
• plexiglass at high-contact customer-service stations
• contactless payment and hands-off at all registers
• cashless campus (except at Chick-Fil-A)
• digital payment and communication tools
• hand sanitizer stations in all dining hubs
• self-service areas will be frequently sanitized and utensils changed frequently
• extensive training for associates
• frequent sanitizing of high-touch point areas

Athletics
All student-athletes (including students participating in Marching Band, Cheer Team, and Dance Team), and some Athletics employees, are required to be vaccinated against COVID-19. Students and employees will be notified if they are required to undergo periodic COVID-19 testing.

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 remotely. 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.

**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. You may contact bookemu@emich.edu if you have questions about a specific event.
**SECTION V:**

**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**