

August 11, 2020

To all EMU non-instructional staff:

The fall semester is quickly approaching and I know there is still much to be done. This can be a very stressful time, especially in the midst of a global pandemic. We're in this together, so let's continue to lean on each other. I encourage you to ask questions – to each other and to your leadership – if and when you're feeling unsure of the best way to continue to move forward. To that end, below is some information that I'm hoping will help in the days to come.

#### Remote Work and Returning to Work on Campus

As students begin to return to campus and we get ready for the fall semester, more work may need to be done on campus. We continue to use Governor Whitmer's Michigan Safe Start Plan – which requires remote work in some instances and allows on campus work in others – as our guide. Accordingly, what you may have been able to do remotely during the summer may soon need to be done on campus in order to be completed effectively. Your supervisor and/or department head are in the midst of making plans for what these on campus responsibilities may be. Dates for when specific offices may resume some on-campus operations and which employees may begin returning to do some of their work on campus will vary because every office is different and its role in providing services to students and the campus community differs. Please feel free to ask your supervisor and/or department head about their plans and have a conversation with them about what may soon need to be done on campus rather than remotely.

#### Campus Guide Book

The resource that will inform much of what goes into your supervisor's or department head's plans for when and how much you may need to work on campus is the EMU [Safe Return-to-Campus Plan](#). The President's message on Friday described it in detail, but I strongly encourage you to review it in its entirety. This guide addresses many of the health and safety related issues and questions that many of you have asked about. It also provides guidance for both staff and students on safety-related behavioral expectations while on campus. The information contained in it is very important – and is also subject to updates. Please review it regularly and ask your supervisor any questions that may arise after reading it.

#### Health Symptom Screening

For now, if you are an employee who will be coming to work on campus you must complete our current online health symptom screening [form](#) each day when you work on campus. There is also a [paper form](#) that many who have consistently been working on campus use in coordination with their supervisor.

In addition to completing the symptom screening form, before working on campus you need to receive approval from your supervisor, who will, in turn, contact Leigh Greden ([lgreden@emich.edu](mailto:lgreden@emich.edu)) in the President's Office. Notably, you no longer need to notify the Department of Public Safety when arriving to work on campus.

For the fall semester, the University is nearly finished with developing a web-based URL for all staff and students to use every day to "check in," to ensure everyone is symptom-free before arriving or upon arrival on campus. More information about this application and the daily check-in process will be forthcoming.

As always, thanks so much for your hard work and patience as we move forward to safely serve our students. Please continue to read all of President Smith's [messages](#), as they always contain information that is essential to our work here at EMU.

Jeff Ammons

Interim Chief Human Resources Officer & Associate General Counsel

