

## Updates regarding remote work and building access

*Emailed June 8, 2021*

EMU employees:

Below are updates about University policy regarding remote work, building access, and physical distancing policies. This information is designed to provide clarification following recent COVID-19 mitigation updates from the U.S. Centers for Disease Control (CDC) and the State of Michigan.

### Remote work

The State of Michigan no longer requires remote work for certain groups of employees, but the University has not changed its operations regarding remote work. **All employees should continue working remotely or on campus as assigned by their supervisor.**

The University is continuing this policy for much of the summer. As communicated on May 12, building operations are being adjusted in several campus buildings over the summer to reduce energy use and costs. Whether an employee is assigned to work remotely or on campus will continue to vary based on individual office needs, and supervisors will take into consideration the energy savings impacts on specific buildings/work locations.

Office supervisors will soon be asked to begin planning for a phased return to in-person operations that will likely begin in mid-August.

### Accessing buildings on campus

Employees who work remotely but who need to visit campus to pick up materials, etc., no longer need to secure permission from their supervisor. All employees visiting campus must, however, (1) complete a [COVID PASS Daily Health Screening](#) before coming to campus and (2) show their completed COVID PASS to staff assigned to building check-in stations (where such stations are present).

### Building layouts and physical distancing

University policies regarding physical distancing (six feet), capacity limits, as well as building layouts and traffic flows, have not changed. The University continues to examine government mandates and recommendations, and hopes to update these policies in the coming months.

### COVID Report Form (which is different from the Daily COVID PASS)

All students and employees -- **including those who are fully vaccinated** -- must continue to complete a [COVID Report Form](#) if you meet any of the following criteria:

- 1) You are known to have COVID-19 even if you are not showing symptoms of COVID-19;
- 2) You have been informed that you were in close contact with someone who has COVID-19;

3) You have any of the 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, or rash.

4) You learned that an EMU community member (student, faculty, staff, employee) has tested positive for COVID-19 or has been diagnosed with COVID-19, has symptoms of COVID-19, or is absent due to self-disclosed “quarantine” or “isolation.”

Questions about the COVID Report Form may be directed to the University Telehealth Clinic at [emu\\_telehealth@emich.edu](mailto:emu_telehealth@emich.edu) or 734-487-3865.

We appreciate your continued patience and hard work, and we will continue to update the campus as policies change.