

EASTERN MICHIGAN UNIVERSITY

OFFICE-BASED SAFE RETURN TO CAMPUS OPERATIONS PLAN

Division: [REDACTED]

Office: President's office

Supervisor preparing and responsible for compliance with this Plan:
(include name, job title, e-mail address, and office phone #):

Casey Wooster, Administrative Associate to the President

202 Welch Hall, 7-2212, jwooster@emich.edu

Requested date to re-open the Office to employees: Tuesday, September 8, 2020

Division Vice President Signature: James M. Smith, President

Date Approved: 9/20/20

SECTION 1: INSTRUCTIONS

1. This Plan should be completed by the supervisor of the Office listed above.
2. This Plan is designed to serve as both a set of instructions for your office to safely return to campus and an outline of the actions your office will take to reduce the spread and impacts of COVID-19. The supervisor completing this Plan document should therefore read this document in its entirety before going back through the document a second time to fill in the requested information. Questions may be directed to Leigh Greden, Chief of Staff to the President, at LGreden@emich.edu.

3. Every office is different based on location, layout, type of work performed, etc. This Plan is therefore designed to give the supervisor managing this process for this Office discretion to recommend the best way to accomplish the safety protocols established by the University. Supervisors need to use their professional judgment to propose workable solutions.
4. In areas where the office space is shared between multiple offices and/or divisions, the supervisor working on the Office Plan must coordinate with the other office supervisors in the shared space to discuss traffic flow, office occupancy, signage, collaborative endeavors, etc., in order for the Office Plans to work for all the offices in the space.
5. After completing this Plan, the supervisor should share it with their division vice president for review.
6. After the division vice president notifies the supervisor listed above that this Plan has been approved by the University, the supervisor must share the completed Plan with their Office employees.

SECTION 2: GOAL OF THIS PLAN

The goal of this Plan is to provide instructions to your Office as it safely returns to campus and outline the actions your Office will take to reduce the spread and impacts of the COVID-19 virus on Eastern Michigan University's ("EMU") campus.

To accomplish this goal, this Plan is designed to:

- supplement EMU's COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan (the "University Plan"), which can be viewed [here](#);
- comply with applicable federal and state regulations, including executive orders issued by the Governor of Michigan; and
- where possible, incorporate best practices from government agencies, higher education organizations, and public health experts.

This Plan is subject to change as best practices, government regulations, and University policies change.

SECTION 3: REPORTING UNSAFE WORKING CONDITIONS:

Employees who believe they are subject to unsafe working conditions should contact their supervisor. If the employee does not feel the matter has been resolved with their supervisor, employees should contact Kathryn Wilhoff, Director of Environmental Health & Safety ("EHS"), at kwilhoff@emich.edu or 734-487-0794.

SECTION 4: OFFICE DESCRIPTION

The supervisor completing this Plan should describe the work performed by this Office and the location of the Office's work spaces below. If the office has multiple locations, a description should be provided for each location including, if applicable, the name of the individual who will supervise compliance with this Plan for that location. Each description should include:

- the name(s) of the office(s);
- the type of work performed by the office(s);
- the building(s) in which the office(s) is(are) located;
- if the office has assigned a different supervisor to cover a specific location, the name of the supervisor who will be responsible for compliance with this plan for each location;
- the number of employees who work in each location (estimate);
- a description of the workspace(s) in which the employees who work in the office(s) perform their work (e.g., private offices, cubicles, shared open workspaces, etc);
- whether customers (EMU students and employees) or visitors (external to EMU) routinely visit the office(s) and, if so, the type of interaction that occurs;
- if the office space is shared with another office or offices, detail how the groups are going to coordinate efforts to comply with COVID mitigation measures; and
- any other information relevant to assessing actions needed to mitigate the spread and impact of COVID-19.

Office of the President, 202 Welch Hall. The focus of our duties is to support the work of the President of the University

Four employees in total work in this suite. Two employees have private offices and the other two employees sit at their desks just outside of the private offices. We routinely will not have foot traffic in our suite during the pandemic as the President intends to hold all of his meetings via Zoom or another remote platform, and Welch Hall is locked. We will not have a student worker in our office for the fall semester.

SECTION 5: DAILY SELF-SCREENING

All employees, students and visitors (individuals who visit campus but are neither employees nor students) must complete a self-screening each day before entering a campus building. The screening helps identify individuals who have symptoms of COVID-19 or may have been exposed to COVID-19.

During the summer, when on-campus work is limited, employees must complete an online version of the self-screening form each day before they come to work on campus. The online form is available here:

https://docs.google.com/forms/d/e/1FAIpQLSc3q9jJpHHcbdydrJBGadHTklhKhMV8_Y-ELkB4tc7XvySh7g/viewform

Supervisors are responsible for ensuring that employees who report to them:

- have access to the online version of the form;
- complete the form each day before coming to campus; and
- do not come to campus if they indicate that they have symptoms of COVID-19 or are otherwise disqualified from being on campus.

When the fall 2020 semester begins, individuals (both employees and students) may use [this screening tool](#).

The following supervisor(s) shall (1) ensure that daily online self-screenings completed by employees are reviewed by an appropriate supervisor each day and (2) answer questions from employees about the daily health screening process. The supervisor(s) designated below may change over time as the protocols and processes for self-screening evolve.

James Smith, President - for Casey Wooster and Leigh Greden

Casey Wooster, Administrative Assoc. to the President - for James Smith

Leigh Greden, Chief of Staff - for William Pollard, Special Events and Protocol

SECTION 6: WHAT TO DO IF SICK OR IF AN INDIVIDUAL TESTS POSITIVE FOR COVID-19

NOTE: This protocol is subject to change. Employees will be notified if/when the protocol changes.

An employee who tests positive for COVID-19 must (1) notify their supervisor that they are sick, (2) stay home (or return home if already on campus, taking special care to avoid contact with other people), and (3) immediately notify the Assistant Vice President for Academic & Student Affairs and Dean of Students (“AVP/DOS”) [using this form](#). **The employee should not notify individuals other than the AVP/DOS campus about a positive test. Contact tracing and notifications to other individuals will be managed by the Washtenaw County Health Department and/or their designee.**

An employee who is sick, or who is not eligible to come to campus on a particular day based on their responses to the daily self-screening, shall (1) notify their supervisor that they are sick and (2) stay home (or return home if already on campus, taking special care to avoid contact with other people).

Any employee who learns that a student, co-worker, visitor who is external to EMU, or contract employee who has recently visited campus has tested positive for COVID-19 should (1) contact the AVP/DOS [using this form](#) and (2) urge that individual to immediately notify the AVP/DOS [through this form](#) or via e-mail at emu_deanofstudents@emich.edu. **The employee should not notify individuals other than the AVP/DOS campus about a positive test. Contact tracing and notifications to other individuals will be managed by the Washtenaw County Health Department and/or their designee.**

An employee who has questions about possible exposure to COVID-19 and how that impacts their ability to come to campus should contact the University’s Telehealth Program at EMU_Telehealth@emich.edu.

The following supervisor(s) shall ensure that employees in the Office are aware of these protocols and is responsible for ensuring compliance:

Casey Wooster (same as above)

SECTION 7: MANAGING THIRD-PARTY CONTRACTORS

Third-party contractors should not allow their employees to visit campus if they are sick or have tested positive for COVID-19. Examples of third-party contractors who regularly visit campus include office supplies, water/coffee deliveries, construction, and paper shredding.

The Purchasing Office will communicate this rule to third-party contractors that regularly work with the University. As a supplement to that communication, **the following supervisor(s) shall notify all University contractors that work with/visit the Office that the contractor(s) must (1) notify their employees not to visit EMU's campus if they are sick and (2) notify Travis Temeyer, Director of Purchasing (ttemeyer@emich.edu), if an employee of the contractor who has recently visited EMU's campus tests positive for COVID-19:**

Casey Wooster (same as above)

SECTION 8: DEDICATED BUILDING ENTRY POINTS

The University may assign dedicated entry and exit points for buildings. Such designations will vary between buildings based on configuration, traffic flow, etc. Dedicated entry/exit points will be identified with signage.

Many buildings will also have a check-in desk at the designated entrance to the building. Employees must check-in at these check-in desks before entering a building.

Supervisors are responsible for reminding employees to look for and use designated entry and exit points and check-in desks.

The following supervisor(s) shall ensure that employees in the Office are aware of the building's dedicated entry and exit points and check-in desk:

Casey Wooster (same as above)

SECTION 9: FACE COVERINGS

Wearing a face covering is one of several important actions that reduce the spread of COVID-19. **Everyone on campus (e.g., students, faculty, staff, and visitors) is required to wear a face covering that covers both the nose and mouth in or on all university buildings and grounds. Individuals need not wear a face covering in a private office with door closed, living space, or other isolated space.**

Employees and students may wear their own face coverings or the University will provide face coverings to employees and students. Face coverings will be purchased by the University centrally; individual offices may not purchase face coverings. During the summer phased return to on-campus operations, office supervisors should contact the Purchasing Office to obtain face coverings for their office. In the fall, face coverings will be distributed in a variety of locations that will be published, including at check-in desks in campus buildings.

Employees (including student employees) who believe that they have a medical condition that prohibits them from wearing a face covering while working should contact University Human Resources at hr_benefits@emich.edu.

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. 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.

Supervisors must keep a supply of face coverings in the Office covered by this Plan for use by employees and students. **Again, as noted above, offices may not purchase face coverings using University funds; the University will purchase face coverings centrally to ensure quality and bulk pricing.** The supervisor designated in this section (below) may obtain face coverings through [this website](#).

This Office will make face coverings available to students and employees as follows:

Everyone in the office will have their own face coverings. We will have additional face coverings in the office that have been secured from Central receiving.

The following individual is responsible for securing face coverings for the Office using the process outlined above, and ensuring that the process outlined above for distributing face coverings in this Office is followed:

William Pollard, Office of the President, 7-2211, wpollard@emich.edu

Approximately how many face coverings will this Office need per week during the fall semester? (Please provide your best estimate; you will be able to obtain more face coverings than the number you list here).

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The University has prepared standard **signage** promoting face coverings. Each Office shall obtain signage [here](#) and post such signage in visible locations within its work space(s). The following individual is responsible for ensuring that signage is placed in the Office work space(s) to promote the wearing of face coverings:

William Pollard (same as above)

Based on the nature of the work performed, some areas may need face shields in addition to cloth face coverings for their employees. The supervisor completing this Plan should describe here any requests for face shields for employees. Include the job titles and work performed by the employee(s) for whom face shields are requested, and a brief description of why face shields may be needed.

None

SECTION 10: PHYSICAL DISTANCING

All individuals on University grounds must maintain physical distance of six feet or more from other individuals whenever safely possible.

To promote physical distancing, offices should minimize in-person meetings and should instead meet using Zoom/Google Meet whenever possible.

Employees who do not follow this policy may be subject to disciplinary action. Supervisors who need assistance with disciplinary issues should contact their University Human Resources business partner.

Students who do not follow this policy may be subject to review under the University's Code of Community Responsibility and should be referred to the Office of Wellness and Community Responsibility at emu_owcr@emich.edu or 734-487-2157.

The University has prepared standard **signage** promoting physical distancing. Each Office shall obtain signage [here](#) and post such signage in visible locations within its work space(s). **The following individual is responsible for ensuring that signage is placed in the Office work space(s) to promote physical distancing:**

William Pollard and Casey Wooster (same as above)

To further promote physical distancing, the University has designed **floor placards** to note where individuals must stand while waiting in line. For context, you may review the types of floor placards [here](#). **The final approval for placement of floor placards will be decided by the Facilities Division, but the supervisor completing this Plan must order and place the floor placards pursuant to Facilities' approval. The supervisor has identified the following space(s) where floor placards may be needed in your Office to promote physical distancing among visitors/customers. Include the building name, room number, and brief description of why floor placards may be needed in that area.**

William Pollard and Casey Wooster (same as above)

Plexi-glass screens create a barrier between individuals in an office environment when physical distancing is not possible. Examples of locations where plexi-glass screens may be helpful include check-in desks where employees meet directly with customers and open work spaces where employees work in close proximity to each other. (The Facilities Division will determine, in consultation with the Academic & Student Affairs Division, where to place plexi-glass screens in classrooms). The University's Facilities staff will purchase, measure, create, and install plexi-glass screens in work spaces approved for plexi-glass.

The final approval for placement of plexi-glass screens will be decided by the Facilities Division, but the supervisor completing this Plan has identified the following space(s) where plexi-glass screens may be needed to separate individuals who will otherwise be in close proximity. Include the building name, room number, and brief description of why plexi-glass screens may be needed in that area.

N/A

In some cases, **desks or tables** in an office may need to be configured to create physical distancing between employees. Supervisors should assess any reconfigurations of office furniture. If needed, you may consult with Environmental Health & Safety (kwilhoff@emich.edu) or the Facilities Division (sstorrar@emich.edu) if you have questions. The supervisor completing this Plan has identified the following space(s) where office furniture may be needed to be reconfigured or moved to promote physical distancing. Include the building name, room number, and brief description of why office furniture may be needed to be reconfigured or moved.

N/A

SECTION 11: HYGIENE

The University encourages all students, employees, and visitors to:

- regularly wash their hands with soap and water for at least 20 seconds,
- use hand sanitizer when needed (but not in lieu of handwashing when soap and water are available),
- use tissues when blowing your nose, and
- cough/sneeze into your sleeve/elbow or a tissue and not into the air or your hand.

The University Facilities Division will provide soap in restrooms. Supervisors may contact Dieter Otto (Dotto@emich.edu) to report empty soap dispensers. Employees, students, and visitors in the Office covered by this Plan may wash their hands with soap and water at the following location(s). Include the building name, floor, and description of the nearest sink with running water and soap.

There is a sink in the office suite for washing hands with hand soap and sanitizer
There are men's, women's and unisex restrooms down the main hall of our floor.

Each University office is responsible for providing **hand sanitizer** in a location in their work space(s) where it is accessible to employees, students, and visitors. Supervisors may obtain sanitizer through [this website](#). **The following individual is responsible for obtaining hand sanitizer for the Office covered by this Plan, and ensuring that these supplies are accessible to employees, students, and visitors:**

William Pollard and/or Casey Wooster (same as above)

The University has prepared standard **signage** promoting personal hygiene. Each Office shall obtain [signs here](#) and [stickers here](#), and post such signage in visible locations within its work space(s). **The following individual(s) shall ensure that signage is placed in the Office work space(s) to promote personal hygiene:**

William Pollard and/or Casey Wooster (same as above)

SECTION 12: CLEANING

The University is responsible for cleaning public areas (e.g., restrooms, hallways) and offices. All such areas are subject to more frequent and in-depth cleaning as a result of the pandemic. For example, touch points (e.g., light switches, elevator buttons, desks, and door handles) are cleaned on a daily basis. 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.

Offices, however, are responsible for cleaning discrete common area supplies/equipment in their offices that are touched regularly by multiple people and not subject to regular cleaning by custodial staff. Examples of such items include conference room chairs, white board markers, and copier machines. Offices may obtain disinfectant wipes through [this website](#).

Whenever possible, employees should not share work equipment (tools, keyboards, telephones, etc.). When sharing cannot be avoided, each office must designate a process for cleaning shared work equipment between shifts using “Clorox” or

comparable disinfectant wipes. Examples of such shared work spaces include reception desks that are staffed by multiple students throughout the day.

The following areas, equipment, and supplies in the Office covered by this Plan are subject to shared use (e.g., front desks staffed by multiple different student employees, copy machines, conference rooms), and shall be cleaned using the following process:

At the end of each shift, common areas must be wiped down. Common areas such as all door handles in office, including closet doors and refrigerator. Also all touch points on the copier. Any other touch points as necessary and obvious.

The following individual(s) is(are) responsible for ensuring compliance with these standards:

All of us in the suite: President Smith, Leigh Greden, Casey Wooster and William Pollard

SECTION 13: REMOTE WORK AND FLEXIBLE SCHEDULES

Even when this Office resumes on-campus operations, some adjustments to the schedule for the Office and its employees may be needed. To promote physical distancing, reduce congestion during peak times, etc., some employees may need to work on staggered shifts or occasionally work remotely. Example: half the employees work in the office one week while the other half works remotely, and the groups of employees rotate each week.

Every office is different, but every supervisor must, based on the office's needs, set schedules for the Office and for employees to promote remote work while still getting the work done. Supervisors should evaluate the needs of the office and talk to employees about their requests. The final decision about remote work will be made by office supervisors.

In-person meetings should be avoided when possible. Instead, meetings should be held via Zoom, Google Meet, or comparable remote device whenever possible -- and even when attendees are all working on campus during the meeting.

Employees who work from home must be able, if necessary, to answer telephone calls to the office and respond to e-mails. The University has developed [software](#) to facilitate remote work to ensure that the needs of customers are met.

Supervisors may direct questions about remote work to their University Human Resources business partner.

Student employment in your office may need to be limited because of the modified scope of on-campus operations. You must outline in this Plan the nature of student work you seek for your office before requesting student employment through the [University Advising & Career Development Center](#) (UACDC).

Please outline the hours when this Office will be open for in-person operations on campus (these hours are, of course, subject to change as the semester progresses). If this Plan covers more than one office, please answer this question for each office covered by this Plan.

Monday through Thursday, 9:00 am to 1:00 pm. Fridays will be at the choice and pre-scheduled desire of any of the four of us, but the office will not be advertised as being open for in-person operations.

Please describe the steps that will be taken to ensure that telephones will be answered, emails answered, etc., even when this Office is not open for in-person operations on campus. Include in this outline the steps that this Office will take to ensure that employees working remotely have the tools to do so effectively. If this Plan covers more than one office, please answer this question for each office covered by this Plan.

The main phone line for our office, 7-2211, will be answered when individuals are in the office. When we are not in the office, the main line will be forwarded to Casey and William via Jabber, as follows: M/W = Casey, T/Th = William. Casey and William will rotate Fridays.

If you seek to employ students, please describe the work they will perform in light of the modified scope of campus operations.

The following individual(s) is(are) responsible for developing work schedules, promoting online meetings for this Office, and communicating those plans to the employees in the Office. You do not need to describe which employees will work remotely because work schedules will fluctuate regularly.

Casey Wooster (same as above)

SECTION 14: VISITORS

For purposes of this Plan, “visitor” is defined as someone who visits an office and is not an EMU student or employee. Every office is different; some offices rarely have visitors while others (such as Housing and the Student Center) regularly have visitors. Visitors should be discouraged and limited to essential activities. Whenever possible, employees should encourage individuals who need assistance from your Office to receive such assistance remotely (i.e., through video conferencing, telephone, email, etc.).

This Office has developed the following protocols for discouraging/restricting visitors:

Visitors must schedule an appt. in advance

The following individual(s) is(are) responsible for enforcing this Office's practice regarding visitors, communicating that practice as needed to potential visitors, etc.:

All of us as we are working staggered schedules/days

SECTION 15: OTHER INFECTION CONTROL MEASURES

Many offices have unique needs that require additional infection control measures to prevent the spread of COVID-19. For example, the Children's Institute developed unique rules for families to drop-off and pick-up children, Housing & Residence Life has unique rules for signing out keys, and some groups may offer off-site experiences for students that require special protocols. The supervisor preparing this plan should

describe here any unique needs of this Office and outline additional infection control measures that the Office will use to reduce the spread of COVID-19:

N/A

SECTION 16: COMMUNICATIONS TO STAKEHOLDERS

The layered approach to promote safety on campus is based on best practices, but we acknowledge that it is complicated. Your Office may wish to develop customized communications (forms, emails, etc.) to your stakeholders to communicate the myriad safety protocols. Please describe any special communications you plan to develop for your stakeholders. Include a description of the stakeholders (e.g., “students living in residence halls”, “visitors who are not EMU students or employees attending events”) and a brief description of the content (e.g., “safety protocols”, “checklist for parents”, etc.). Such communications should, at a minimum, include updates to your Office website with new hours, process for communicating with employees in the Office, etc.

Signage has been placed on the exterior of the office door to note the office's hours of in-person and remote operations. Additional information will be placed on the office's

SECTION 17: TRAINING

All employees who work on campus must complete an online training program through the Bridge portal. Such training will cover University-wide standards regarding face coverings, physical distancing, reporting a positive case of COVID-19, etc. University Human Resources will manage this training process.

In addition to the University training, however, your Office must develop your own training for employees to cover the policies and procedures outlined in this Plan that are unique to your Office. The supervisor listed below should contact Christopher Dotson (cdotson@emich.edu) from University Human Resources if you wish to design your Office training using the University's Bridge portal. Alternatively, your Office may execute its training using e-mail, paper, or, if necessary, in-person formats (subject to physical distancing and face covering guidelines).

The following individual(s) is (are) responsible for developing a training program for this Office's unique practices, and ensuring that all employees in the Office complete the training:

Casey Wooster (same as above)

SECTION 18: FINAL CHECKLIST

We understand that this Plan contains a great deal of information. Here is a summary checklist to be used by the supervisor identified on Page 1 who completed this Plan.

- _____ Complete the description of your Office (Section 4)
- _____ Designate a supervisor to review/approve daily health screenings that are completed by employees online (Section 5)
- _____ Designate a supervisor to ensure that employees follow the notification protocols for individuals who test positive for COVID-19 (Section 6)
- _____ Designate a supervisor to notify third-party contractors that work with the Office about sick and notification protocols (Section 7)
- _____ Designate supervisor(s) for managing the face covering process (Section 9)
- _____ Estimate the number of face coverings your Office will need per week (Section 9)
- _____ Designate a supervisor(s) who is responsible for posting signage provided by the University promoting face coverings, physical distancing, and hygiene (Sections 9, 10 and 11)
- _____ Outline the needs and processes for cleaning shared work spaces and shared common areas in your Office (Section 12)
- _____ Identify the individual(s) responsible for managing work schedules including, where applicable, remote work (Section 13)
- _____ Develop protocols for limiting visitors (Section 14)
- _____ Outline other infection control measures unique to your Office (Section 15)

_____ Describe any communication tools you will use to communicate your office protocols with key stakeholders (e.g., visitors, parents, etc.) (Section 16)

_____ Assign a supervisor to coordinate training for the employees in your Office (Section 17)