

EMAIL FROM REGISTRAR TO ALL SUMMER B INSTRUCTORS

Subject: Important information about your summer course

Dear Summer B instructor,

Thank you for requesting to teach in-person during the Summer B semester! As you know, this is an unprecedented time as college campuses across the country slowly return to on-campus operations. To ensure a safe transition that helps reduce the spread of COVID-19, Eastern Michigan University has implemented the following protocols for Summer B instructors.

Daily health screening

Each day before you come to campus, you must complete and submit to your Dean [this form](#), which is designed to identify individuals who may have symptoms of, or recent contact with, COVID-19. **You will not be permitted on campus if you identify symptoms or other indicators of possible exposure to COVID-19. You also will not be permitted on campus unless this form is completed in advance of your trip to campus each day.**

Please answer the questions honestly; honest self-disclosure is *vital* to ensuring the safety of you, your colleagues, and our students. The University supports employees who are committed to staying healthy and keeping others healthy. **You should e-mail your Dean and Department Head if your answers to the daily health screening on any day prevent you from coming to campus.**

Students whose answers to the daily screening form prevent class attendance

Students will also be required to complete a daily screening form before entering an academic building. Students have been instructed to notify you if their answers to the daily health screening form on any day prevent them from coming to campus. Please make accommodations for that student to make up the work.

Buildings - Single Point of Entry/Exit

New room assignments have been entered in your my.emich account.

Each academic building that will be used for in-person summer courses will be clearly marked with a single point of entry and exit. Here is a list of buildings used for in-person summer courses and their designated entry points:

Ford Hall	Enter at the northwest side at the top of the ramp
Mark Jefferson	Enter on the west side at the bridge, upper level
Sherzer Hall	Enter on the south side (closest to McKenny Hall)

Sill Hall	Enter on the southeast side (from the parking lot)
Strong Hall	Enter on the west side at the Mark Jefferson bridge, upper level

Alternate entry and exit points will be available for individuals with mobility challenges.

If signage is unclear, or you have other questions about entry and exit points, please contact Scott Storrar at SStorrar@emich.edu.

Face covering

You must wear a face covering over your mouth and nose whenever you are in an indoor space on campus near other people. This means you must wear a face while teaching. You may use your own face covering or the University will have face coverings available for your use at the check-in location for each building.

Students will also be required to wear face coverings during class. Students will be notified in advance of this expectation, provided details about where to obtain face coverings, and are not to attend class if they refuse to wear a face covering.

Physical distancing

All individuals in your class must maintain physical distancing of at least six feet whenever possible.

Your classroom has been pre-marked to indicate which chairs/seats/stations students may use to ensure physical distancing. If you have questions about these indicators, or the physical indicators are altered/removed, please contact the Office of Environmental Health & Safety at kwilhoff@emich.edu.

If you need to travel between floors in a building, we encourage you to use the stairs when possible. If you need to use an elevator, please practice physical distancing whenever possible and be sure to wear your face covering.

Prolonged use of common spaces and/or congregating in common areas (e.g., lounges) is prohibited.

Faculty offices

You have access to your faculty office, but please continue to work from home as much as possible when you are not teaching.

To further promote health and safety, the University has replaced and updated air exchange filters and increased the intake of outside air, and thus temperatures may be impacted.

Office hours and other meetings with students outside the classroom must, whenever possible, occur via telephone, Zoom, or similar remote platform.

Cleaning

For Summer B, Custodial staff will clean your classroom in advance of every class meeting. If you have concerns about the cleaning of your classroom, please email DOtto@emich.edu. We are also providing cleaning supplies in each academic building that will be open should you or your students wish to disinfect your belongings.

Hygiene

We encourage you to wash your hands when you arrive in the building and immediately before you leave the building. Please use the nearest restroom on the same floor as your classroom. Please encourage students to wash their hands.

Hand sanitizer will be available in your building. You may use it as needed and should encourage students to use it as needed.

Notification of a positive case of COVID-19

If you test positive for COVID-19, please do not come to campus. Contact Ellen Gold, Dean of Students, at emu_deanofstudents@emich.edu. Cleaning protocols will be implemented pursuant to the University's practices.

If you learn of a student or co-worker who has tested positive for COVID-19, please encourage them to immediately contact Ellen Gold, Dean of Students, at emu_deanofstudents@emich.edu.

Student accommodations

If a student requests an accommodation to support their participation in your class (including, but not limited to, asking to not wear a face covering for medical reasons), please refer them to the Disability Resource Center at www.emich.edu/drc, drc@emich.edu, or 734-487-2470.

Employee accommodations

If you determine that you need accommodation to perform the essential functions of your job, please contact University Human Resources at hr_employment@emich.edu.

Training

To ensure compliance with these protocols, all employees working on campus must complete a brief online training course. The course will take about 20 minutes to complete and must be completed before the end of the first week of class. We will send you the training link as soon as possible.

Student notification

Students will receive a message similar to this message. You will be copied on that message.

We are grateful for your commitment to supporting students and the University's mission of providing a high quality education. Please contact your Dean if you have any questions. Thank you for your service!

END OF MESSAGE