

EASTERN MICHIGAN UNIVERSITY

COVID-19 PREPAREDNESS, RESPONSE, AND SAFE PHASED RETURN TO CAMPUS PLAN FOR LIMITED IN-PERSON SUMMER INSTRUCTION

I. PURPOSE

- A. **Goal:** The goal of this COVID-19 Preparedness, Response, and Safe Phased Return to Campus Plan for Limited In-Person Summer Instruction (the “Summer B Plan”) for Eastern Michigan University (“EMU” or “University”) is to outline the policies and practices for offering limited in-person instruction during the second half of the summer semester in courses where student learning outcomes could not be successfully achieved in a remote setting, and in ways that mitigate the spread and impacts of the COVID-19 disease.
- B. **Compliance:** This Summer B Plan is designed to comply with applicable executive orders (“EO”) from the State of Michigan, any other applicable government guidelines, and guidance from the “Guidance for Preparing Workplaces for COVID-19” (“OSHA Guidance”) published by the U.S. Occupational Safety & Health Administration (“OSHA”). **The information and protocols in this Plan are therefore subject to change.**
- C. **Minimizing risk exposure:** Current OSHA Guidance classifies all of the University’s employees as having either “low” or “medium” risk of workplace exposure to COVID-19. This guidance does not classify any of the University’s employees as having “high” or “very high” risk of workplace exposure to COVID-19. This Plan is therefore designed to meet the recommendations in the OSHA Guidance for mitigating “low” and/or “medium” risk exposures for employees.

II. SCOPE & APPLICATION

- A. This Summer B Plan applies to all employees, contractors, students, and visitors teaching or enrolled in an in-person course on campus during the summer 2020 semester.

III. IMPLEMENTATION

- A. **General description:** The work covered by this Summer B plan generally consists of the following:
 1. This Summer B Plan applies to a limited number of courses offered during the second half of the summer 2020 semester where student learning outcomes could not be successfully achieved in a remote setting.
 2. Instructors who believed their courses met these criteria submitted a request to teach their course in-person.
 3. Such requests were reviewed by the instructor's Department Head, Dean, and the Provost using the criteria outlined in Section III(A)(1) above.
 4. Applying these criteria, less than 20 laboratory and field courses were approved to be taught in-person during the latter-half of the summer semester (beginning no earlier than late-June 2020 and ending no later than mid-August 2020). Each course has less than 30 students enrolled.
 5. Students who enrolled in such courses were notified in advance that their course would be held in-person on campus.
- B. **Locations:** Courses approved for in-person teaching through the process outlined in Section III(A) of this Summer B Plan are taught in the following buildings:
 1. Ford Hall
 2. The Science Center (i.e., Mark Jefferson);
 3. Sherzer Hall
 4. Sill Hall
 5. Strong Hall
- C. **Supervision:** The following individuals and departments are designated to implement, monitor, and report on the strategies developed under this

Summer B Plan. (Ref: EO 2020-114 Sec. 1(b))

1. **Instructional compliance:** The following individual(s) is(are) responsible for supervising the work performed in the classrooms and ensuring day-to-day compliance with this Summer B Plan:
 - a) Dana Heller, Dean of the College of Arts & Sciences (CAS), for in-person courses offered by CAS.
 - b) Mohamad Qatu, Dean of the College of Engineering & Technology (CET), for in-person courses offered by CET.
 - c) Ken Lord, Dean of the College of Business (COB), for in-person courses offered by COB.

2. **Reports of unsafe working conditions:** Concerns about unsafe working conditions may be reported to EMU's Office of Environmental Health & Safety. The contact is Kathryn Wilhoff, Director of Environmental Health & Safety ("EHS"), at kwilhoff@emich.edu.

D. **Publication:** Individuals may request a hard copy of this Summer B Plan by emailing Kathryn Wilhoff, Director of Environmental Health & Safety ("EHS"), at kwilhoff@emich.edu. (Ref: EO2020-114, Sec. 1(a))

IV. POLICIES AND PRACTICES

- A. **Training:** The following training practices have been implemented for the activities covered by this Summer B Plan. (Ref: EO 2020-114, Sec.1(c))
 1. All instructors and graduate assistants approved for teaching that is covered by this Summer B Plan shall complete an [online training module](#) offered through the University's Bridge training program.

 2. The following is a non-exhaustive list of the topics covered by this training:
 - a) Workplace infection control practices;
 - b) The proper use of personal protective equipment;
 - c) Steps the employees covered by this Summer B Plan must take to notify the University of any symptoms of COVID-19 or a suspected or confirmed case of COVID-19; and

d) How to report unsafe working conditions.

3. The following individual(s) is(are) responsible for ensuring that all training required under this Summer B Plan is completed.

a) Sonia Chawla, Research Compliance Specialist,
schawlaw@emich.edu

B. Daily Entry Self-Screening: The following screening practices have been implemented for the activities covered by this Summer B Plan. (Ref: EO 2020-114, Sec.1(d), 7(a), 7(c) and 7(l))

1. A check-in desk has been created outside each academic building listed in Section III(B) of this Summer B Plan in which an in-person course is taught. The check-in desk is staffed and located at the designated entry point for each building. The designated entry points were communicated to students and employees via e-mail before the first day of the course, and all designated entry points are marked with signage. Employees and students arrive at staggered times consistent with their course schedules. Only employees and students enrolled in an in-person course are permitted to enter the building.

2. All employees and students teaching or enrolled in a summer in-person course covered by this Summer B Plan must complete a health screening form each day before they are permitted to enter a University building. The form asks several questions about the individual's personal health and possible recent exposure to COVID-19. The form was prepared based on guidance from the Washtenaw County Department of Public Health.

a) The screening form is available to employees online or in paper form at the check-in desk described in Section IV(B)(1) of this Summer B Plan.

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

<https://www.emich.edu/hr/documents/benefits/covid-19-daily-screening-requirements.pdf>

- b) The screening form is available to students in paper form at the check-in desk described in Section IV(B)(1) of this Summer B Plan.
3. All daily screening forms completed by instructors or graduate assistants coming to campus pursuant to this Summer B Plan are reviewed by either their supervisor (if the form is submitted through the online portal) or by the individual staffing the building check-in desk (if the form is submitted in paper form at the check-in desk).
4. All daily screening forms completed by students coming to campus pursuant to this Summer B Plan will be reviewed by the individuals staffing the check-in desk.
5. Any individual who indicates through the screening form or other communication that they are ill or have symptoms of COVID-19 (as listed on the screening form) will not be permitted to enter a campus building for summer in-person instruction.

C. **Physical distancing:** The following physical distancing policies and practices have been implemented for the activities covered by this Summer B Plan. (Ref: EO 2020-114, Sec.1(e))

1. All individuals covered by this Summer B Plan are required to maintain physical distancing of six-feet from other people whenever possible.
2. Each classroom used to provide in-person Summer B instruction was reviewed and modified by the Office of Environmental Health & Safety to promote physical distancing during instruction. For example, seats were removed or labeled, floors were marked, and/or other changes were made, depending on the configuration of the classroom.
3. Signage to promote physical distancing has been posted in the buildings listed in Section III(B) of this Summer B Plan in which

in-person courses will be delivered.

4. Each instructor is responsible for ensuring compliance with physical distancing requirements in their respective classrooms while in-person instruction is occurring. Students who do not comply with this policy are subject to the University's Code of Community Responsibility. Questions regarding enforcement involving students should be directed to the Office of Wellness & Community Responsibility at emu_owcr@emich.edu or 734-487-2157.

D. **Face coverings:** The following policies and practices regarding face coverings have been implemented for the activities covered by this Summer B Plan. (Ref: EO 2020-114, Sec.1(f), 1(g) and 7(d))

1. All individuals must wear a face covering inside any EMU facility whenever they are in close proximity (e.g., six feet or less) of any other individual unless the individual is in a closed/isolated space (e.g., private office) and another individual is not present. This requirement applies, among other times, when an individual is in a classroom in which in-person instruction is offered pursuant to this Summer B Plan.
2. Face coverings will be available to students and employees covered by this Summer B Plan at the check-in desk described in Section IV(B)(1) of this Summer B Plan. The Office of Public Safety is responsible for ensuring that each check-in desk has a sufficient supply of face coverings.
3. Each instructor is responsible for ensuring compliance with face covering rules in their respective classrooms while in-person instruction is occurring. Students who do not comply with this policy are subject to the University's Code of Community Responsibility. Questions regarding enforcement involving students should be directed to the Office of Wellness & Community Responsibility at emu_owcr@emich.edu or 734-487-2157.

E. **Cleaning standards:** The following cleaning standards have been implemented for the activities covered by this Summer B Plan. (Ref: EO

2020-114, Sec.1(h), 1(i), 1(j), 7(g) and 7(i))

1. Each classroom used to deliver in-person instruction as part of this Summer B Plan is cleaned by the University's Facilities Division before each use.
2. Employees may request access to additional cleaning supplies for their classroom by contacting Dieter Otto, Director of Custodial Services & Grounds, at DOtto@emich.edu.
3. If a student or employee who is participating in in-person course delivery as part of this Summer B Plan tests positive for COVID-19, they shall notify the Dean of Students (emu_deanofstudents@emich.edu). The Dean of Students shall, in turn, notify the University's Facilities Division, which will implement enhanced cleaning protocols as outlined in the University's COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan, as well as the Washtenaw County Health Department to initiate contact tracing protocols.

F. **Hygiene etiquette:** In addition to the physical distancing and cleaning practices outlined above, the following hygiene practices have been implemented for the activities covered by this Summer B Plan. (Ref: EO 2020-114, Sec.1(j) and 7(h))

1. Public restrooms with soap and water are open in the building listed in Section III(B) of this Summer B Plan. In the e-mail instructions they received prior to the start of their course, employees and students approved to be in the building as part of this Summer B Plan were encouraged to regularly wash their hands with soap and water for at least 20 seconds before and after class. Signage promoting personal hygiene has been posted in the buildings listed in Section III(B) of this Summer B Plan.
2. Hand sanitizer stations are located in each building(s) listed in Section III(B) of this Summer B Plan. Sanitizer stations are refilled by the University's Facilities Division, and requests for service/re-fill may be submitted to Dieter Otto, Director of Custodial Services &

Grounds, at DOtto@emich.edu.

3. Air blow dryers have been disabled in public restrooms to help reduce the spread of airborne particles.

G. Notice of positive cases: The following policies and practices regarding notification of a positive test for COVID-19 have been implemented for the activities covered by this Summer B Plan. (Ref: EO 2020-114, Sec.1(k) and 7(k))

1. If an employee or student covered by this Summer B Plan tests positive for COVID-19, they shall contact Ellen Gold, Dean of Students, at egold@emich.edu.
2. Notifications to individuals in areas where an individual who has tested positive for COVID-19 is known to have visited, as well as to the Washtenaw County Department of Public Health, will be coordinated by the Dean of Students Office.

H. Staying home if sick: The following policies and practices have been implemented to encourage employees and students covered by this Summer B Plan to stay home if they are sick. (Ref: EO 2020-114, Sec.1(l) and 1(m))

1. Employees and students covered by this Summer B Plan were encouraged in the e-mail they received prior to the start of their course to stay home if they are ill or do not feel well.
2. An employee or student who has a confirmed or suspected case of COVID-19 will not be permitted to return to the classroom/workplace until the applicable self-isolation periods have passed or upon notice of their medical provider. Regular employees of the University have access to paid sick leave pursuant to Board of Regents Policy 3.2.5.
3. Employees who stay home because they are at particular risk of infecting others with COVID-19 are not be subject to retaliation for such action.

I. Additional infection control procedures:

1. Instructors and students covered by this Summer B Plan were notified in the e-mail they received prior to the start of their course that work outside of in-person instruction should occur remotely, thereby reducing the opportunity for congregation of individuals inside the buildings. (Ref: EO 2020-114 Sec. 1(q) and 7(f))

2. Since March 2020, the University has prohibited all University-sponsored air travel by employees and students. Requests to travel by air for essential work must be reviewed and approved by the Chief Financial Officer and/or Executive Vice President. (Ref. EO 2020-114 Sec. 1(o) ad 7(m))

Date: June 30, 2020