



EASTERN MICHIGAN UNIVERSITY
COVID-19 PREPAREDNESS, RESPONSE, AND SAFE RETURN TO
CAMPUS OPERATIONS PLAN
RESEARCH/SCHOLARLY/CREATIVE ACTIVITIES

I. PURPOSE

- A. **Goal:** The goal of the Eastern Michigan University (“EMU” or “University”) COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan for Research/Scholarly/Creative Activities (the “Research Plan”) is to:
1. reduce the spread, and mitigate the impacts, of the COVID-19 virus on EMU’s campus; and
 2. outline standards for a safe return to on-campus operations for research, scholarly, and creative activities.

This Research Plan supplements the University’s COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan.

- B. **Compliance:** This Research Plan is designed to comply with applicable executive orders (“EO”) from the State of Michigan, any other applicable government directives and guidelines, and suggestions from the “Guidance for Preparing Workplaces for COVID-19” (“OSHA Guidance”) published by the Occupational Safety & Health Administration (“OSHA”). **The information and protocols in this Plan are therefore subject to change.**
- C. **Minimizing risk exposure:** All of the University’s employees are classified as having either “low” or “medium” risk of workplace exposure to COVID-19 as defined by the OSHA Guidance. None of the University’s employees are classified as having “high” or “very high” risk of workplace

exposure to COVID-19 as defined by the OSHA Guidance. This Research 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. **Application:** This Research Plan applies to all employees, contractors, and students engaged in research, scholarly, and creative activities at EMU.
- B. **Definition of research/scholarly/creative activities:** “Research, scholarly, and creative activities” for purposes of this Research Plan is defined as “research, scholarship, and creative activity that is conducted on EMU’s campus. The term ‘research’ as used in this document equally pertains to research, scholarly, and creative activities and should be interpreted as such. These activities include any physical presence in campus spaces, including academic buildings and the library, research that requires in-person contact with individuals (e.g., human subjects), campus research labs, offices, performance spaces, studios, field research, and research in the community.”
- C. **Research phases:** The university has [four phases](#) of constrained access to research and creative spaces. The President and Provost determine which phase is active at any one time. Soon after a phase change is announced, all new access conditions and requirements will be communicated.
1. Phase 0, Full ramp-down of research/creative activities: Only procedures critical for sustaining and protecting facilities and/or life are permitted.
 2. Phase 1, Time-sensitive research: Only projects with strict research deadlines are permitted. Examples include 1a. externally sponsored projects and 1b. student thesis or dissertation projects or work by faculty with imminent evaluation deadlines.
 3. Phase 2, Limited access with expanded safety requirements: Most research can be resumed, but building or room occupancy is

restricted.

4. Phase 3, Full access with expanded safety requirements: Normal access to facilities is resumed, but CDC hygiene protocols remain in place.

III. IMPLEMENTATION

A. **Publication:** This Plan or a modified version of it will be published as follows. (Ref: EO 2020-114 Sec. 1(a))

1. Website: <https://www.emich.edu/research/compliance/coronavirus>
2. Hard copy: Individuals may request a copy of this Plan by contacting Wade Tornquist, Interim Associate Provost for Graduate Studies and Research, at wtornquis@emich.edu.

B. **Supervision:** The following individuals are designated to implement, monitor, and report on the strategies developed under this Research Plan. (Ref: EO 2020-114 Sec. 1(b))

1. Wade Tornquist, Interim Associate Provost for Graduate Studies and Research, at wtornquis@emich.edu, is responsible for compliance of all activities covered by this Research Plan.
2. University Human Resources shall provide guidance and assistance for issues regarding sick time, retaliation concerns, and employee non-compliance concerns. The contact is hr_employment@emich.edu.
3. The Dean of Students shall provide guidance and assistance to this Plan and unit plans for issues regarding COVID-19 reporting. The contact is Ellen Gold, Dean of Students, at emu_deanofstudents@emich.edu.
4. The Office of Wellness and Community Responsibility shall provide guidance and assistance regarding student non-compliance issues.

The contact is emu_owcr@emich.edu.

5. The Office of Environmental Health and Safety is responsible for receiving and reviewing complaints of unsafe working conditions. The contact is Kathryn Wilhoff, Director of Environmental Health & Safety (“EHS”), at kwilhoff@emich.edu or 734-487-0794.

IV. POLICIES & PRACTICES

A. Access:

1. In general, research, scholarly, and creative work that may be conducted remotely must continue to be conducted remotely. (Ref: EO 2020-114 Sec. 1(q) and 5(i))
2. Faculty who wish to resume on-campus activities covered by this Research Plan must first receive written approval from their Dean. Deans shall carefully evaluate whether the requested access is required to complete the activity covered by this Research Plan. Such approval must designate the specific individuals who are authorized to conduct work on campus covered by this Research Plan.
3. Students are not permitted to perform work covered by this Research Plan in any on-campus space unless (a) they are pre-authorized by their faculty supervisor, (b) pre-authorized by the faculty supervisor’s dean, and (c) accompanied by their faculty supervisor whenever they are on campus performing work covered by this Research Plan. (Ref: EO 220-114 Sec. 5(d) and 5(i))
4. Visitors are not permitted in space covered by this Research Plan unless pre-authorized by Wade Tornquist, Interim Associate Provost for Graduate Studies and Research, at [wtornquis@emich.edu](mailto:wtorquis@emich.edu). (Ref: EO 220-114 Sec. 5(d))

- B. **Training:** All individuals engaged in activities covered by this Research Plan must complete an [online training](#) that is offered through the University’s Bridge training system, Canvas course shell, or videoconference. This training program covers, at a minimum,

workplace-infection control practices, the proper use of protective equipment, steps an employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions. Sonia Chawla (schawlaw@emich.edu), Research Compliance Officer, is responsible for ensuring that individuals engaged in activities covered by this Research Plan have completed the training. (Ref: EO 2020-114, Sec. 1(c))

- C. **Daily Entry Self-Screening:** All individuals engaged in activities covered by this Research Plan must complete a [daily self-screening form](#) each day before coming to campus. The completed form is automatically sent to the individual's supervisor. Individuals who do not meet the criteria outlined on the form are not permitted to come to campus. (Ref: EO 2020-114 Sec. 1(d); EO 2020-114 Sec. 5(b))

D. **Building spaces:**

1. **Entry points:** Space that is covered by this Research Plan is located in multiple buildings across campus. Each building in which approved work occurs under this Research Plan shall have a designated entry point into that building and posted appropriate signage. Wade Tornquist, Interim Associate Provost for Graduate Studies and Research, at wtornquis@emich.edu, is responsible for designating building entry points and ensuring signage is posted. (Ref: EO 2020-114 Sec. 5(a))
2. **Other space:** Other open spaces that are located inside buildings used as part of this Research Plan, but that are not part of the activities covered by this Research Plan, shall be closed. Such spaces include, but are not limited to, cafeterias and conference rooms. (Ref: EO 2020-114 Sec. 5(g))

E. **Physical distancing:**

1. **Policy:** All individuals engaged in activities covered by this Research Plan must maintain physical distance of six feet or more from other individuals whenever practical. (Ref: EO 2020-114 Sec.

1(e); EO 2020-114 Sec. 5(f) and 5(h))

2. **Application to research spaces:** Physical space used on campus for activities covered by this Research Plan may not be used until the space has been reviewed by the Office of Environmental Health & Safety to ensure proper physical distancing protocols have been implemented. Such protocols in this instance include, but are not limited to, designating work areas and installing floor markings.
3. **Communication:** [Signage](#) to promote this policy has been developed by the Office of Research Compliance and will be installed by faculty lab managers.

F. Face coverings:

1. **Policy:** All individuals engaged in activities covered by this Research Plan who are medically able to do so must wear a covering over their mouth and nose (such as a cloth face mask) when in an enclosed public space when another individual is present. Public space includes, but is not limited to: classrooms; building corridors, stairways, hallways, and restrooms; conference rooms, waiting rooms, and offices; and vehicles with more than one occupant. (Ref: EO 2020-144 Sec. 1(f) and 1(g); EO 2020-114 Sec. 5(e)).
2. **Accommodation:** An individual who believes that they have a medical condition that prohibits them from wearing a face covering shall contact the following office to request an accommodation from this policy:
 - a) Students must contact the Disability Resource Center at drc@emich.edu.
 - b) Employees must contact the Office of University Human Resources at hr_employment@emich.edu.
3. **Availability:** To promote compliance with this policy, the University shall make face coverings available to all students and employees engaged in work covered by this Research Plan. Each faculty lab manager is responsible for securing face coverings for themselves and any students or employees working in their lab, and for

enforcing this policy. Face coverings may be obtained at the Department of Public Safety Headquarters (1200 Oakwood).

4. **Communications:** [Signage](#) to promote this policy has been developed by the Office of Research Compliance and will be installed by faculty lab managers.

G. **Discourage equipment sharing:** Individuals performing work on campus that is covered by this Research Plan shall, whenever possible, not share equipment between employees. In all instances, equipment located in space covered by this Research Plan is subject to cleaning standards outlined in Section IV(I). (Ref: EO 2020-114 Sec. 5(j))

H. **Pre-Review, Compliance, and Audit:**

1. **Pre-Review:** Before any on-campus space may be used for work covered by this Research Plan, the faculty member who manages the space must:
 - a) Secure written approval from their Dean;
 - b) Ensure they have building access approved by the Office of the President; and
 - c) Schedule a walk-through of the work space with the Office of Environmental Health & Safety (www.emich.edu/publicsafety/ehs). (Ref: EO 2020-114 Sec. 5(c))
2. **Compliance:** Prior to requesting access to facilities, faculty should complete [Checklist 1](#). This will assure that faculty will not make an unproductive trip to campus. Prior to the initial return to the research facility, all requesting personnel must complete [Checklist 2](#). This will assure they have received training, have card swipe access, and they participate in an *in situ* facilities meeting with James McEvers, Laboratory Compliance Manager. On every visit to campus, all requesting personnel must complete [Checklist 3](#) and complete the [Record of Daily Cleaning](#). This will assure they have submitted the health check form, disinfected facility touch points at least twice each day, and contacted Custodial Services at the conclusion of each session. (Ref: EO 2020-114 Sec. 5(c))

3. **Audit:** James McEvers (jmcever1@emich.edu), Laboratory Compliance Manager, is responsible for certifying that Checklists 2 and 3 are completed on the first visit. He will periodically audit the Record of Daily Cleaning. (Ref: EO 2020-114 Sec. 5(l))
- I. **Hygiene protocols (e.g., hand washing, sanitizer, tissues, and respiratory etiquette):** The individuals covered by this Research Plan are subject to the following hygiene protocols. (Ref: EO 2020-114, Sec. 1(j); OSHA Guidance)
1. **Policy:** The University encourages all students, employees, and visitors to regularly wash their hands with soap and water, use hand sanitizer when necessary, use tissues as needed to manage coughing and sneezing, and to use proper hygiene etiquette when coughing or sneezing pursuant to health guidelines.
 2. **Availability:** Employees and students are encouraged to regularly wash their hands, and the University shall make soap available at designated locations, including public restrooms and sinks in labs. Employees and students are encouraged to use hand sanitizer (but not in lieu of handwashing when soap and water are available), and the University shall make hand sanitizer available in designated locations, which vary between buildings. Employees and students are encouraged to use tissues to wipe/blow their nose, and faculty lab managers are responsible for procuring and providing tissue in their work spaces that are covered by this Research Plan.
 3. **Communications:** [Signage](#) to promote this policy has been developed by the Office of Research Compliance and will be installed by faculty lab managers.
- J. **General cleaning standards:** Custodial Services cleans buildings on a regular basis, but faculty lab managers are responsible for disinfecting lab equipment, lab surfaces, and other areas in their work/research spaces. Each faculty member approved to conduct work on campus that is covered by this Research Plan will be provided disinfectant supplies, will use their laboratory gloves when using disinfectant products, and are required to disinfect their work/research spaces at least twice per day when on campus. These requirements are included in the checklist for

maintaining space used as part of this Research Plan. Questions regarding custodial services may be directed to Dieter Otto, Director of Custodial Services and Grounds, at DOtto@emich.edu. (Ref: EO 2020-114 Sec. 1(h) and 5(k))

K. Notice of positive cases: EMU has implemented the following notification protocols when an individual tests positive for COVID-19. (Ref: EO 2020-114 Sec. 1(k))

1. Employees and students who test positive for COVID-19 shall notify the following individuals:
 - a) Their supervisor; and
 - b) The Office of the Dean of Students at emu_deanofstudents@emich.edu.
2. The Office of the Dean of Students is responsible for maintaining records of positive cases of COVID-19 and notifying the Washtenaw County Public Health Department about all known cases of a COVID-19 positive test involving an employee or student on the University's campus. (Ref: EO 2020-114 Sec. 5(m))
3. All notifications to co-workers, contractors or suppliers who have come in contact with an individual who has tested positive for COVID-19 will be coordinated by the Office of the Dean of Students and completed in coordination with, and at the direction of, the Washtenaw County Public Health Department.

L. Cleaning standards in the event of a COVID-19 positive test: EMU has implemented the following protocols to disinfect areas where an individual who has tested positive for COVID-19 is known to have visited during relevant time periods as identified through contact tracing. (Ref: EO 2020-114 Sec. 1(i) and 5(n))

1. **Employees:** If the University is notified that an employee has tested positive for COVID-19, the University's Custodial Services office disinfects the employee's work area, all touch points in the building where the employee worked, and any other areas (e.g., lab or classroom space) where the employee recently visited as identified through contact tracing that is coordinated by the Dean of

Students Office. This cleaning process includes, where applicable, fogging of entire rooms or buildings.

2. **Students and visitors:** If the University is notified that a student or visitor has tested positive for COVID-19, the University's Custodial Services office disinfects the student's residence hall room/apartment (if applicable), and any other areas (e.g., lab or classroom) where the student or visitor recently visited as identified through contact tracing. This cleaning process includes, where applicable, fogging of rooms, hallways, or buildings.

M. **Staying home if sick:** The University has established the following protocols to ensure that employees who are sick stay home, and that employees with a confirmed or suspected case of COVID-19 return to the workplace only after they are no longer infectious. (Ref: EO 2020-114 Sec. 1(l), 1(m), and 5(o); OSHA Guidance)

1. Employees who are sick should stay home until symptoms pass and isolation times, if applicable, have passed.
2. If an employee is sick or becomes sick at work, they should notify their supervisor immediately and make arrangements to go home as soon as possible. They should avoid contact with other individuals as much as possible.
3. The vast majority of EMU's workforce has access to paid sick time as outlined in Board Policy 3.2.5 (for non-bargained-for employees) and the collective bargaining agreements (for employees employed in a collective bargaining unit).
4. The University does not retaliate against employees (through discharge, discipline or otherwise) who stay home or leave work when they are at particular risk of infecting others. University Human Resources is responsible for ensuring compliance with this policy and investigating allegations that this policy has been violated.
5. Any employee conducting work as part of this Research Plan who works on campus with a pre-approved external contractor shall

encourage those contractors to instruct their employees who may be assigned to work on-site at the University to stay home if they are sick and to immediately report to their University contact any instance when an employee assigned to work on-site at the University has tested positive for COVID-19.

N. Response plan for COVID-19 positive cases: The University has established the following protocols for dealing with a confirmed infection in the workplace. (Ref: EO 2020-114 Sec. 1(n))

1. As outlined in Section IV(H) of the University's COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan, the University has established cleaning protocols for when the University learns that an employee, student, or visitor tests positive for COVID-19.
2. As outlined in Section IV(I) of the University's COVID-19 Preparedness, Response, and Safe Return to Campus Operations Plan (above), the University has established protocols for employees to remain at home in the event they test positive for COVID-19.
3. The University will close certain buildings and/or the campus in the event of a COVID-19 positive case based on the scope of any outbreak of COVID-19 and in consultation with the Washtenaw County Health Department. The decision to close a building and/or the campus in this context is made by the President of the University.

O. Travel: The University has established the following protocols regarding travel. (Ref. EO 2020-114 Sec. 1(o) and 5(p))

1. In March 2020, the University prohibited all University-sponsored air travel by employees and students in response to the outbreak of COVID-19. Requests to travel by air for essential work must be reviewed and approved by the Chief Financial Officer and/or Executive Vice President. That policy remains in effect.

- P. **Public transit protocol:** Students and employees who use public transportation (e.g., buses) are encouraged to: always wear a face covering; practice physical distancing at all times; and wash their hands after their trip or, if that is not feasible, carry and use hand sanitizer immediately after their trip. (Ref: EO 2020-114 Sec. 1(p)).
- Q. **Unsafe working conditions:** Employees who believe they are subject to unsafe working conditions, or who have concerns regarding compliance with the COVID-19 plans as applied, should immediately contact their supervisor, followed by, if needed, that individual's supervisor. Campus safety concerns should be reported to Environmental Health and Safety (kwilhoff@emich.edu or 734-487-0794).

Date: June 30, 2020