

2020

**Preparedness and Response Plans - Office Based - College of
Health and Human Services (CHHS), August 17, 2020**

Eastern Michigan University

EASTERN MICHIGAN UNIVERSITY

OFFICE-BASED SAFE RETURN TO CAMPUS OPERATIONS PLAN

Division: Academic and Student Affairs

Office: College of Health and Human Services

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

Christine Karshin, Associate Dean, ckarshin@emich.edu, (734) 780-4806

Requested date to re-open the Office to employees: August 17, 2020

Division Vice President Signature: _____

Date Approved: _____

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.

The College of Health and Human Services has four Schools: (1) School of Health Promotion and Human Performance, (2) School of Health Sciences, (3) School of Nursing, and (4) School of Social Work. The College is housed in four buildings: (1) Marshall Building, (2) Rackham Building, (3) Porter Building, and (4) Warner Gymnasium.

Dean’s Office – Marshall Building

The Dean’s office is located in the Marshall Building. It is a traditional office setting, where employees typically work at their desks. Each member of the Dean’s staff has his/her own private office. There are four employees (including the Dean), that make up the Dean’s office staff. CHHS administrators, staff, and faculty members routinely visit the Dean’s office. Traditionally, they make appointments in advance to visit the Dean or the Associate Dean. However, there

are drop-in visitors. All future “meetings” will be held virtually (telephone, Zoom), and by appointment.

The Administrative Associate II will be working remotely from home. The main office line will be transferred to her computer at home. The Dean and Associate Dean will coordinate their schedules to ensure that one or the other is present on campus most days.

The School of Health Promotion and Human Performance (HPPH)

HPPH’s main office is located in the Porter Building (Suite 318/319). The School Director and the School’s Administrative Assistant each have their own private office. The School Director and Administrative Assistant will stagger their time on campus. All faculty in HPPH have their own private office in either the Porter Building or in the Rackham Building. It is a traditional office setting, where employees typically work at their desks.

Dr. Christopher Herman, School Director, will be the supervisor for the HPPH office space (cherman2@emich.edu; 487-0090).

There are approximately thirty (N=30) HPPH personnel with offices in the Porter Building, and approximately fifteen (N=15) HPPH personnel with offices in the Rackham Building.

Visitors to HPPH offices are typically students. Faculty will hold virtual office hours, which will drastically decrease student traffic. Signs will be posted to direct all visitors to the appropriate staff members.

School of Health Sciences

Health Sciences main office is located in the Marshall Building. The School Director and the Administrative Assistant will be present on campus on the same day(s). Approximately twenty-five (N=25) Health Sciences personnel have offices in the Marshall Building, and approximately seven (N=7) personnel have offices in the Rackham Building. The majority of Health Science administrators, staff, and faculty members have private offices. Currently, five full-time lecturers share two offices in Rackham, and one staff member shares an office in Marshall. It is a traditional office setting, where employees typically work at their desks. In those locations where a space is shared, the employees will be encouraged to work remotely. However, if they need to come to campus, they will be required to communicate with each other, and the School Director, to stagger their time.

Dr. Colleen Croxall, School Director, will be the supervisor for the Health Sciences office space (ccroxall@emich.edu, 487-4096).

Visitors to Health Sciences offices are typically students. Faculty and full-time lecturers will hold virtual office hours. Signs will be posted to direct all visitors to the appropriate office/staff member.

School of Nursing

Nursing's main office is located in the Marshall Building. The School Director and the Administrative Assistant will be present in the building on the same days. The other staff member's schedules will be staggered. Approximately twenty-five (N=25) faculty and staff members with offices in Marshall, one (N=1) in Rackham, and five (N=5) in the HPHP suite in the Porter Building. It is a traditional office setting, where employees typically work at their desks. The majority of School of Nursing administrators, faculty, and staff have private offices. However, there are a few Nursing faculty members and full-time lecturers that share offices. In those locations where a space is shared, the employees will be encouraged to work remotely. However, if they need to come to campus, they will be required to communicate with each other, and the School Director, to stagger their time.

Dr. Michael Williams, School Director, will be the supervisor for the Nursing office space (mwilliams@emich.edu), 487-2310.

Visitors to Nursing offices are typically students. Faculty and full-time lecturers will hold virtual office hours. Signs will be posted to direct all visitors to the appropriate office/staff member.

School of Social Work

Social Work's main office is located in the Marshall Building. The School Director will be on campus one or two days a week. The other staff member's schedules will be staggered. All Social Work personnel members have offices in the Marshall Building (approximately twenty-seven). It is a traditional office setting, where employees typically work at their desks. The majority of School of Social Work administrators, faculty, and staff have private offices. However, there are a few Social Work personnel that share offices. In those locations where a space is shared, the employees will be encouraged to work remotely. However, if they

need to come to campus, they will be required to communicate with each other, and the School Director, to stagger their time.

Dr. Jennifer Fritz, School Director, will be the supervisor for the Social Work office space (jfritz@emich.edu, 487-0393).

Visitors to Social Work offices are typically students. Faculty and full-time lecturers will hold virtual office hours. Signs will be posted to direct all visitors to the appropriate office/staff member.

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.

For the fall 2020 semester, employees must use [this form](#) for daily screening.

During the remainder of August, Christine Karshin will ensure that the daily online self-screening is completed by employees. Each School Director will provide the names of employees who are scheduled to be on campus each day. The School Director will notify Dr. Karshin, by email, with the names of staff members who completed the online form each day by 10:00a. All employee questions about the daily health screening will be sent to Dr. Karshin.

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.

Christine Karshin, Associate Dean, ckarshin@emich.edu, 734-780-4806

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 complete [this form](#). **The University -- not the employee -- will notify appropriate individuals on campus using the contact tracing procedures in conjunction with the County Health Department.**

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). **The University -- not the employee -- will notify appropriate individuals on campus using the procedures in conjunction with the County Health Department.**

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 urge that individual to immediately complete [this form](#). **The employee should not notify other individuals that they have learned that another individual has reported testing positive for COVID-19 because the University will notify appropriate individuals on campus using the procedures in conjunction with the County Health Department.**

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 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:

Christine Karshin, Associate Dean, ckarshin@emich.edu, (734) 780-4806

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:**

Smriti Panjabi, Administrative Associate II, Dean's Office, spanjabi@emich.edu, 487-0070

SECTION 8: DEDICATED 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.

Supervisors are responsible for reminding employees to look for and use designated entry and exit points. Employees are responsible for seeking out and using designated entry and exit points.

Christine Karshin will email the floor plans to all CHHS-related buildings prepared by the Physical Plant. Text will accompany the floor plans highlighting all dedicated entry points, traffic flow, etc.

SECTION 9: FACE COVERINGS

All individuals must wear a cloth face covering inside any EMU enclosed public space whenever they are in close proximity (e.g., six feet or less) of any other person unless the individual is in a closed/isolated space (e.g., private office) and another person is not present. For purposes of this policy, “enclosed public space” includes, but is not limited to, classrooms, building corridors, stairways, hallways, restrooms, conference rooms, waiting rooms, offices, office suites, and vehicles with more than one occupant.

Employees and students may wear their own cloth face coverings or the University will provide face coverings to employees and students. Face coverings will be available:

- at check-in desks outside campus buildings when such check-in desks are activated;
- from supervisors; and
- at other locations that will vary based on the season, scheduled events, and other criteria.

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

Employees who believe that they have a medical condition that prohibits them from wearing a face covering should contact University Human Resources at hr_employment@emich.edu. Students requesting a similar accommodation should contact the Disability Resource Center at drc@emich.edu. Without an approved accommodation, face coverings are required.

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.

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

The Dean's Office designee, Smriti Panjabi, will communicate with School offices each week to determine the number of face masks needed. The face masks will be ordered and delivered to the Dean's office. A designated staff member from each School office will pick up masks for the week.

(include locations(s) and/or processes(s), as applicable depending on how your Office functions)

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:

Smriti Panjabi, Administrative Associate II, spanjabi@emich.edu, 487-0070

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).

30 masks per week

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 workspace(s) to promote the wearing of face coverings:

Christine Karshin, Associate Dean, ckarshin@emich.edu, (734) 780-4806

Based on the nature of the work performed, some areas may need face shields in addition to, or in lieu of, 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.

Instructors and students in lab settings will use face shields or face coverings and goggles during certain pedagogical interactions where physical distancing is not feasible.

SECTION 10: PHYSICAL DISTANCING

All individuals on University grounds must maintain physical distance of six feet or more from other individuals whenever safely 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 workspace(s) to promote physical distancing:**

Christine Karshin, Associate Dean, ckarshin@emich.edu, (734) 780-4806

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.**

Physical distancing floor placards will be placed outside of each CHHS administrators' office, and their administrative assistants' offices. Additional placards will be placed by the Marshall 3rd floor Welcome Center. These are traditionally high-traffic areas visited by students, faculty members, and other staff members.

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 workspaces 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 approved workspaces.

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.

We are requesting five plexiglass screens on wheels to be placed in the administrative assistants' doorways.

Marshall 311

Marshall 319

Marshall 313

Porter 319

Rackham 222

In some cases, **desks or tables** in an office may need to be configured to create physical distancing between employees. Offices should not move furniture; such changes must be evaluated by the Facilities Division to ensure compliance with building codes. 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.

In the event that plexiglass screens are not made available, a table will be placed outside each administrative assistant's door to prevent others from entering, and to provide a place for visitors to place documents, etc.

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.**

Porter Building

Women's and Men's restrooms are down the hall from the HPHP suite (318/319) on the 3rd floor.

Rackham Building

Women's and Men's restrooms are located on the 1st and 2nd floors. A unisex bathroom is located on the upper level. Sinks are located in the following labs (lower level): O&P plaster lab (rm 143, O&P fabrication lab (rm 118), O&P lab/classroom, (rm 146) Demonstration Kitchen (rm 105), Exercise Science Wet Lab (rm 104), Exercise Science shower room (101E), (upper level), PA (rm 201), PA skills lab (rm 207) and OT Home Health Lab (rm 247).

Warner Building

Women's and Men's restrooms are located on the upper floor.

Marshall Building

Women's and Men's restrooms are located on all three floors. Unisex restrooms are located on the 3rd and 2nd floors. Sinks are located in the following labs: Clinical Lab Sciences (rm 104), OT Lab (rms 207 or 209), Nursing Skills Lab (rm 215).

Each University office is responsible for providing **hand sanitizer and tissues** in a location in their workspace(s) where it is accessible to employees, students, and visitors. Supervisors may purchase these supplies using their University P-Card. **The following individual is responsible for procuring hand sanitizer and tissues (using their University P-Card) for the Office covered by this Plan, and ensuring that these supplies are accessible to employees, students, and visitors:**

Smriti Panjabi, Administrative Associate II, spanjabi@emich.edu, 487-0070

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 workspace(s) to promote physical distancing:**

Christine Karshin, Associate Dean, ckarshin@emich.edu, (734) 780-4806

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 use “Clorox” or comparable disinfectant wipes to clean such areas.

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 workspaces include reception desks that are staffed by multiple students throughout the day.

Supervisors may purchase “Clorox” or comparable disinfectant wipes through [this website](#).

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:

Minimally, the following will be cleaned using disinfectant wipes at least twice a day: Xerox machines, desks and workstations occupied by student employees (including telephones, keyboards, computer mouse, and any additional office supplies) between shifts, and handles to file cabinets at least two times per day (e.g., by 12:00p and 5:00p). Signs will be placed by copiers, and other high touch areas encouraging employees to wipe the area down before they leave.

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

Dean's Office: Christine Karshin, Associate Dean, ckarshin@emich.edu, 734-780-4806

HHPH (Porter Suite): Christopher Herman, School Director, cherman2@emich.edu, 487-0090

Nursing: Michael Williams, School Director, mwilliams@emich.edu

Health Sciences: Colleen Croxall, School Director, croxall@emich.edu,

Social Work: Jennifer Fritz, School Director, jfritz@emich.edu

Physician Assistant Program Office (Rackham): Maria Keelon, mkeelon@emich.edu

SECTION 13: REMOTE WORK AND FLEXIBLE SCHEDULES

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 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 Hangouts, or comparable remote device whenever possible -- and even when attendees are all working on campus during the meeting.

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

You do not need to describe your Office work schedule here because work schedules will fluctuate regularly. **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.**

Christopher Herman, Director, School of Health Promotion and Human Performance, cherman2@emich.edu

Colleen Croxall, Director, School of Health Sciences, ccroxall@emich.edu

Michael Williams, Director, School of Nursing, mwilliams@emich.edu

Jennifer Fritz, Director, School of Social Work, jfritz@emich.edu

SECTION 14: VISITORS

For purposes of this Plan, “visitor” is defined as someone who visits an office and is not an EMU student or employees. 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:

Whenever possible, visitors must schedule an appointment in advance. Virtual meetings are preferred over in-person meetings.

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

Christopher Herman, Director, School of Health Promotion and Human Performance, cherman2@emich.edu

Colleen Croxall, Director, School of Health Sciences, ccroxall@emich.edu

Michael Williams, Director, School of Nursing, mwilliams@emich.edu

Jennifer Fritz, Director, School of Social Work, jfritz@emich.edu

Christine Karshin, Associate Dean, ckarshin@emich.edu

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:**

The College of Health and Human Services has many laboratories in three buildings: Marshall Building, Rackham Building, and Warner Gymnasium. On August 5th, Jim McEvers, Kathryn Wilhoff, Murali Nair, and Christine Karshin met with faculty and/or staff from the following programs to tour their labs: Athletic Training (Warner Building), Orthotics and Prosthetics (Rackham Building), Physician Assistant (Rackham Building), Occupational Therapy (Rackham and Marshall Buildings), Nursing (Marshall Building), and Clinical Laboratory Sciences (Marshall Building). Safety measures such as physical distancing air quality, placement of equipment, furniture, and machinery, and entrances and exits were discussed.

PPE orders (gloves, face shields, lab gowns) from all of the labs were organized by the Dean's office. The order was sent to Travis Temeyer on August 3rd.

Signage for physical distancing, hand washing, mask wearing, and directional arrows will be placed in all of the labs.

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.).

All visitors invited to come to campus will be emailed a floor plan of the building they will be visiting showing the entrance and check-in station, and the directions needed to get to the main reception areas of each building (Marshall – 3rd floor Welcome Center, Porter- front reception desk in 318/319, PA program in Rackham 222, or designated area). Visitors will be encouraged to bring their own face covering, or one will be provided at the entrance to the building. At each reception area, the visitor will be given directions to their final destination.

The goal is to discourage visitors from coming to campus and hold remote meetings only.

SECTION 17: TRAINING

All employees 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 that 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 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:

Christine Karshin, Associate Dean, ckarshin@emich.edu, 734-780-4806

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)

