COVID Re-entry Guidelines for UMSN Employees

July 1, 2021 marks the start of our return to working on campus for many School of Nursing employees and the hybrid work model for many staff. We want to share information on facilities, safety protocols and other useful resources. This message contains some new information. Additionally, these guidelines may evolve with changes in the U-M and State of Michigan guidelines. The UMSN faculty and staff COVID-19 Re-entry webpage is another place where you can find current COVID-19 information and resources. We will update that page with new information as needed.

Face coverings
Individuals who are fully vaccinated and self-report their status to the university are generally exempt from the indoor masking and social distancing requirements; however, such individuals must still wear a mask in classrooms, on U-M transportation, or in healthcare areas in patient settings. To qualify for this exemption, faculty and staff must voluntarily report their vaccination status via the “U-M COVID-19 Vaccination Self-Report Form.”

Faculty or staff who are not vaccinated or who decline to submit information must continue wearing a face covering indoors and physically distance from others. For additional information, please see the University of Michigan Face Covering Policy. A limited number of disposable face coverings will be available for visitors and for emergency situations. Disposable face covering will be available at the designated entrances to the 400 and 426 buildings.

Building Entry Process
A single point of entry is established for each School of Nursing building. At this time, all employees are asked to use the U-M ResponsiBlue before entering the UMSN buildings. A greeter, or building intake staff member, will be stationed at each entrance to check for the green checkmark from the health screen and ensure face coverings are worn if applicable.

Designated entrances
400 NIB: Beginning July 1, 2021, the designated entrance to the 400 North Ingalls Building will be the main entrance at the front of the building. This door is now equipped with a key card reader. Individuals entering the 400 NIB through the 300 NIB are expected to self-monitor using the health check app and, if applicable, self-check for face coverings in place before entering the 400 NIB.

426 NIB: The designated entrance to 426 North Ingalls is the main entrance, which is on the right side of the front of the building.

400 NIB Accessible Entry
Due to the age and design of the 400 North Ingalls Building, the front entry is not handicap accessible. We have identified an accessible entrance to 400 NIB at the rear of the building to the right of the loading dock, where parking spaces for individuals with disabilities are newly located. Employees with a need to use the accessible entrance will require special key card access on their UMID. Requests for this access should be directed to Eric Skalski, Facilities Manager (eskalski@umich.edu) or Rhonda McCammon (rmccamm@umich.edu). Individuals who enter 400 NIB via the employee accessible entrance are expected to self-monitor using the health check app and, if applicable, to self-check for face coverings in place before entering the 400 NIB.
Visitors needing an accessible entry to 400 NIB can call the phone number found on signage at the UMSN accessible entrances. The signs will provide the 400 NIB screening station phone number (734-647-5589) so a greeter can meet the visitor to open the door and provide screening.

**Self-monitor for COVID-19 symptoms**
At this time, employees are expected to self-monitor for COVID-19 symptoms, travel and contact with contagion before coming to campus. Please use the U-M ResponsiBlue within 18 hours of entering a UMSN building. Show the green checkmark to the greeter. Those without a mobile device will participate in an in-person questionnaire administered by the greeter.

**Requesting Essential Supplies**
We have established mechanisms to request equipment and supplies needed for remote and on-site work. Work directly with your department coordinator to obtain cleaning and disinfecting supplies for on-site work. On the UMSN website, you can find information needed to request supplies for remote or on-site work (printer cartridges, paper, etc.).

Department coordinators requesting on-site cleaning and disinfecting supplies: Department coordinators can secure cleaning and disinfecting supplies for their department areas via the cleaning and disinfecting supplies online form. Once you request supplies, a Facilities Office representative will contact you to arrange for pick-up of the supplies. Please note that the facilities offices have moved and are now located in the east corridor on the first floor of 400 NIB. If you have questions on any of these processes, please contact umsn-finance@umich.edu or umsn-facilities@umich.edu for assistance.

**Desktop Plexiglas**
Employees may wish to use Plexiglas partitions at their workstations. The UMSN Facilities team can assist in arranging this type of setup. To inquire about options, contact umsn-facilities@umich.edu.

**Parking**
The university’s parking rules are in effect which require a prepaid parking pass to park in the university employee lots. You will want to secure your pass before returning to on-site work. In addition to the annual blue permit a daily blue pass is available to employees. The previous annual cap on the number of daily permits has been lifted. The current cost of the daily permit is $5.50 and may be more cost effective than the annual pass for some employees. Daily permit holders will need to choose whether they want a gate pass (needed for structure) or a scratch off pass (required for surface lots). All employee parking passes must be purchased directly through the department of Logistics, Transportation and Parking. More information is located on the Blue and Daily Parking pages of their website.

**Food Service**
The self-service café, Market 24/7, located on the first floor of 426 NIB is open. The cafe offers coffee and other beverages as well as snack items. The cafeteria at Nick’s in the 300 building is unfortunately closed at this time. We will notify employees if we hear of a scheduled date for reopening. The vending machines in 300 and 426 NIB are lightly stocked. Employees should plan to bring their own food from home or order from surrounding restaurants, many of which have enhanced their delivery options. If you choose to have food delivered, make arrangements to accept the delivery yourself outside the building. Front desks staff cannot accept food deliveries.
**Standard Deliveries (non-restaurant)**
The front desks and facilities teams will continue to accept non-USPS deliveries for both 400 and 426 North Ingalls and will contact the recipient when a package arrives to coordinate a pick-up. USPS deliveries continue their existing protocol of delivery to the main mailroom in 300 NIB before routing to the 400 NIB mailroom.

**Hybrid Computing Equipment for Staff**
In July, many staff will return to on-site work using a hybrid model that combines work on campus with telework. The school is working to ensure staff members have appropriate computer equipment for this work model. Using a systematic approach, central staff will have an assessment of their existing computer equipment. Through the assessment process, the Tech Equipment Deployment team will determine the equipment to be replaced, added or retired for each staff member. We are working with department supervisors to schedule the equipment assessments throughout June and July. Central staff and supervisors will be contacted by the deployment team at some point over the next few weeks. Deployment of equipment for staff on sponsored projects will follow a slightly different process to begin in August. Questions regarding the tech equipment assessment and deployment process can be emailed directly to Maureen Coerdt (mcoerdt@umich.edu), Kinnothan Nelson (gmoney@umich.edu) or Rhonda McCammon (rmccamm@umich.edu).

**Building Hours**
The summer building hours are posted below. After hours, employees can key card in at any entrance and are expected to self-monitor and complete the U-M ResponsiBlue screening app before entering the buildings.

400 NIB Summer Building Hours
Monday – Friday 7am-5pm

426 NIB Summer Building Hours
Monday – Friday 7:30am-5pm

Modified: June 21, 2021