UMSN Employee Guidelines for COVID-19 Preparedness and Returning to Campus

August 9, 2020
Version 3
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INTRODUCTION
The School of Nursing is committed to maintaining a safe working, teaching and learning environment. Federal, state and local governments have directed employers to adopt specific processes and procedures to prevent the transmission of the COVID-19 virus. At a minimum, U-M must follow the State of Michigan COVID-19 Executive Orders. U-M may implement stricter requirements or continue state requirements even after they have been lifted, if leadership deems this necessary for the health and safety of the community. U-M guidelines for returning to campus for the 2020-2021 academic year can be found in the Campus Maize & Blueprint. The School of Nursing is heeding these requirements. Our plans and protocols will be appropriately updated as the situation with the COVID-19 virus changes and as we are guided by Federal, state and university directives. You can find additional information on the Centers for Disease Control COVID-19 website and on the State of Michigan COVID-19 website. This employee guidelines document applies to both faculty and staff of the UMSN, will be updated as necessary, and can be found on the faculty and staff COVID resources webpage.

ONSITE AND REMOTE WORK ARRANGEMENTS FOR EMPLOYEES
As outlined in the Campus Blueprint, the University of Michigan will have a public health-informed in-residence semester this fall consisting of a mixture of in-person and remote classes. Thus, several courses will be conducted on campus during the fall term. Several faculty and support staff will be onsite each week.

While some faculty and staff will be working on campus this fall term, many employees will continue to work remotely. Many classes will be conducted in a remote manner and faculty will remain primarily offsite. Additionally, UMSN staff supervisors have worked with leadership to determine which staff can continue to work remotely. Several departments and project teams will continue to do so. Doing so helps reduce the number of individuals in our buildings as well as the potential spread of the COVID-19 virus. Please continue to work with your supervisor on these arrangements.

Offsite Employees and the Need for Ad-Hoc OnSite Work
Staff: There may be times when staff who typically work offsite need to perform onsite work. In these situations, the staff member should email his or her supervisor to communicate the need to be onsite. The staff should include sn-onsite@umich.edu on this communication. This will assist the unit leader in monitoring the number of staff in the office at any one time and allow HR to monitor the density of people onsite each day.

Faculty and Staff: To ensure employees are aware of the expectations for onsite work, the university requires that all employees complete an online My LINC COVID training module before returning to campus. Once you have completed the training, please email your certificate of completion to sn-hr-office@umich.edu. The training takes approximately 30 minutes. You can access the training using the link above or by going to the EHS education webpage, logging into My LINC and typing “EHS_OHS_COVIDw COVID-19: Working Safely at U-M” in the search field.

Guidelines for Requesting an Alternative Work Arrangement
The University continues to emphasize the importance of in-person instruction and is planning for a return to campus for students in August. As students return, there will clearly be a large need for student-facing services and support offices to be there for them. For some, being physically present on campus may not be feasible because of health risks. One protection is to
provide alternate work arrangements, whenever possible, for individuals who need to work remotely. We are committed to finding the best possible way that allows an individual to work at a distance, when that person has a special need to do so. UMSN employees can find information on **confidentially requesting and alternate work arrangement** on the UMSN website.

**RETURN TO THE WORKPLACE**

**Workplace Expectations and Guidelines**

Many modifications have been made with the two UMSN buildings to foster a public health-informed work environment. Changes have been made to the classrooms, conference rooms, office space and common areas. To accommodate physical distancing, essential on-site employees are being provided with temporary single occupancy offices when possible. Those in shared offices who need to be on-site only occasionally will be asked to coordinate their on-site time with their office mates so that they are on-site at different times. In cases where providing single offices is not possible or the work or physical environment limits physical distancing, barriers will be made available. Plexiglas barriers are being placed on desks in higher traffic areas as well. Additionally, reduced room capacity limits for classrooms and conference rooms have been established and are posted.

Employees are expected to comply with the policies, protocols and guidelines outlined in this document as part of the University’s workplace expectations. Failure to do so may result in disciplinary action.

- Follow the [University of Michigan Face Covering Policy](#). This requires that employees wear a face covering throughout all areas of campus, including the outdoors. An exception is made for a single occupancy office with a closed door.
- Those unable to medically tolerate a face covering are asked to discuss their individual situation with School of Nursing Human Resources Office.
- For entry into buildings, you will be required to have a face covering in place.
- Enter and exit UMSN building at the designated points of entry and exit. See Entering and Exiting Buildings section below for detail.
- Prior to entry, participate in the [U-M health screen](#) which screens for COVID symptoms, travel and contact with contagion. More detail is below.
- Practice being Separately Together: Maintain six feet of distance between others whenever possible.
- Not gather in groups that exceed a room’s posted capacity.
- Allow no more than two individuals in an elevator car at one time and will use the stairs when possible.
- Self-monitor for symptoms of COVID-19 throughout the day.
- Look for and follow all posted cues and signage including temporary barriers.

**Symptom Monitoring**

All employees and visitors entering the School of Nursing buildings must conduct daily self-screening for symptoms of COVID-19. Symptoms to monitor for include:

- Fever (100.4°F) or feeling feverish
- Chills and/or shaking
• New shortness of breath
• New onset of cough
• New loss of sense of smell or taste
• New headache
• New rash
• Unexplained body aches
• New runny nose or nasal congestion
• New sore throat
• New diarrhea

Notification Process of Employee Suspected/Confirmed COVID-19
Employees should not report to onsite work and should contact their supervisor immediately if they are experiencing any flu-like symptoms, if they have been exposed to anyone experiencing flu-like symptoms, or if they have tested positive for COVID-19. Employees who suspect they have COVID-19 will contact their supervisor, call the Occupational Health Services hotline (734-764-8021) or their primary care provider for guidance, and stay at home unless medical attention is required.

When an employee has identified with a confirmed case of COVID-19, the employee should contact his or her supervisor and contact the U-M Occupational Health Services (OHS) hotline (734-764-8021) for reporting and contact tracing. Employees are expected to cooperate with and participate in any contact tracing process used by OHS. Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of the case will NOT be directly revealed. Sensitivity to individual situations will be maintained. See the employee contact tracing document for more detail. Additional information for employees and supervisors can be found on the U-M Environment, Health & Safety COVID website and in the EHS exposure and testing guidance document.

Employees with a confirmed or suspected case of COVID-19 can return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention and the U-M.

ENTERING AND EXITING BUILDINGS
Access to the 400 and 426 North Ingalls buildings will be routed to a single entry point for each building (see below). Exiting will not be permitted at the entry points, except for emergency situations. All other building access points are available as exits.

Self-Monitoring for Health and Expectations upon Entry
Before entering either UMSN building, individuals must participate in a self-monitored health screen, using the U-M health screen, which screens for COVID symptoms, travel and contact with contagion. Upon entry, employees pass a greeting station. The greeter, or building intake staff, will look for the green checkmark on your handheld device indicating a positive health screening result; ensure face coverings are worn; and monitor for appropriate social distancing and one-way traffic.

Employees who are not following the building entry protocol will be reminded of the expectations. Those who continue to not follow the protocol will asked to leave the building and may face disciplinary action. The Department of Public Safety and Security will be called when an individual does not leave the building upon request.
Designated Entrances

426 North Ingalls Building – Main entrance, doors on the right front of the building

400 North Ingalls Building – Key card entrance at the back of the building, off of the blue parking lot, to the right of the loading dock

Individuals who enter 400 NIB by first passing through 300 NIB are expected to self-monitor via the health check app and to self-check for face coverings in place before entering the 400 NIB. Parking spaces for individuals with disabilities have been relocated and are now in close proximity to both designated building entrances.

Research participants entering the 400 NIB

Research participants will be required to complete the U-M health screen in order to gain building entry. A member of the research team will communicate all building entry requirements to the research participants and will monitor compliance with these protocols. In addition, research teams are encouraged to meet their participants near, but not AT, the entrances (to avoid crowding) to guide them to the research site, keeping appropriate 6 foot distancing.

REQUESTING SUPPLIES AND EQUIPMENT FOR ONSITE AND REMOTE WORK

We have established mechanisms to request equipment and supplies needed for both remote and onsite work. On the UMSN website, you can find information for:

- Obtaining essential supplies for remote or onsite work (printer cartridges, paper, etc.)
- Removing equipment or furniture for remote work from your UMSN office
- Securing cleaning and disinfecting supplies for onsite work

We have established a supply station where you can pick up cleaning supplies after completing the request form. The location and pick-up hours are listed below. Departments that have essential support staff onsite frequently (Dean’s Office, UG Program Office, Graduate Programs Office, others) have appointed a coordinator to work with Facilities for supplies. If your department has a coordinator, please work with the coordinator. Others should use the link above.

Supply station location: 400 NIB, Room 1325 (across from the Dean’s Suite)
Pick-up hours: Monday through Friday from 9-10 a.m. and from 3-4 p.m.

If you have questions on any of these processes, please contact sn-finance@umich.edu or umsn-facilities@umich.edu for assistance.

OTHER ONSITE EXPECTATIONS AND PROVISIONS FOR EMPLOYEES

Personal Safety Practices

Face Coverings
Appropriate use of face coverings is critical in minimizing risks to yourself and others near you. You could spread COVID-19 to others even if you do not feel sick. The face
covering is not a substitute for social distancing. Properly worn, the face covering should cover your mouth and nose.

Individuals in the School of Nursing buildings who are not wearing a face covering will be provided with one. If the face covering is not worn, the individual will be asked to leave the building. More information on face coverings can be found at State of Michigan Coronavirus webpage: https://www.michigan.gov/coronavirus/0,9753,7-406-100997_100998--,00.html and on the U-M webpage mentioned above (University of Michigan Face Covering Policy).

Gloves
According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Social Distancing
Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work onsite must follow these social distancing practices:

- Stay at least six feet (about two arms’ length) from other people at all times
- Do not gather in groups that exceed a room’s posted COVID capacity
- Stay out of crowded places and avoid mass gatherings

Hand Hygiene
Proper hand hygiene is one of our best defenses against illness.

- Employees are expected to wash their hands with soap and water for at least 15-20 seconds after using the bathroom, after blowing their nose, coughing, sneezing, or touching their face.
- Hand sanitizers will be available in high use areas. When using hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry.
- Employees are expected to wash/sanitize their hands before and after eating and touching their face.

Physical Space Management
General Cleaning/Disinfection
Employees must regularly clean their private spaces and spaces in the department suite. Sharing workspaces should be avoided if possible. When sharing does occur, the workspace should be disinfected before and after use. Custodial Services will disinfect common areas and high-touch surfaces in our buildings each night. They use standard infection control practices to routinely clean and disinfect.
In addition to the nightly cleaning, the UMSN facilities staff, with the help of the faculty support staff, will make every effort to disinfect surfaces in common meeting spaces including classrooms and conference rooms when there is a known, scheduled class or meeting.

Departments with student-facing responsibilities and related foot traffic are advised to regularly clean and disinfect surfaces in their areas. EHS has issued general guidance on general cleaning and disinfection on their website. As mentioned above, departments can request cleaning supplies for their frequently visited areas by completing the School of Nursing cleaning and disinfecting supplies request form.

Meetings
Even as employees return to campus, it is recommended to keep meetings virtual using the extensive range of available collaboration tools (e.g. Zoom, BlueJeans, telephone, etc.) rather than face to face. This will include employees who may still be working remotely and will allow everyone to maintain the required social distance.

In-person meetings are limited to the restrictions of local, state and federal orders and must not exceed the revised room capacity as posted and will assume that individuals maintain six feet of separation for social distancing requirements. All attendees must wear a face covering while sharing space in a common room.

Using Elevators
Use stairs if physically able as elevator usage should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a face covering regardless of traveling alone or with others. The capacity limit on all School of Nursing elevators is two (2) individuals. Adhere to all posted signage on elevators and while waiting for an elevator.

Parking Structures
All employees will wear a face covering and practice social distancing when walking in the parking structures. This includes when walking to and from a vehicle as well as when walking through a parking structure in route to another destination.

Public Transportation
The expectation is that employees observe the protections in place on public transportation. When riding university buses, remember to:

- Wear a face mask or face covering, if able to medically tolerate
- Use the rear door to board and exit (front door only available for ADA access)
- Practice social distancing while boarding and riding the bus
- Only ride for essential trips
- Only approach driver for emergencies
- Avoid touching surfaces and carry hand sanitizer with you, if possible
REPORTING A CONCERN

If an employee has a concern related to the School of Nursing’s COVID preparedness, there is a confidential survey for reporting a COVID preparedness concern. Individuals can raise an issue anonymously or leave their contact information if they want a response.

FACILITY SIGNAGE AND POSTERS

There are several ways that social distancing compliance is being communicated including the use of visual cues, markings, signage and other flyers. Employees are expected to pay attention and adhere to signage on traffic flow and distancing through building entrances, exits, elevator usage and similar common use areas.

RESOURCES

Mental and Emotional Wellbeing
- Faculty and Staff Counseling and Consultation Office (FASCCO)
  The Faculty and Staff Counseling and Consultation Office (FASCCO) provides support and assistance to University staff and faculty in resolving personal or work-related concerns. Through a range of sensitive and innovative services, FASCCO seeks to enhance the emotional health, well-being and job performance of members of the university community. By providing confidential and professional counseling, coaching, training, and consultation services to staff, faculty, retirees, benefit-eligible adult dependents and departments, FASCCO helps individuals develop and foster strengths and resiliency to enhance their personal and professional lives.
- Mental and Emotional Health Classes, Training, and Events
  Features a list of current mental and emotional well-being groups, including virtual discussion groups.
- CDC Mental Health and Coping During COVID-19

Other Resources
- CDC Print Resources (Including signs for common areas)
- UMSN Tech Support (Including work from home guide)
- U-M Occupational Health Services