

Fall Planning 2020 - Safety Protocols, Workforce Training, and Campus Services

June 16, 2020

Dear LSSU Community,

In this first of our series detailing plans for the Fall 2020 semester, we will outline **Safety Protocols, Workforce Training, and Campus Services**. The safety and well-being of our University and surrounding community are at the heart of our return to in-person classes.

Our Safety Protocols are based on federal, state, and local guidelines and recommendations from the Centers for Disease Control & Prevention (CDC). The four pillars undergirding our plan are:

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/ Face Covering:** Wear a mask or face covering when in enclosed, public locations and/or when other social distancing measures are difficult to maintain.
3. **Sanitization:** Wash your hands with soap and water for 20 seconds multiple times each day or use hand sanitizer of at least 60% alcohol. Sanitize your desk, workstation twice daily, high-frequency touch surfaces, and living spaces with wipes found across campus.
4. **Personal/ Social Responsibility:** Actively encourage those around you to adhere to these pillars while doing so yourself. Remember, we are in this together and we all have a role to play in preventing the spread of COVID-19.

These four pillars have likely become infused into your daily lives already. They provide the foundation for the University's plan to resume full campus operations. They guide us in the way classrooms have been selected, the designation of room capacities, and revisioning the ways our campus spaces are used. They influence our plan for entrance and exit points of buildings, traffic flow within buildings, and our method of de-densifying furniture in common areas around campus.

We are providing a cloth mask to all incoming and returning students, and to faculty and staff members who request them. We are also positioning hand sanitizer pumps and sanitizing wipes throughout campus for all to use. Please avail yourselves of enhanced sanitization capabilities for common areas you use, classrooms where you learn and study, and high frequency touch surfaces like shared computers and desks.

Please do your part to adhere to these pillars. The University has taken important steps to do its part in preventing COVID-19 spread. For example, we will have a Daily Wellness Check for employees and student staff, and temperature screenings will be available at locations around campus. For your part, if you are feeling sick, it is better to stay home. Encourage your roommates, friends, classmates, and family to do their part, too. As part of our collective commitment to the health and well-being of the LSSU community, we ask you to be mindful as you make your way about campus.

Workforce Training

As employees and student staff resume in-office and on-campus activities, they will have a *Return to Campus* plan from Human Resources to serve as a guide. This document will mirror the Michigan Safe Start plan and will encompass office practices (e.g., cleaning workstation

twice daily, wearing masks), Campus Life, and classroom etiquette. Incoming students will receive information about workplace guidance during Orientation and Laker Week, and along with returning students will also have periodic updates in the course of the academic year. Employees will be trained on how to engage colleagues and students in compliance with safety protocols outlined by the Governor and recommended by the CDC. This training is not only mandated, but its completion will be tracked and documented by supervisors to guarantee 100% compliance.

Campus Services

Supervisors are evaluating their office environments to ensure that students, faculty, and staff can conduct daily business while being mindful of the pillars of our safety protocols. Our full array of campus operations and services will be provided, though there may be some variation in the delivery of these services. Some staff may blend remote and on-site work for parts of the week as deemed appropriate by supervisors, and in compliance with the Governor's executive orders. To help protect individuals with underlying health conditions, all offices and employees will be capable of conducting meetings virtually as a complement to holding meetings in-person. Similarly, the Health Care Center and Counseling Center will treat patients in-person as well as through telehealth platforms.

Please be mindful that we will address other campus operations in subsequent messages, including Dining and Housing. We will be in touch again on Friday with information about Academic Operations & Classroom Management.

We are continually monitoring the effects of COVID-19 on our operations and evaluating our response. As modifications are made, we will keep you updated. Safety is among our topmost priorities. Please embrace your responsibility to keep our community safe.

Sincerely,

Wendy Beach – Director, Human Resources, Safety, & Risk

Lynn Gillette, PhD – Provost & Vice President for Academic Affairs

Co-Chairs, COVID Response Team