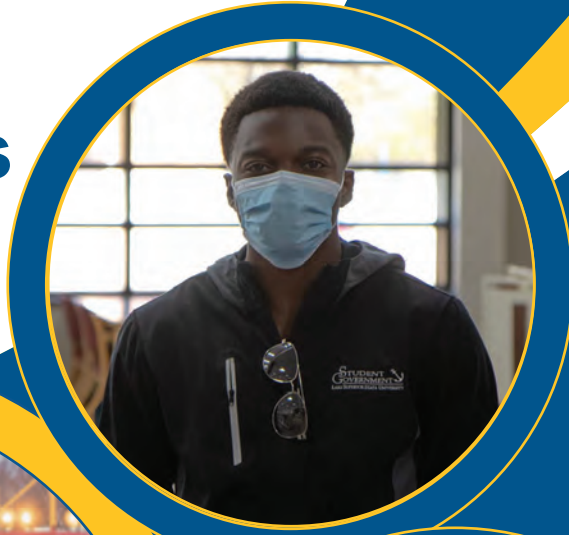


# COVID-19

## Return to Campus



- 🚢 SOCIAL DISTANCING
- 🚢 MASK/FACE COVERING
- 🚢 SANITIZATION
- 🚢 PERSONAL/SOCIAL RESPONSIBILITY

## Letter from the President

Dear LSSU Community,

Campus is in the process of returning to many of its regular activities. Students are returning to the residence halls, faculty members are preparing for their courses, and staff members are busily helping students through start of semester and year processes. We have been eagerly anticipating this moment when the campus would resume its vibrancy for several months. Our lives have all undoubtedly been affected by the challenges created by the prevalence of COVID-19, but we continue to persevere in fulfilling our institution's educational mission.

In the pages that follow is the University's planned response to the COVID-19 pandemic and how the University will realize face-to-face classes for Fall 2020 and after. This plan represents the collaboration of the COVID-19 Response Team, which was incorporated at my request in March. Since that time, they have consistently met multiple times each week to discuss the key issues and challenges and how to align the University's response with federal, state, and local public health guidelines. As the semester commences, the Response Team will continue their work to ensure LSSU's response meets guidelines and/ or executive orders and effectively mitigating risks.

As we progress through the academic year, I ask each of you to adhere to the Four Pillars of Laker Safety:

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/Face Covering:** Wear a mask or face covering over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the Executive Order 2020-153 in Section 2.a-2.k.*
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 at least twice daily your desk or workstation, high-frequency touch surfaces, and living spaces. Wipes are supplied 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 Pillars will guide us as we return to campus and provide us with simple, but effective ways that we can be mindful of all Lakers' safety and well-being.

I look forward to seeing you on campus and to the promise of the year ahead.

Sincerely,

Rodney S. Hanley, Ph.D.  
President  
Lake Superior State University

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## 2020 Fall Return to Campus Plan: Laker Levels

In aligning with the Governor's MI Safe Start Plan, Executive Orders, MI Safe Schools Roadmap: Michigan's 2020-21 Return to School Roadmap, and the broader landscape of Region 8 or the State of Michigan, there is always a possibility of reverting to a previous level. Given the uniqueness of the University and its constituencies served, LSSU reserves the ability to revert more rapidly in the Laker Levels as called for by campus and community events.

LSSU Laker Level	Guidelines
<b>Level 1: Uncontrolled Growth &amp; Persistent Spread</b>  MI Safe Start Plan <b>Stage 1:</b> Uncontrolled Growth & <b>Stage 2:</b> Persistent Spread	<b>Safety Protocols/Workforce Training:</b> <ul style="list-style-type: none"> <li>• Social distancing, facial coverings required</li> <li>• Enhanced disinfection/cleaning - of common areas and high-frequency touch surfaces; locking of facilities once disinfected</li> <li>• Hand hygiene: frequently wash hands with soap and water and use hand sanitizer and wipes to clean work and study areas</li> <li>• Daily wellness checks &amp; temperature checks</li> <li>• Testing and isolating individuals with symptoms</li> <li>• No campus guests except for critical infrastructure needs</li> </ul> <b>Academic Operations/Classroom Management:</b> <ul style="list-style-type: none"> <li>• Online classes &amp; labs</li> <li>• Regional Centers, Culinary School, &amp; Additional Locations: Adhere to Executive Orders; instruction may convert to online delivery</li> </ul> <b>Campus Services:</b> <ul style="list-style-type: none"> <li>• Remote work for non-critical infrastructure employees</li> <li>• Public Safety &amp; Steam Plant: In full operation with limited interpersonal contact</li> <li>• Administrative Offices: Employees working remotely with limited face-to-face appointments</li> <li>• Housing: On-Campus movement limited/ inter-hall visitors prohibited; students co-responsible for cleaning shared restrooms (Brady, Osborn) and living spaces; limited access to communal spaces</li> <li>• Meal service: Grab &amp; Go, no sit-down dining</li> <li>• No face-to-face meetings (e.g., faculty, advising, Counseling Center)</li> <li>• Health Care Center: Limited face-to-face appointments</li> <li>• No University travel permitted</li> </ul> <b>Campus Events &amp; Activities:</b> <ul style="list-style-type: none"> <li>• Facilities locked with limited access to critical infrastructure employees in the following locations:               <ul style="list-style-type: none"> <li>◦ Shouldice Library, all Norris Center locations, Arts Center, CFRE, ARL, Simulation Center, Cisler Center, LSSU Bookstore</li> </ul> </li> <li>• Campus programs and events cancelled/ postponed for internal and external groups               <ul style="list-style-type: none"> <li>◦ Athletics</li> <li>◦ Student Activities &amp; Organizations</li> <li>◦ Catering events (e.g., Weddings)</li> <li>◦ Performances, rehearsals</li> </ul> </li> </ul>
<b>Level 2: Flattening</b>  MI Safe Start Plan <b>Stage 3:</b> Flattening	<b>Safety Protocols/Workforce Training:</b> <ul style="list-style-type: none"> <li>• Social distancing, facial coverings required (adhere to Executive Orders when appropriate)</li> <li>• Enhanced disinfection/cleaning of common areas and high-frequency touch surfaces</li> <li>• Hand hygiene: frequently wash hands with soap and water and use hand sanitizer and wipes to clean work and study areas</li> </ul>

	<ul style="list-style-type: none"> <li>• Daily wellness checks; temperature checks where appropriate</li> <li>• Testing and isolating individuals with symptoms</li> </ul> <p><b>Academic Operations/Classroom Management:</b></p> <ul style="list-style-type: none"> <li>• Online classes &amp; labs</li> <li>• Nonessential University travel discouraged</li> <li>• Regional Centers, Culinary School, &amp; additional locations: Adhere to Executive Orders; instruction may convert to online delivery</li> </ul> <p><b>Campus Services:</b></p> <ul style="list-style-type: none"> <li>• Remote work for non-critical infrastructure employees</li> <li>• Public Safety &amp; Steam Plant: In full operation with limited interpersonal contact</li> <li>• Administrative offices: Employees working remotely with limited face-to-face appointments</li> <li>• Housing: On-campus movement limited/ inter-hall visitors prohibited; students co-responsible for cleaning shared restrooms (Brady, Osborn) and living spaces; limited access to communal spaces</li> <li>• Meal service: Grab &amp; Go, no sit-down dining</li> <li>• No face-to-face meetings (e.g., faculty, advising, Counseling Center)</li> <li>• Health Care Center: Limited face-to-face appointments</li> </ul> <p><b>Campus Events &amp; Activities:</b></p> <ul style="list-style-type: none"> <li>• Campus programs and events cancelled/ postponed for internal and external groups</li> <li>• No campus guests except for critical infrastructure needs; gathering sizes will adhere to Executive Orders</li> </ul>
<p><b>Level 3: Improving</b></p> <p>MI Safe Start Plan <b>Stage 4:</b> Improving</p>	<p><b>Safety Protocols/Workforce Training:</b></p> <ul style="list-style-type: none"> <li>• Continued Social distancing</li> <li>• Facial coverings required (adhere to Executive Orders when appropriate)</li> <li>• Enhanced disinfection/cleaning of common areas and high-frequency touch surfaces</li> <li>• Hand hygiene: frequently wash hands with soap and water and use hand sanitizer and wipes to clean work and study areas</li> <li>• Daily wellness checks; temperature checks where appropriate</li> <li>• Testing and isolating for individuals with symptoms</li> </ul> <p><b>Academic Operations/Classroom Management:</b></p> <ul style="list-style-type: none"> <li>• Classes face-to-face; online classes with approval</li> <li>• Field trips permissible with approval</li> </ul> <p><b>Campus Services:</b></p> <ul style="list-style-type: none"> <li>• Public Safety &amp; Steam Plant: In full operation with limited interpersonal contact</li> <li>• Housing: inter-hall visitors permissible; off-campus guests prohibited; students co-responsible for cleaning shared restrooms (Brady, Osborn) and living spaces; limited capacity in communal spaces to maintain six-feet social distancing.</li> <li>• Meal service: Grab &amp; Go, limited sit-down dining, and served dishes, mask when entering/ exiting</li> <li>• Administrative offices: Mitigated offices with reduced personnel and remote work possible for family care, high-risk health conditions, and to promote office social distancing; alternating staffing shifts and adjusted schedules possible per area supervisors</li> <li>• Nonessential University travel discouraged; travel for essential University function permissible with approval</li> <li>• Health Care Center: Face-to-face appointments per State guidelines/ Executive Order</li> </ul> <p><b>Campus Events &amp; Activities:</b></p> <ul style="list-style-type: none"> <li>• Campus visitors/guests, campus programs and events permissible per State guidelines/ Executive Order</li> </ul>

	<ul style="list-style-type: none"> <li>Gathering sizes (up to 10 indoors or 100 outdoors, maintaining 6ft social distancing for those not from the same household)</li> </ul>
<b>Level 4: Containing</b>  MI Safe Start Plan <b>Stage 5:</b> Containing	<p><b>Safety Protocols/Workforce Training:</b></p> <ul style="list-style-type: none"> <li>Continued Social distancing</li> <li>Facial coverings required (adhere to Executive Orders when appropriate)</li> <li>Enhanced disinfection/cleaning of common areas and high-frequency touch surfaces</li> <li>Hand hygiene: frequently wash hands with soap and water and use hand sanitizer and wipes to clean work and study areas</li> <li>Daily wellness checks; temperature checks where appropriate</li> <li>Testing and isolating for individuals with symptoms</li> </ul> <p><b>Academic Operations/Classroom Management:</b></p> <ul style="list-style-type: none"> <li>Classes face-to-face; online classes with approval</li> <li>Field trips permissible with approval</li> </ul> <p><b>Campus Services:</b></p> <ul style="list-style-type: none"> <li>Public Safety &amp; Steam Plant: In full operation with limited interpersonal contact</li> <li>Housing: inter-hall visitors permissible; students co-responsible for cleaning shared restrooms (Brady, Osborn) and living spaces; limited capacity in communal spaces to maintain six-feet social distancing.</li> <li>Meal service: Grab &amp; Go; sit-down dining with distance at table, and served dishes, mask when entering/ exiting</li> <li>Administrative offices: Remote work possible for family care, high-risk health conditions, and to promote office social distancing; alternating staffing shifts and adjusted schedules possible per area supervisors</li> <li>Nonessential University travel discouraged; travel for essential University function permissible with approval</li> <li>Health Care Center: Face-to-face appointments per State guidelines/ Executive Order</li> </ul> <p><b>Campus Events &amp; Activities:</b></p> <ul style="list-style-type: none"> <li>Campus visitors/guests, campus programs and events permissible per State guidelines/ Executive Order</li> <li>Gathering sizes (up to 50 indoors or 250 outdoors, maintaining 6ft social distancing for those not from the same household)</li> </ul>
<b>Level 5: Post-pandemic</b>  MI Safe Start Plan <b>Stage 6:</b> Post-pandemic	<p><b>Safety Protocols/Workforce Training:</b></p> <ul style="list-style-type: none"> <li>Maintain disinfection/cleaning of common areas and high-frequency touch surfaces</li> <li>Hand hygiene: frequently wash hands with soap and water and use hand sanitizer and wipes to clean work and study areas</li> <li>Testing and isolating for individuals with symptoms</li> </ul> <p><b>Academic Operations/Classroom Management:</b></p> <ul style="list-style-type: none"> <li>Classes face-to-face, field trips permissible</li> </ul> <p><b>Campus Services:</b></p> <ul style="list-style-type: none"> <li>Public Safety &amp; Steam Plant: In full operation with limited interpersonal contact</li> <li>Housing: inter-hall visitors permissible; students co-responsible for cleaning shared restrooms (Brady, Osborn) and living spaces.</li> <li>Meal service: Grab &amp; Go available, sit-down dining</li> <li>University travel permissible</li> <li>Health Care Center: In full operation per State guidelines/ Executive Order</li> </ul> <p><b>Campus Events &amp; Activities:</b></p> <ul style="list-style-type: none"> <li>Campus visitors/guests, campus programs and events permissible per State guidelines/ Executive Orders</li> <li>Gathering sizes per State guidelines/ Executive Orders</li> </ul>

# 2020 Return to Campus Plan: Safety Protocols, Workforce Training and Campus Services

The safety and wellbeing of our University and surrounding community are at the heart of our return to in-person classes. LSSU Safety Protocols are based on federal, state, and local guidelines and recommendations from the Centers for Disease Control (CDC). The following four pillars provide the foundation for the continued safety and wellbeing of our University and surrounding community.

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/ Face Covering:** Wear a mask or face covering over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the Executive Order 2020-153 in Section 2.a-2.k.*
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 wellbeing of the LSSU community, we ask you to be mindful as you make your way about campus.

## Safety Protocols

### Mask/Face Covering

Governor Whitmer issued Executive Order 2020-147 about wearing masks in the state of Michigan. The order went into effect July 13, 2020 at 12:01 am. In response to and compliance



with this order, Lake Superior State University will require all individuals on campus property to wear a face covering when in any indoor space and when outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household.

### **Lake Superior State University Mask/Face Covering Policy**

**Applies to:** All persons, including but not limited to, all employees (faculty, staff, student employees), Contractors, visitors, and students, authorized to enter any Lake Superior State University worksite ("all persons").

**Purpose:** To protect the health and safety of the Lake Superior State University campus community by reducing the risk of COVID-19 transmission.

**Policy Statement:** Lake Superior State University requires all persons to wear cloth face coverings at all times when using or accessing shared public spaces at any Lake Superior State University owned property and also when a minimum of six feet of physical distancing can not be consistently maintained when outdoors.

Six feet of physical distancing, often referred to as social distancing, remains important in slowing the spread of COVID-19. Even when physical distancing can be maintained, a cloth face covering is required as an additional public health measure to help prevent the spread of the virus from a person who may be carrying the virus but does not have symptoms. Employees will be provided with a cloth face covering by Lake Superior State University.

Cloth face coverings are just one protective measure, and are not a substitute for physical distancing, regular hand washing and hand sanitizing, and additional cleaning protocols.

Examples of when cloth face coverings are required include (but not limited to):

- When entering or exiting buildings
- When traveling in a vehicle with another person on Lake Superior State University business
- When using or traveling through any common areas and shared spaces in buildings, even if another person is not immediately visible or present in the space at that time:
  - Restrooms
  - Kitchens and kitchenettes
  - Break rooms
  - Elevators
  - Conference rooms
  - Libraries
  - Hallways and corridors
  - Shared workspaces and offices
  - Private offices when more than one person is present
  - Classrooms
- Laboratories where more than one person may be present, including access to:
  - Core facilities
  - Shared equipment rooms
  - Laboratory space assigned to or shared with other research groups
  - Enclosed single laboratories, if more than one person is scheduled to be present



Employees are not required to wear face coverings:

- When working in a private and enclosed office or laboratory space that is not shared with any other individual.
- When eating or drinking in a common dining area or break room that has been designated and approved for employee breaks with physical distancing protocols marked and observed.

Faculty are not required to wear face coverings while teaching, provided they are able to maintain six feet of social distancing.

**Procedures:** Cloth face coverings must securely cover one's nose and mouth, should not be reversed, moved or removed unnecessarily, should not be shared with others, and must be kept clean. Single-use face coverings must be properly and safely discarded after each use. Face covering or N95 mask with one-way exhalation valves are not acceptable as they are designed to allow droplets to pass through the covering. Lake Superior State University will provide cloth face coverings for anyone in need; employees should let their supervisor know if they need to be provided with a face covering.

According to the *Centers for Disease Control and Prevention guidance*, an effective cloth covering will:

- Fit snugly but comfortably against the sides of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape

**Enforcement:** All persons accessing Lake Superior State University owned properties are expected to comply with this policy, without exception. Anyone not wearing a face covering as expected will be offered a face covering. Continued refusal to wear a face covering will result in being asked to leave immediately; will be subject to corrective action or disciplinary process as appropriate for failure to comply with Lake Superior State University policy; and may lose any privileges or ability to access Lake Superior State University property.

Inquiries regarding this policy should be directed to the Human Resources Office. Reports of any violations of this policy may be made to the Dean of Students (student complaints only), or to the Human Resources Office. Employees who have concerns about adhering to this policy for medical reasons are encouraged to contact the Human Resources Office to discuss accommodations. Students who have concerns about adhering to this policy for medical reasons are encouraged to contact the ADA Coordinator to discuss possible accommodations.

### **COVID-19 Testing and Contact Tracing**

During arrival and move-in, all LSSU students will be able to be tested for COVID-19. This is an opt-in service made available in partnership with War Memorial Hospital, and at no additional cost to students. Testing for students during arrival and move-in will take place in "A" Lot of the Norris Center at 1000 Meridian Street. Each student opting into the service will perform a nasal self-swab under observation of medical personnel to collect the needed sample in a contactless exchange. Samples will be transported to and tested at War Memorial Hospital. Results will be delivered through the Health Care Center of LSSU.

Testing for students will be available as follows:

- New on-campus students on your assigned move-in date the week of July 26-31
- New off-campus students during the week of July 26-31
- Returning on-campus students on your assigned move-in date the week of August 3-7
- Students off-campus the week of August 3-7
- Returning students unable to come to campus the week of August 3, we will make COVID-19 testing available at specified times during the first week of classes

Students who test negative will receive a phone call notifying them of the negative result.

Students who test positive and reside on-campus will be temporarily transferred to Brown Hall for isolation housing and may be directed for a confirmatory test at War Memorial Hospital. While in Brown Hall, students will be monitored by University staff and the Chippewa County Health Department. Students will continue to receive meal service through multiple daily food deliveries to the building. Students who test positive and reside off-campus will be asked to isolate at their place of residence while recovering. Instances of positive tests will be reported by War Memorial Hospital to the Chippewa County Health Department.

Faculty and staff will be able to opt-in on COVID-19 testing the week of August 3-7 between 8-10 am each morning. Those wishing to be tested will drive to “A” Lot of the Norris Center. Samples will be collected using a self-swab under observation of medical personnel and will be transported to and tested at War Memorial Hospital. Results will be delivered through the Health Care Center of LSSU and conveyed over the phone. Those who test negative can continue regular activity. Those who test positive should not report to work and denote a positive COVID-19 test on the MI Symptoms daily wellness check. Instances of positive tests will be reported by War Memorial Hospital to the Chippewa County Health Department.

As the semester and year progress, rapid COVID-19 testing will remain available at the Health Care Center. Students who are symptomatic should not anticipate paying a cost for the test. Asymptomatic testing may not be covered under insurance but will be available by appointment at the Health Care Center. The Abbott ID NOW technology available at the Health Care Center is also able to test for Influenza A, Influenza B, Strep, and RSV.

The University has already begun testing students and employees in partnership with the Bay Mills Indian Community Health Center. On July 14-15, 84 individuals were tested with Abbott rapid technology. All results were negative.

Each area of campus operations will have a plan for monitoring presence of guests to campus for purposes of contact tracing. Some offices and departments will rely on sign in logs to keep attendance at events. The University also uses the My LSSU app-based technology to help with contact tracing. Through the app, students attending an event can scan a QR Code to check-in upon arrival. Regardless of the area of campus, though, contact tracing will be conducted by the Chippewa County Health Department, with informational support from LSSU.

### **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.

**Student COVID-19 Algorithms:** [Click links to view algorithms.](#)

**Faculty and Staff COVID-19 Algorithms:** [Click links to view algorithms](#)

### **Lake Superior Health Care Center**

The Lake Superior State University Health Care Center will serve as the campus coordinating resource for COVID-19. Its focus is to positively influence public health behaviors, provide critical health screening, and monitor protocols to maintain the health and wellness of our campus community.

As part of these efforts, we are implementing a multi-layered approach to deter the spread of the virus, help protect our campus, and allow us to rapidly respond when faculty, staff, or students present symptoms or test positive for the virus.

### **Health and Safety Measures**

- Appropriate barriers – plexiglass and other similar materials – will be established in high-volume areas.
- Sanitation and cleaning will be enhanced in buildings throughout the campus, and adequate hand sanitizer products will be made available in all common spaces (lobbies, lounges, academic learning centers, administrative buildings and academic buildings).
- Modification of campus room capacities for social distancing.
- Signs will be installed at entrances and on the floor to indicate traffic patterns. There will be additional signs reminding campus community members and guests of the four pillars, our communal expectations, and a reminder that if you are feeling unwell, stay home and contact your health provider.
- Designated Brown Hall for isolation of students who test positive for COVID-19.

# 2020 Return to Campus Plan: Academic Operations & Classroom Management

For returning students and our faculty members, the scheduling of classes will look familiar, though some locations may be different. The Administration and Academic Deans conducted a room-by-room assessment of all available learning spaces to determine maximum capacities that adhere to social distancing guidelines. These assessments resulted in moving some sections to different locations, including some non-traditional learning spaces (e.g., Lake Rooms of the Cisler Center). In some locations, plexiglass shields are being installed for the protection of students and faculty members.

Additionally, entrances and exits to all buildings and learning spaces were evaluated to assess traffic flow and in the interest of minimizing the clustering of people and proximity while navigating the spaces. Signs will be installed at entrances and on the floor to indicate traffic patterns. There will be additional signs reminding campus community members and guests of the four pillars, our communal expectations, and a reminder that if you are feeling unwell, stay home and contact your healthcare provider. All buildings and learning spaces will have hand sanitizer and sanitizing wipes available for use. We encourage all students, faculty, and staff to wipe down their spaces upon arrival and departure.

Most laboratories are operating at approximately 50% capacity to accommodate social distance guidelines. Some lab activity will be individual instead of with partners. Students will find personal protective equipment (PPE) readily available in all lab settings.

Roughly 80% of our course catalogue will be taught via face-to-face instruction. This reflects more online offerings than usual, but we are making every effort to protect faculty members with underlying health conditions. Decisions regarding teaching modality were reached through consultation with the Academic Deans and the Provost.

Classes may still include group projects but how they are conducted will be at the discretion of each faculty member, based on the abovementioned safety protocols. Field trips are still available, but faculty members must seek approval based on the nature of the field trip and travel involved. In advance of all approved field trips, students participating should expect to engage in a health assessment, to have their temperature screened, and to wear facial covering en route to the destination, and potentially at the destination.

Faculty members and students will continue to have opportunities to meet individually or in groups. Faculty office hours and advising meetings will be face-to-face or virtual at the discretion of individual faculty members. Students can expect information about the nature of meetings in their respective syllabi.

## Classroom Management Plan

### A. Personal Protective Equipment (PPE)

Masks will be widely available on campus for those who need one. LSSU is providing a cloth mask to all incoming and returning students, faculty, and staff members.

#### 1. Is it mandatory for faculty to wear masks in class?

- Yes. Per Michigan Executive order 2020-147 effective July 13, 2020, at 12:01 a.m., LSSU began requiring all individuals on campus property to wear a face covering when in any public/ shared indoor space, and when outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household. The requirement to wear a face covering does not apply to individuals who are giving a speech for broadcast or an audience. Executive Order 2020-153 maintains the obligation to wear face coverings.
- This means that a faculty member teaching a class does not have to wear their mask when they are speaking, but will need to wear their mask when moving among students.
- The current accepted exemptions for wearing a face covering can be found under Section 2 of Executive Order 2020-153, which was issued on July 17, 2020.
- Inquiries regarding policy compliance should be directed to the Human Resources Office. Employees who have concerns about adhering to this policy for medical reasons are encouraged to contact the Human Resources Office to discuss possible accommodations.

## **2. Is it mandatory for the students to wear masks in class?**

- Yes. Per Michigan Executive order 2020-147 effective July 13, 2020, at 12:01 a.m., LSSU began requiring all individuals on campus property to wear a face covering when in any public/ shared indoor space, and when outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household. Executive Order 2020-153 maintains the obligation to wear face coverings.
- Inquiries regarding policy compliance should be directed to the Office of the Dean of Student Affairs. Students who have concerns about adhering to this policy for medical reasons are encouraged to contact the ADA Coordinator to discuss possible accommodations.

## **3. What happens if a student comes to class without a mask/face covering on?**

- Faculty need to confirm that the student has not received a mask accommodation from Accessibility Services. The Accessibility Services office will communicate these accommodations with faculty in the same manner as other accommodations. These accommodations may include the use of a clear face mask for faculty while teaching.
- The student should be asked to put on their mask/face covering and asked to comply with the policy and Executive Order. If they do not have one available, they should be directed to the designated person/office in each building where masks will be available (COVID-19 Building Resources). If the student refuses to leave the classroom, Public Safety (906-635-2100) will need to be called.
- Students who refuse to wear a face covering will be documented and will be subject to sanctions outlined in the University's code of conduct.

## **B. Classroom Preparation and Cleaning**

### **1. What has been done to prepare the classrooms and labs for fall?**

- A room-by-room assessment of all available learning spaces was conducted to determine maximum capacities that adhere to social distancing guidelines. These assessments resulted in moving some sections to different locations, including some non-traditional learning spaces (e.g., Lake Rooms of the Cisler Center). In some locations, plexiglass shields were installed for the protection of students and faculty members.
- Additionally, entrances and exits to all buildings and learning spaces were evaluated to assess traffic flow and in the interest of minimizing the clustering of people and proximity while navigating the spaces. Signs will be installed at entrances and on the floor to indicate traffic patterns. There will be additional signs reminding campus community members and guests of the Four Pillars of Laker Safety, our communal expectations, and a reminder that if you are feeling unwell to stay home and contact your health provider.
- Most laboratories are operating at approximately 50% capacity to accommodate social distance guidelines. Some lab activity will be individual instead of with partners. Students will find personal protective equipment (PPE) readily available in all lab settings.

### **2. Will there be hand sanitizer and wipes available?**

- We are 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.
- We encourage all students, faculty, and staff to wipe down their spaces upon arrival and departure.

### **3. What are our planned cleaning schedules for academic buildings?**

- There will be enhanced disinfection/cleaning of common areas and high frequency touch surfaces on a regular basis, especially for areas with high frequency use.

## **C. Teaching/Classrooms/Technology**

### **1. What happens if a student shows COVID-19 or flu-like symptoms in class?**

- Student should follow the STUDENT COVID-19 Exposure and Symptom Algorithm

### **2. If a faculty member becomes ill or tests positive for COVID-19, how will this be managed?**

- Faculty should follow the FACULTY COVID-19 Exposure and Symptom Algorithm. Faculty should work with their Dean as they would for any other illness-related absence.

### **3. How do students and faculty handle being able to return to classes/learning/work after being ill or testing positive?**

- Students should follow the STUDENT COVID-19 Return to Class Algorithm. The Chippewa County Health Department will support and guide students in their recovery and return to class.



- Faculty should follow the FACULTY/STAFF COVID-19 Return to Work Algorithm. The Chippewa County Health Department will support and guide faculty/ staff in their recovery and return to work.

**4. If a student is unable to attend class due to symptoms or testing positive for COVID-19, how will they continue learning in the course?**

- The Provost's office will provide the student with a Required Absence (Excused & Required Absence Policy) and follow the policy as written.

**5. Can faculty use group exercises/projects?**

- Based on safety protocols, the faculty member may still include group projects

**6. What technology is available for synchronous/ asynchronous delivery of lectures? Will the technology be available to use prior to the semesters start?**

- Cameras that allow for delivery of content through tools such as Zoom or Big Blue Button will be available in a number of classrooms. Faculty utilizing those classrooms will be able to stream and/or record materials for distribution to students at the faculty member's discretion and for *University Excused & Required Absences*. (Excused & Required Absence Policy)

**7. Are off-campus labs /field trips/overnight class trips allowed?**

- Yes, depending on the nature of the field trip and travel location. Faculty must submit the *Field Trip Authorization form* (LSSU Field Trip Authorization Form) for approval.
- In advance of all approved field trips, students participating should expect to engage in a health assessment with the MI Symptoms tool, wear a face covering per Michigan Executive order 2020-153, and may have their temperature screened.

**8. Are students allowed in university vehicles and boats?**

- Yes, depending on the nature of the field trip and travel location. Faculty must submit the *Field Trip Authorization form* (LSSU Field Trip Authorization Form) for approval.
- In advance of all approved field trips, students participating should expect to engage in a health assessment with the MI Symptoms tool, wear a face covering per Michigan Executive order 2020-153, and may have their temperature screened.
- Faculty members and students will need to adhere to guidelines outlined in the Motor Pool Vehicle Sanitation policy and Vehicle policy (Motor Pool Vehicle Sanitation Policy)



### **9. What is the impact on commuter students?**

- Commuter students will be expected to adhere to the same Social Distancing, Masking, and Health Screening guidelines as on-campus students.

### **10. Where can I be tested – or refer a student to be tested – for COVID-19?**

- The LSSU Health Care Center has rapid COVID-19 testing available. Please call (906) 635-2110.
- War Memorial Hospital Drive-Thru at Nolte Street, M-F 9-4:30
- Bay Mills Indian Community Health Center every Thursday

## **Academic Calendar**

The Academic Calendar for fall semester will begin August 10 and conclude November 21, with classes held on Labor Day. Students will be strongly encouraged to remain on or near campus until the Thanksgiving recess, after which they will not return. The Academic Calendar for spring semester will begin January 19 and conclude April 3.

## **2020 Return to Campus Plan: Campus Life**

### **University Housing**

As we approached our Housing inventory, we were cognizant that we may have an increase in requests for lower-density housing options. In response, we reclassified some rooms in the housing inventory and took steps to reduce occupancy in some living spaces. We also made every effort to honor special requests.

Staff conducted a hall-by-hall assessment to determine entry and exit doors, which will be marked with appropriate signage. Additionally, traffic indicators and educational posters will be present throughout the residence halls as reminders of expectations and to reduce clustering.

Residence Hall Coordinators, Resident Advisors, and Resident Success Coaches will be required to complete the Workforce Training outlined in our previous communication about safety protocols and procedures. All residence halls will have ample supply of sanitization and cleaning materials for students to use in maintaining cleanliness throughout the year.

To enhance our established practice of roommate agreements, we added a discussion point related to COVID-19 and how roommates should conduct themselves in their living spaces. Roommates should expect to develop shared expectations related to wearing masks, frequency of sanitization, and circumstances under which guests (i.e., resides off-campus) and visitors (i.e., resides on-campus) are permitted in their living spaces. Roommates living together will be considered much like a family unit and masking and social distancing expectations may not be strictly enforced and may diminish over time.

While in common areas of the residence halls (e.g., lounges, laundry areas, kitchens, and group study rooms) students should wear face coverings and maintain appropriate social distance. All students should sanitize all common area spaces before and after usage. Furniture in common areas was reduced to promote lower density gathering. Study groups remain possible, though

students should be mindful of the LSSU four pillars while working together. If members of a study group prefer or need to work remotely, take advantage of virtual platforms to ensure that group members can participate and contribute fully.

In halls where common bathrooms are present, students will be asked to be considerate and mindful of communal sanitation expectations. Cleaning supplies will be available in each community bathroom and custodial staff will also contribute to maintaining their cleanliness. Barriers will be placed between sinks and added between urinals in men's facilities. In apartment and en suite living, roommates should arrive at communal expectations for cleaning and sanitization of bathrooms and kitchen areas.

For students planning to reside on-campus: We will share information and expectations for you and your family concerning move-in procedures in a separate communication closer to Move-In Week.

## **Campus Dining and Food Service**

Campus Dining and Food Service are operated by Sodexo International, which have operations in locations around the world. Sodexo and LSSU have developed a plan to continue Campus Dining and Food Service in the Quarterdeck (QD) and in the Galley with appropriate tools and techniques that strictly follow local, state, and federal guidelines. Laker Café, which is located in Considine Hall, will be closed for the fall semester. Due to the critical nature of their services, you will find enhanced safety measures evident in your dining experience. Below we offer "back of the house" (kitchen operations) and "front of the house" (dining areas) information.

### **Back of the House**

Before the start of their shift, all food service staff undergo a daily health assessment and have their temperature taken and recorded. Employees who have symptoms or may have been in contact with a person who is symptomatic are directed to a medical provider and not permitted to work. In all food preparation areas, staff members work at a distance of six feet or more and wear personal protective equipment (PPE) in the form of gloves and masks at all times. The frequency of the sanitization of surfaces has been intensified and is being performed with the maximum concentration of professional grade products available for the food service industry.

All vendors and deliveries are expected to adhere to the same safety standards and expectations of LSSU's four pillars and Sodexo International.

### **Front of the House**

Per executive order, all QD and Galley patrons must wear a face covering or mask when entering and exiting the locations. To promote social distancing and have smooth traffic flow, specific entry and exit doors have been designated at QD. Cashiers will have plexiglass shields at registers as additional safeguards. Payments for meal service will be contactless.

QD will serve breakfast, lunch, and dinner while The Galley will serve lunch and dinner (though breakfast sandwiches are available in The Galley). Patrons will also observe traffic direction and six-foot distance indicators on the floor to help with spacing while waiting to be served.

## Quarterdeck

Some QD food stations have been redistributed to enhance social distancing and traffic flow. Buffet service is not permissible under current executive orders, so patrons of the QD will have their food and drink served. This limitation also translates to the Salad Bar, which will be served in prepackaged containers. Condiments such as dressing, mustard, and ketchup will be served in prepackaged containers. The Waffle Station will be staffed at breakfast and lunch while the Deli Station will be staffed for lunch and dinner.

Sit down space will remain available for patrons who wish to remain in the QD for their meals. The number of seats available will be limited, per social distance guidelines and capacity limitations. Between booths, there will be plexiglass dividers as additional protective barriers. With patrons' assistance, staff will ensure cleaning of tabletop surfaces between diners.

## The Galley & C-Store

The C-Store will be moved out of The Galley into the seating area, which will limit the number of seats available. The open floor plan will allow for an increased number of social distancing patrons to visit the location.

Online ordering will be available with a designated menu and with varying special daily offerings. All Starbucks coffee will be served. Because there will no longer be a self-serve coffee, sugar, and creamer station, patrons should be prepared to specify how much sugar and creamer they like in their beverages. There will be more options for Simply to Go, which are prepackaged options for grab-and-go. The Simply to Go option will also be available for a meal swipe, which is a new feature.

## Campus Organizations and Activities

In the academic year ahead of us, we will continue to promote and support our student organizations and campus activities. Our commitment to a Superior Experience will be embodied by a wide array of programs that enact the four pillars and appeal to students on- and off-campus. We strongly encourage students to engage with campus organizations and participate in events on and around campus to promote their success and sense of belonging at LSSU. As part of the "Get Here & Stay Here" plan outlined in President Hanley's May 7 email to the University community, we will offer a robust set of programs to help keep students engaged on-campus when they might otherwise return home.

Throughout the fall semester, we plan to hold as many in-person events outside as weather permits to promote social distance among participants. Using practices developed in the course of this past spring 2020 semester, we will offer programming with a virtual element to ensure a broad reach. With increased access to programming made possible through online platforms, we will be able to engage students who may choose not to join in-person, or who cannot join due to other factors.

Campus Life will continue to use the LSSU Mobile App by Involvio to allow students to register for and check in at events. The Mobile App will also help LSSU monitor capacity at events and maintain a waiting list when needed. Our events will have a capacity limit that will be noted on the app. Once at capacity limit the rest of the students will go on a waiting list and be sent the information to attend virtually, if available. The LSSU Mobile App can be downloaded to *Apple* and *Android* devices alike.

The Student Activity Center (SAC) of the Norris Center has been reopened in accordance with guidelines from the State of Michigan. Plans for intramurals and other University Recreation programs will be developed for non-contact and contact sports. All offerings for intramural sports will be permissible as long as Executive Orders and public health guideline permit. At present, access is limited to the SAC, with plans to reopen Taffy Abel and other parts of the Norris Center for later in the summer. We ask patrons of the SAC to wear a mask when entering and exiting, and to sanitize exercise equipment before and after each use.

Student organizations should actively plan to have their standing meetings, as dictated by their individual organizational requirements. All in-person meetings should adhere to the Four Pillars safety protocols and capacity limitations of public health guidelines, and we encourage organizations to have online platforms available to ensure equal access for students to participate in an event. Because some rooms in Cisler have been repurposed for academic use, meeting locations may need to be held in different locations. Regardless of meeting location, students should sanitize their space before and after the meeting.

Travel related to student organizations may be possible and will be reviewed on a case-by-case basis. In instances of approved travel, participants should continue to conduct regular daily health assessments and adhere to LSSU's Four Pillars and applicable public health guidelines.

## **2020 Return to Campus Plan: Campus Events and Athletics**

The Department of Athletics established a return to play protocol in coordination with the LSSU COVID-19 Response Team for our student-athletes, coaches, and support personnel. The protocol includes guidance about pre-activity screening; daily assessments; facility capacity for student-athletes, coaches, and personnel (e.g., weight room, training room, courts); hygiene guidelines; cleaning and sanitization requirements; and COVID-19 testing.

Intercollegiate Athletics events are set to proceed during their regularly recurring seasons, but with the uncertainty prompted by COVID-19, schedules have not been finalized. Depending on environmental conditions, the NCAA, Great Lakes Intercollegiate Athletics Conference (GLIAC), or the Western Collegiate Hockey Association (WCHA) may modify the duration and timing of seasons, locations for travel, and the nature of competition and attendance. We are monitoring the national landscape and will follow the guidance of local, state, and federal authorities, as well as the NCAA and our two athletic conferences for all decisions related to intercollegiate athletic activity.

Guidelines for attending Laker Athletics events, which will include the allowable facilities capacities, have not yet been established, but will follow guidance of local, state, and federal authorities, as well as the NCAA and our two athletic conferences.

LSSU welcomes groups not affiliated with the University to utilize spaces on-campus, in alignment with Governor Whitmer's *Executive Order 2020-115*. Capacity for indoor social gatherings and organized events is up to 50 people, while outdoor social gatherings and organized events is up to 250 people. All groups are expected to conduct themselves in a manner that reflect LSSU's Four Pillars and align with the local, state, and federal safety guidelines, especially in regard to social distancing and wearing face coverings. Planning of all

Fall 2020 events for both affiliated and unaffiliated groups comply with these guidelines. We realize, however, that the recommendations by local, state, and federal officials may alter this in the future.

## **2020 Return to Campus Plan: Area Specific Plans**

- 1) Norris Center**
- 2) SIM Center**
- 3) Administrative Offices**
- 4) Arts Center**
- 5) Library**
- 6) Athletics**
- 7) Workplace Safety and Health**

**Norris Center  
COVID-19  
Return to Campus Plan  
Phase Two**



# **Lake Superior State University – Norris Center**

## **COVID-19 Return to Campus Plan - Phase Two - More Than Workouts**

### **Building Hours**

#### **Student Activity Center**

- Monday – Friday 6:00 am to 7:00 pm
- Saturday – 9:00 am to 4:00 pm
- Sunday – Closed

#### **Regional Outdoor Center**

- Monday – Friday 6:00 am to 7:00 pm
- Saturday – 9:00 am to 4:00 pm
- Sunday – 9:00 am to 4:00 pm

#### **Pro-Shop**

- Monday – Friday 9:00 am to 5:00 pm
- Saturday – Closed, except Laker & Soo Indian Hockey
- Sunday – Closed, except Laker & Soo Indian Hockey

#### **Pool, Climbing Wall**

- Closed Until Further Notice

### **Safety Guidance**

Lake Superior State University will enact the following plan to reopen the Student Activity Center (SAC) of the Norris Center. The plan complies with CDC guidelines, Executive Orders from State of Michigan, and was reviewed by Lake Superior State University COVID Response Team and Senior Management Team. The measures outlined in this plan help protect patrons and employees against COVID-19 but cannot guarantee against its spread.

#### **Employee Protection**

- Screening all University Recreation employees
  - Before reporting to work, University Recreation (UREC) employees must complete the COVID-19 screening mandated by LSSU's response plan.
  - If an employee is identified with a confirmed case of COVID-19:
    - The employee will not be able to work.
    - Immediately notify the local Chippewa County Health Department.
    - Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Face covering and Personal Protection Equipment
  - UREC employees will wear a face covering throughout their shifts.
  - If needed, UREC will provide employees recommended personal protection equipment to ensure compliance with CDC, state, and local guidelines.
- Employees will increase hand hygiene and sanitization practices
  - Hand sanitizing stations will be placed around work areas as well as other locations in the Student Activity Center.
  - UREC employees will use hand sanitizer after transactions with patrons.
  - UREC employees will be encouraged to wash their hands throughout their shifts.

- UREC employees will increase frequency of walking through exercise equipment and wiping down surfaces with disinfectant wipes or spray.
- Social Distance
  - UREC staff will adhere to social distance of six feet while working and are prohibited from congregating in groups larger than allowed by CDC or Michigan guidelines.

### **Patrons Protection**

- Screening all Patrons of the Norris Center & Student Activity Center
  - UREC employees will record names of patrons using the Student Activity Center. Patrons can complete the two-question screening and take temperatures.
- Face covering
  - In accordance with Michigan Executive Order 2020-153 which reiterates that individuals are required to wear a face covering whenever they are in an indoor public space. Patrons are required to wear a face covering while inside the Norris Center.
- Personal Hygiene
  - Posters: Patrons must follow indications of traffic flow of the building, wash their hands for 20 seconds, wear coverings, and maintain social distance of six feet.
  - Hand Washing: Patrons are encouraged to wash their hands after leaving the SAC and restrooms.
  - Cleaning Equipment: Patrons should follow standard rules when using fitness equipment and wipe down equipment before and after usage.
- Social Distance
  - Patrons should follow social distancing rules and stay at least six feet apart.

### **Norris Norms**

The information outlined below is part of a plan to minimize the risk of transmission of COVID-19 in the Norris Center and SAC. This document is designed to address these and other key challenges. Using personal protective equipment (PPE), physical barriers, physical distancing, appropriate cleaning and disinfection procedures, and the other steps described below can help minimize the potential for exposure and the spread of COVID-19, protecting our patrons and employees.

### **Entering and Exiting**

There are six doors at the East Entrance of the Norris Center. The two rightmost doors will serve as the principal entrance. The two middle doors will remain locked but can serve as the exit. The two leftmost doors will serve as the principal exit.

- The handicap access is located on the rightmost doors. This door will also serve as the principal exit for those needing it.
- All doors have appropriate signs indicating traffic flow.
- Additional traffic flow indicators are in Blue and Gold tape on the floor of the facility.

The Bell Tower Entrance is strictly reserved for MCOLES program use. The North Entrance at the ROC will remain locked.

### **Check-In**

A desk will be set in the middle of the lobby to welcome and check-in patrons before they enter the SAC. Anyone without an office in Norris Center should check in with the Norris Information

Desk. Upon checking in, guests will be asked to take a "Health Assessment" before they may use the Norris Center.

For the assessment, all LSSU currently enrolled students for Fall 2020, staff/faculty, and current Norris membership holder names have been entered into a digital form so that students can look up and record answers. Anyone whose names do not appear in the database must pay the daily rate.

### **Building Access**

Entrance access will be available only at the East Entrance (ticket office entrance). Access within the Norris Center will be available only to the Student Activity Center (SAC). The following locations will remain closed until further notice:

- Locker rooms
- Pool

**Lobby Furniture** - Tables and chairs will be reduced to prevent patrons from gathering in the lobby and to adhere to social distance guidelines.

**Racquetball Courts** - Racquetball courts 1 and 2 courts will be open to a maximum of four individuals at time. Racquetball court 3 will remain closed until further notice.

- Face covering - Individuals using the courts will be required to wear a face covering while using the court.
- Equipment - Individuals must bring their own equipment, there will be no loner equipment until further notice.
- Cleaning - Door handle and light switches will be disinfected as needed. Work order will be submitted to have the floor cleaned.

**Locker-Rooms** - Closed until further notice.

**Second Floor** - The second floor of Norris will be restricted for class use only.

**Steam Rooms and Saunas** - Per Executive Order No. 2020-114, section 15, part k. Steam rooms and saunas will be closed until further notice.

**Taffy Abel Arena** - Ice will be available for rental. Renter must enter through main lobby and will not be able to access through exterior rink doors as in the past. Locker rooms will be assigned and will rotate to allow for proper cleaning between rentals.

- Locker room cleaning requirements:
  - Option One (reduced staffing) Dry Locker Rooms
    - Locker rooms will be used as dry locker room. Water to shower should be shut off.
    - Locker room will need to be cleaned between uses including toilets, urinals, sinks, and mirrors.
    - High touch surfaces should be disinfected.
  - Option Two (full staffing) Wet Locker Rooms
    - Locker room showers will be available for use.
    - Locker room will need to be clean between including showers, toilets, urinals, sinks, and mirrors.
    - High touch surfaces should be disinfected.
- Face covering

- Per Executive Order 2020-153, a face covering must be worn by all individuals five and older while in the public/ common Norris Center locations.
- Exceptions for not wearing a face covering are outlined in the Executive Order.
- Groups
  - Groups will be required to complete a Group Usage Contact form at check-in and to keep record of attendance for contact tracing.
- Until further notice, we will not permit walking on the concourse of the Taffy Abel Arena.

**Pool** - Michigan Executive Order 2020-115 - Section 9 – Unless otherwise prohibited by local regulation, public swimming pools, as defined by MCL 333.12521(d), may be open, subject to guidance issued by the Department of Health and Human Services, provided that:

- If they are outdoors, they limit capacity to 50% of the bather capacity limits described in Rule 325.2193 of the Michigan Administrative Code.
- If they are indoors, they limit capacity to 25% of the bather capacity limits described in Rule 325.2193 of the Michigan Administrative Code.

**Upon opening, the Norris Center pool will operate in full compliance with CDC, state, local and LSSU guidelines.**

- **Norris Center Pool COVID-19 Guidelines:**
  - Face covering
    - Patrons are encouraged to wear a cloth face covering while not in the pool, unless doing so would inhibit the individual's health.
      - Cloth face coverings should NOT be put on children under age two because of the danger of suffocation.
      - Face coverings should NOT be allowed in the water due to increased risk of drowning.
      - Lifeguards will not be required to wear a face covering while on duty actively lifeguarding but will be required to wear a face covering while leaving and entering the pool for duty and when having a face-to-face interaction with a patron.
  - Social Distancing
    - Required six feet social distancing while in the water, unless the individual needs assistance in order to swim, except immediate family members, caretakers, or household members
    - Required six feet social distancing on the pool deck, except immediate family members, caretakers, or household members
  - Locker Rooms
    - Face covering should be worn at all times while in the locker room. Face covering should only be removed when washing face.
  - Signage
    - Norris Center will post the following signage in the lockers room and pool to indicating the following:
      - Face covering is required while not in the pool.
      - Face covering should NOT be worn in the water (increases the risk of drowning).
      - Hands should be washed frequently with soap and water.
      - Do not touch your face (especially eyes, nose or mouth) with unwashed hands.
      - Stay home if you are sick.
      - Practice social distancing while in the pool and locker room.

- Staffing
  - Lifeguards will be station on the west side of the pool instead of the east which will allow for separation from patrons.
  - A table will be in the location of the old lifeguard location to allow for patrons to place membership cards, receipts and covering while in the pool.
  - Lifeguard will keep six feet distance from one another except for performing a water rescue or first aid.

**Regional Outdoor Center** - Outdoor equipment from the ROC will be allowed to be rented. Individuals seeking rental service should contact the Norris Center via phone.

- Pick-Up: Individuals seeking to pick of rental will be encouraged to use the ROC loading dock entrance and will be required to wear a face covering while in the ROC or in Norris Center.
- Returning: Individuals returning equipment will be asked to meet student worker on the rear loading dock outside of the ROC. Equipment will be left on the dock until equipment can be disinfected before returned to storage.

**Climbing Wall** - The climbing wall will remain closed until further notice. Once open, the climbing wall will be limited to a maximum of two climbers.

**Pro-Shop** - Pro-Shop will reopen for Monday-Friday 9-5 hours, following Michigan reopen guidelines.

## **Student Activity Center**

### **Physical Distancing for Equipment Layout and Activities**

When feasible, patrons will maintain 10 feet of distance between each other while training. Patrons should not share equipment, including bars, squat racks, deadlift platforms, and benches. Patrons should disinfect equipment before and after their use of the equipment. Per Executive Order, SAC equipment has been moved to give patrons 10 feet distance or has a barrier between and other nearby equipment. Signs are posted not to move equipment such as benches and bikes. The only items that may be moved and returned are the free weights and bars.

Equipment will be wiped by patrons and also by Norris Center staff continuously throughout the day. All equipment will also be wiped at the end of each day, along with mopping the fitness area.

Disinfectant towels are located around fitness equipment so patrons can clean their exercise areas once done. Disinfectant spray is also stationed around the fitness areas to ensure sanitization. Paper towels and garbage receptacles are located throughout the SAC for proper disposal of waste.

### **Restrictive Use of SAC**

- Social distancing will be required.
- No towel service – members may bring & leave with their own towels.
- Water fountains are for use ONLY to fill water bottles, no drinking directly from the fountain.

## Cleaning

- Increased presence of disinfectant stations with hand sanitizer available in the lobby and throughout the SAC.
- Disinfectant equipment, including office equipment, as well as updating member processes to educate on cleaning and sanitation.
- Members must disinfect equipment before and after use.

## Courts

- Face covering
  - In accordance with Michigan Executive Order 2020-153 which reiterates that individuals are required to wear a face covering whenever they are in an indoor public space. Patrons are required to wear a face-covering while inside the Norris Center.
    - Face must be worn by all individuals five and older while in the Norris Center regardless of location unless are in a private area such as office.
    - Face covering does not have to be worn if individual cannot medically tolerate a face covering.
- Personal Hygiene
  - Patrons are encouraged to wash their hands after leaving the SAC and use hand sanitizer when they are done using the courts.
  - Patrons should disinfect any personal share equipment such as basketball before leaving the courts and taking them home.
- Equipment
  - Norris Center will not provide any equipment outside of tennis nets and poles, basketball hoops and volleyball nets and poles.
  - Patrons must bring their own equipment such as balls and rackets.
- Groups
  - Groups greater than four who are not members of Norris Center will need to complete a "Group Usage Contact" form. This form will be used as a check in and to keep record in case of contract tracing in needed.

## Executive Order – No. 2020-114

The Norris Center will follow all guidelines under this executive order when it relates to gyms/fitness centers. We will update when new guidelines are released.


13. Gymnasiums, fitness centers, recreation centers, sports facilities, exercise facilities, exercise studios, and like facilities must:

Executive Order	LSSU Response
(a) Post sign(s) outside of entrance(s) informing individuals not to enter if they are or have recently been sick.	CDC posters are located around the Norris Center and SAC. More posters will be added.
(b) Maintain accurate records, including date and time of the event, name of attendee(s), and contact information, to aid with contact tracing.	Check-in will be done on a digital form for LSSU staff and students as well as Norris Membership holders.
(c) To the extent feasible, configure workout stations or implement protocols to enable ten feet of distance between individuals during exercise sessions (or six feet of distance with barriers).	All workout stations are ten feet apart or six feet with a barrier.
(d) Reduce class sizes, as necessary, to enable at least six feet of separation between individuals.	No fitness classes.
(e) Provide equipment cleaning products throughout the gym or exercise facility for use on equipment.	Patrons and Norris Center staff will wipe down equipment throughout the day.
(f) Make hand sanitizer, disinfecting wipes, soap, and water, or similar disinfectant readily available.	Hand sanitizer, disinfecting wipes, and disinfecting spray bottles will be station around the SAC.
(g) Regularly disinfect exercise equipment, including immediately after use. If patrons are expected to clean, post signs encouraging patrons to sanitize equipment.	Signs are posted stating that all equipment must be disinfected immediately after use.
(h) Ensure that ventilation systems operate properly.	The air handling system will run while the building is open.
(i) Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.	Fans will be used. The big garage door will be partially open and the air handling system on.
(j) Regularly clean and disinfect public areas, locker rooms, and restrooms.	Lockers room are closed until further notice. Maintenance will regularly disinfect public restrooms and lobby. Student-workers will also disinfect door handles and tables in the hall along with equipment in the SAC.
k) Close steam rooms and saunas.	Saunas in Norris are closed until further notice.



## Executive Order – No. 2020-153

The Norris Center will follow all guidelines under this executive order. We will update when new guidelines are released.

Executive Order	LSSU Response
<ol style="list-style-type: none"> <li>1. Any individual who leaves their home or place of residence must wear a face covering over their nose and mouth:               <ol style="list-style-type: none"> <li>a. When in any indoor public space;</li> </ol> </li> </ol>	<p>Face covering are now required.</p>
<ol style="list-style-type: none"> <li>2. The requirement to wear a face covering does not apply to individuals who:               <ol style="list-style-type: none"> <li>a. Are exercising when wearing a face covering would interfere in the activity;</li> </ol> </li> </ol>	<p>Guest will be allowed to removed face covering while exercising but must wear covering while moving from one work out station to another and while travel throughout the building.</p>
<ol style="list-style-type: none"> <li>1. To protect workers, shoppers, and the community, no business that is open to the public may provide service to a customer or allow a customer to enter its premises, unless the customer is wearing a face covering as required by this order.               <ol style="list-style-type: none"> <li>a. Businesses that are open to the public must post signs at entrance(s) instructing customers of their legal obligation to wear a face covering while inside. The Michigan Department of Labor and Economic Opportunity may, in its discretion, require such businesses to post signs developed and made available by the Department, or conforming to requirements established by the Department.</li> </ol> </li> </ol>	<p>The below sign from the Michigan Department of Labor and Economic Opportunity will be posted around Norris Center:</p> 
<p>a) The protections against discrimination in the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., and any other protections against discrimination in Michigan law, apply in full force to individuals who wear a face covering under this order.</p>	<p>Norris Center management will reach out to LSSU Human Resource for rules on enforcement of covering wearing that does not discriminate against those who cannot wear a covering.</p>

**WMH/LSSU Superior Simulation Center**  
**COVID-19**  
**Return to Campus Plan**

## WMH/LSSU Superior Simulation Center Return to Campus Plan

LSSU Safety Protocols are based on federal, state, and local guidelines and recommendations from the Centers for Disease Control (CDC). The following four pillars provide the foundation for the continued safety and wellbeing of our University and surrounding community.

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/ Face Covering:** Wear a mask or face covering over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the Executive Order 2020-153 in Section 2.a-2.k.*
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.

### Recommendation for Resuming Simulations

**Goal:** To redesign and safely resume simulation-based education for students, faculty, staff, and external customers across the system.

#### Student Learning

##### 1. Recommendations:

- In-person simulations:
  - All learners and instructors will be required to wear a mask while in the simulation center and during all in-person simulations in accordance with LSSU, State, and local guidelines and executive orders.
  - Groups will be minimized if possible to ensure **social distancing** (simulation educators to assume responsibility for this during pre-brief, simulation, and debrief activities).
    - Room size will be considered in determining the number of learners and instructors, as well as current guidance on gathering size.
    - Ensure that multiple groups do not gather in one location at any given time.
    - Ensure students bring only necessary personal belongings with them.
    - A one way “flow” for learners should be established with different entrances and exits.
    - Participants should be directed immediately to their assigned rooms on arrival.
    - Include in the prebrief introduction specific COVID-19 related reminders: physical distancing, decontamination, etc.
    - Signs will be posted as reminders for social distancing and hand hygiene.
    - Extra chairs and tables will be removed from debrief rooms to ensure that physical distancing is maintained.

- Maintain 6-foot distance between participants (both learners and instructors) as much as possible. During simulations, there may be times when learners are within 6 feet of each other, but as soon as scenario is complete, adhere to the 6-foot distancing recommendation.
- Room Capacity
  - No more than 6-8 individuals in debrief rooms 1, 2, or 3 at any given time.
  - No more than 3-4 individuals (less if possible) during simulations.
  - No more than 3 individuals in a Control Room.

## **2. Decontamination:**

- All equipment and rooms will be decontaminated after each use and between sessions following CDC guidelines.
- Simulation Center Staff will be responsible for the cleaning and ensure this is completed throughout the simulation center.
- Cleaning: The following surfaces will be wiped down with hospital-approved disinfectant wipes before, during, and after all simulated activities by Simulation Center Staff if simulations are occurring.
  - Phones
  - Remote controls
  - Work stations
  - Flat counter surfaces
  - Furniture arm rails
  - Door handles
  - Any high-touch surfaces
  - Charging stations
  - Beds
  - Infusion pumps
  - Control rooms
  - Simulated patient rooms and care areas
  - Simulated Ambulance

## **3. Students:**

- Student participation in simulations including standardized participants will remain consistent with LSSU Safety Protocols based on federal, state, and local guidelines and recommendations from the Centers for Disease Control (CDC).

### **CPR Program**

- Required American Heart Association CPR courses will continue on-campus; following recommended social distancing and decontamination of equipment guidelines and LSSU Safety Protocols based on federal, state, and local guidelines and recommendations from the Centers for Disease Control (CDC).

**Administrative Offices**  
**COVID-19**  
**Return to Campus Plan**

## COVID-19 Return to Campus Plan- Administrative Offices

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

This return to campus plan is intended to assist the Senior Management Team (SMT) members in creating a return to the workplace plan for administrative offices to return safely to work during the COVID-19 pandemic. Guidance may change in accordance with federal, state, and local government and local health agency guidance.

As with all of our planning, the foundation is built upon the four pillars:

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/ Face Covering:** Wear a mask or face covering over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the [Executive Order 2020-153 in Section 2.a-2.k](#).*
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.

### Restricted Summer Re-opening of Administrative Offices - LSSU's COVID-19

Taskforce has established a procedure to ensure that those who return to campus can do so in a way that maintains the health and safety of the LSSU community.

- Personnel in offices - Although the stay-at-home order has been lifted, social distancing is still essential to prevent the spread of COVID-19. With Supervisor approval, use a combination of the following options to re-engage office areas.
  - Work from home
  - Work from office
  - Adjusted schedule
  - Alternating schedules
- Moderating face to face interaction - Use virtual meetings if spacing is not available to social distance. Have virtual options when meeting face to face for campus community members who prefer to use this method to attend meetings.

### Safety Protocols - We all must do our part to keep the Laker campus community safe.

- **Complete the daily health screening** - Complete the daily health assessment required by LSSU when working from campus.
- **If you have symptoms or have been exposed, stay home** - If you experience symptoms of COVID-19 (new cough, fever, shortness of breath, sore throat, muscle aches, chills, loss of taste or smell) or have been exposed to someone confirmed to have the virus, stay home. For those who experience symptoms of COVID-19, call the

LSSU Health Care Center at 906-635-2110 to report your health condition. If after hours, call War Memorial Hospital at 906-635-4460.

- **Wear a face covering** - It is strongly recommend that employees, if medically able, wear a cloth face covering in all public spaces on campus. If you do not have a face covering, one will be provided. See Appendix #2 for how to safely wear and take off a cloth face covering.
- **Wash your hands** - Wash your hands frequently throughout the day for at least 20 seconds, especially after touching any surfaces, and avoid touching your face. Hand-sanitizer dispensers shall be available for any office where employees are working. See Appendix # 4 for how to wash your hands.
- **Continue social distancing** - Keep at least six feet between yourself and others. If this is not possible, follow face covering and handwashing guidelines posted throughout the building.
- **Disinfecting/Cleaning** - Clean and disinfect frequently touched surfaces with an EPA approved disinfectant against COVID-19 at the beginning and end of shift, and immediately after visitors. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - EPA approved disinfectant can be found at the following link:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- **Required Signage**
  - CDC Educational Posters
    - What you should know about COVID-19 to protect yourself and others (Appendix #1)
    - How to safely wear and take off a cloth face covering (Appendix #2)
    - Symptoms of coronavirus (COVID-19) (Appendix #3)
    - Hand washing (Appendix #4)
    - Stop the spread of germs (Appendix #5)
  - Social distance markers
  - Traffic flow markings
  - Entrance and exit doors
- **Reduce or eliminate the use of shareables** - Wherever possible, reduce or eliminate the use of shared items such as pens, paper sign in sheets, common coffee makers, etc.

**Workforce Training** - Training that provides information about COVID-19 and how to maintain safety on campus must be completed upon return to the office. Training must be documented for record in personnel file with the Human Resources Office. The COVID-19 training will include the following:

- What you should know about COVID-19 to protect yourself and others
- How to safely wear and take off a cloth face covering
- Symptoms of coronavirus (COVID-19)
- Hand washing
- Stop the spread of germs



**Engineering Controls** - For the safety of employees, areas that will interact with the public should review their offices to determine the need for the following:

- Barriers
- Modification of work spaces
- Removal of furniture
- Placement of public sanitation stations
- Ensure water fountains are turned off
- Verify adequate ventilation flow with the Physical Plant

**Arts Center  
COVID-19  
Return to Campus Plan**

# Lake Superior State University - Arts Center

## COVID-19 Return to Campus Plan - Phase One - Summer 2020

### Building Hours for Summer

**Arts Center** - Only open during scheduled event times

### Safety Guidance

Lake Superior State University will enact the following plan to reopen the Arts Center. The plan complies with CDC guidelines, Executive Orders from State of Michigan according to the Michigan Safe Start Plan, and has been reviewed by Lake Superior State University's COVID Response Team and Senior Management Team. The measures outlined in this plan help protect patrons and employees against COVID-19, but cannot guarantee against its spread.

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 over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the Executive Order 2020-153 in Section 2.a-2.k.*
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.

### Employee Protection

- Screening all University employees
  - Arts Center employees reporting to work must complete the COVID-19 screening form that LSSU has mandated coming to campus.
  - If an employee is identified with a confirmed case of COVID-19:
    - Immediately notify the local public health department.

- Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Face Covering and Personal Protection Equipment
  - Arts Center employees will wear a face covering when interacting with patrons (if medically able to do so) if there is no barrier between them and the patrons such as glass or Plexiglas.
  - If needed, the Arts Center will provide employees recommended personal protection equipment (PPE) (e.g. masks, gloves) to ensure compliance with CDC, state, and local guidelines.
- Employees will increase hygiene and sanitization practices
  - Hand sanitizing stations will be placed around work areas as well as other locations in the Arts Center.
  - Arts Center employees will use gloves during and/or hand sanitizing after transactions with patrons if there is physical contact.
  - Arts Center employees will be encouraged to wash their hands throughout their shifts.
  - Arts Center employees will increase frequency of wiping down surfaces with disinfectant wipes or spray.
- Social Distance
  - Arts Center staff will be required to adhere to social distance guidelines while working and are prohibited from congregating in groups larger than allowed by CDC/Michigan guidelines.

### **Patrons Protection**

- Screening patrons of the Arts Center
  - Patrons will have the option of getting their temperature checked when entering the Arts Center.
  - If displaying a fever at or above 100.4, patrons will be provided a handout with healthcare resources, asked to leave, and encouraged to see their health care professional.
- Face Covering
  - Patrons are encouraged to wear a face-covering while in the Arts Center.
  - Disposable, one-time use masks will be provided to patrons as needed.
- Personal Hygiene
  - Posters: Patrons should follow indications of traffic flow of the building, are reminded to wash their hands for 20 seconds, to wear face coverings, and to maintain social distancing of six feet from those outside the household.
  - Hand Washing: Patrons are encouraged to wash their hands after leaving the Arts Center and restrooms.
  - Cleaning Equipment: Patrons should wipe down equipment (tech, furniture, set/props, etc.) before and after usage.
- Social Distance
  - Patrons should follow social distancing guidelines set forth by the CDC/State of Michigan.

## **Arts Center**

Below is information outlining a plan to minimize the risk of transmission of COVID-19 in the Arts Center. This document is designed to address these and other key challenges. Using personal protective equipment (PPE), physical barriers, physical distancing, appropriate cleaning and disinfection procedures, and the other steps described below can help minimize the potential for exposure and the spread of COVID-19, protecting our patrons and employees.

### **Entering and Exiting**

There are four doors at the Southeast Entrance (main), one door at the Southwest Entrance (secondary), and two doors at the East Entrance (side). The main entrance doors will serve as the entrance/exit. The secondary entrance will remain locked and will serve as a secondary/fire exit. The side entrance will remain locked and serve as a fire exit only.

- Handicapped access is located at the main entrance and exit.
- All doors have appropriate signs indicating traffic flow.
- Additional traffic flow indicators will be added as needed.

### **Check-In**

Patrons will be welcomed at the Box Office and asked if they would like a “temperature check” with a non-contact thermometer before they continue through the Arts Center. If displaying a fever at or above 100.4, patrons will be provided a handout with healthcare resources, asked to leave, and encouraged to see their health care professional.

Patrons who do not feel well are encouraged through the use of signage to stay at home. Any patrons displaying visual signs of COVID-19 symptoms (e.g. coughing, shortness of breath) will be provided a handout with healthcare resources, asked to leave, and encouraged to see their health care professional.

### **Building Access**

For the duration of the summer, entrance access will be available only at the Southeast Entrance (main doors by Box Office)

The following locations will remain closed, except when necessary for a special event:

- Main Theater (Stage and Auditorium)
- Black Box Theater
- Classroom 208 (Student Project Room)
- Classroom 209 (Dance Studio)
- Classroom 215 (Multi-purpose Room)
- Classroom 217
- Dressing Rooms/Green Room

The art gallery will remain closed until further notice.

The suite housing the faculty and staff offices will remain accessible.

## **Main Theater**

- Stairwell doors will remain locked to the upper audience section and only serve as fire exits.
- The East side doors to the lower audience section will serve as the entrance doors to the space.
- The West side doors to the lower audience section will serve as the exit doors to the lobby.

**Black Box Theater** - Patrons will be directed to enter through the right side of the double doors and exit on the left side.

**Classroom 208 (Student Project Room)** - Patrons will be directed to provide space and wait their turn when someone is entering or exiting the single door.

**Classroom 209 (Dance Studio)** - Patrons will be directed to enter through the right side of the double doors and exit on the left side.

**Classroom 215 (Multi-Purpose Room)** - Patrons will be directed to enter through the right side of the double doors and exit on the left side.

**Classroom 217** - Patrons will be directed to provide space and wait their turn when someone is entering or exiting the single door.

**Dressing Rooms/Green Room** - Patrons will be directed to provide space and wait their turn when someone is entering or exiting the single door.

**Lower Level** - Access will be restricted and only for authorized individuals (e.g. LSSU employees, War Memorial Hospital Employees/Guests)

## **Physical Distancing for Equipment Layout and Activities**

When feasible, patrons are encouraged to maintain six feet of distance between each other. Patrons should not share equipment. Patrons should disinfect equipment and surfaces before and after their use.

Equipment and surfaces will be wiped down by patrons and also by Arts Center staff throughout the day. Equipment will also be wiped down at the end of each day.

Disinfectant wipes are located throughout the building so that patrons can clean their areas once done. Garbage receptacles are located throughout the Arts Center for proper disposal of waste. Hand sanitizer will be located by the main entrance/Box Office area and at the end of each concourse (located near theater entrances). Additional locations will be added as needed.

- Water fountains are for use ONLY to fill water bottles, no drinking directly from the fountain. If someone is found drinking directly from the fountain, it will be closed off until Physical Plant staff can properly disinfect.

- Tables and Chairs will be removed/reduced to limit gatherings to ensure proper spacing guidelines.
- Each room/zone will be capped at an appropriate occupancy to provide for proper social distancing according to the CDC/State of Michigan.
- Recommended occupancy will be posted on doors to each room.

### **Cleaning**

- Increased presence of disinfectant stations with hand sanitizer available in the lobby and each concourse (more locations added as necessary).
- Disinfectant is provided for cleaning equipment, including office equipment, as well as to educate our patrons on cleaning and sanitation.
- Patrons are encouraged to disinfect equipment and surfaces before and after use.

## Executive Order – No. 2020-114

The Arts Center will follow all guidelines under this executive order when it relates to sports and entertainment facilities. We will update when new guidelines are released.

12. Sports and entertainment facilities, including arenas, cinemas, concert halls, performance venues, sporting venues, stadiums and theaters, as well as places of public amusement, such as amusement parks, arcades, bingo halls, bowling alleys, night clubs, skating rinks, and trampoline parks, must:

Executive Order	LSSU Response
(a) Post signs outside of entrances informing customers not to enter if they are or have recently been sick.	Signs will be posted at all entrances, including those only used as exit only/fire exits. Patrons will also have the option of getting their temperature taken prior to continuing through the Arts Center with a non-contact thermometer.
(b) Encourage or require patrons to wear face coverings.	Face coverings are highly recommended and signs stating will be posted.
(c) Establish crowd-limiting measures to meter the flow of patrons (e.g., digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing, etc.).	Patrons will be encouraged to go directly to their seats/staging locations to avoid build-up and gatherings.
(d) Use physical dividers, marked floors, signs, and other physical and visual cues to maintain six feet of distance between persons.	Signs will be posted reminding patrons to follow guidelines for social distancing, as well as floor markings located in areas of traffic.
(e) Limit seating occupancy to the extent necessary to enable patrons not of the same household to maintain six feet of distance from others (e.g., stagger group seating upon reservation, close off every other row, etc.).	Rooms will have reduced occupancy limits and furniture will be reduced or taped off to encourage proper social distancing.
(f) For sports and entertainment facilities, establish safe exit procedures for patrons (e.g., dismiss groups based on ticket number, row, etc.).	Rooms with larger capacity (e.g. main theater) or limited entrances/exits will be dismissed by organized groups.
(g) For sports and entertainment facilities, to the extent feasible, adopt specified entry and exit times for vulnerable populations, as well as specified entrances and exits.	Vulnerable populations will be allowed to enter at least ten minutes earlier than the rest of the audience and exit first.
(h) Train employees who interact with patrons (e.g., ushers) on how to: (1) Monitor and enforce compliance with the facility's COVID-19 protocols. (2) Help patrons who become symptomatic.	Staff will be trained to provide optional temperature checks of patrons using non-contact thermometers. Training will also cover what to do if a patron tests with a fever or is told about a possible COVID-19 illness, such as encouraging the patron to seek professional medical assistance with their medical provider and reporting the potential case to the proper staff/authorities.
(i) Frequently disinfect high-touch surfaces during events or, as necessary, throughout the day.	Hand sanitizer and disinfecting wipes will be available throughout the Arts Center and staff will frequently wipe all high-touch surfaces.
(j) Disinfect and deep clean the facility after each event or, as necessary, throughout the day.	Custodial staff will regularly disinfect public restrooms, classrooms, performance rooms, and lobby between events. Arts Center staff will also



		disinfect door handles and other high-contact surfaces before and after events.
(k) Close self-serve food or drink options, such as buffets, salad bars, and drink stations.		No self-serve food or drink options will be available, drinking fountains will not be open for directly drinking from, and concessions will be encouraged to be closed at all events.

**Kenneth J. Shouldice Library**  
**COVID-19**  
**Return to Campus Plan**

# Lake Superior State University - Library & Academic Services

## COVID-19 Return to Campus Plan - Phase Two - Fall 2020

### Building Hours for Fall starting August 10th

#### Library/Learning Commons

- Sunday - 10 AM to Midnight  
Monday – Thursday - 7:30 AM to Midnight
- Friday – 7:30 AM to 9 PM
- Saturday – 10 AM to 9 PM

#### Safety Guidance

Lake Superior State University will enact the following plan to reopen the Library/Learning Commons to the entire campus community including the general public. 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 over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the Executive Order 2020-153 in Section 2.a-2.k.*
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.

#### Employee Protection

- Screening all university employees
  - Library & Academic Services employees reporting to work must complete the COVID-19 screening form that LSSU has mandated prior to coming to campus.
  - If an employee is identified with a confirmed case of COVID-19:
    - Immediately notify the local public health department.
    - Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

- Face Covering and Personal Protection Equipment
  - LSSU will provide employees recommended personal protection equipment to ensure compliance with CDC, state, and local guidelines.
  - Employees will wear a face covering.
- Library and Academic Services Employees will increase hygiene and sanitization practices
  - Hand sanitizing stations will be placed around work areas as well as other locations in the Library/Learning Commons.
  - Employees will use hand sanitizing after transactions with patrons if there is shared equipment.
  - Employees will be encouraged to wash their hands throughout their shifts.
  - Employees will increase frequency of wiping down surfaces with disinfectant wipes or spray.
- Social Distance
  - Library/Learning Commons staff will be required to adhere to social distancing guidelines while working and are prohibited from congregating in groups larger than allowed by CDC/ Michigan guidelines.

### **Patrons Protection**

- Screening Patrons of the Library/Learning Commons
  - Patrons will have the option of getting their temperature checked when entering the Library/Learning Commons. Patrons with a temperature of 100.4 degrees or higher will be given a handout with healthcare resources, asked to leave and encouraged to see a health care provider.
  - Patrons who do not feel well are encouraged through signage to stay at home.
- Face Covering
  - Patrons are required to wear a face-covering while on campus and in the Library/Learning Commons. Patrons who have a medical accommodation registered with Accessibility Services are exempt.
  - If patrons do not have a face covering, LSSU will provide them.
  - Patrons refusing to wear a face covering will be required to leave.
- Personal Hygiene
  - Posters: Patrons should follow indications of traffic flow of the building, are reminded to wash their hands for 20 seconds, to wear face covering, and to maintain social distance of six feet.
  - Hand Washing: Patrons are encouraged to wash their hands after leaving the Library and restrooms.
  - Cleaning Equipment: Patrons should wipe down equipment (computers, furniture, etc.) before and after usage.
  - Headphones will no longer be available for checkout. However, they are available for purchase for \$1.00 at the circulation desk.
- Social Distancing - Patrons should follow social distancing guidelines of six feet or more when feasible.
- Patrons should not share equipment. Patrons should disinfect equipment before and after their use.
- Equipment will be wiped down by patrons and also by Library/Learning Commons staff throughout the day. Equipment will also be wiped down at the end of each day.

## **Library/Learning Commons**

Below is information outlining a plan to minimize the risk of transmission of COVID-19 in the Library/Learning Commons. This document is designed to address these and other key challenges. Using personal protective equipment (PPE), physical barriers, physical distancing, appropriate cleaning and disinfection procedures, and the other steps described below can help minimize the potential for exposure and the spread of COVID-19, protecting our patrons and employees.

### **Entering and Exiting**

There are two doors at the South Entrance (main) and West Entrance (side) of the Library. The South doors will serve as the entrance/exit. The West doors will remain locked and will serve as a secondary/fire exit.

- ADA access is located on the main entrance and exit. All doors have appropriate signs indicating traffic flow.
- Additional traffic flow indicators have been added.

### **Check-In**

Patrons will be welcomed at the Circulation Desk and asked if they would like to take a "temperature check" with a non-contact thermometer before they use the Library.

### **Building Access**

For Fall Semester, entrance access will be available only at the South Entrance (main doors across from Considine Hall). The following locations will remain closed until further notice:

- Commuter Lounge - Closed until further notice.
- Special Collections & Archives - Closed until further notice.
- Water fountains are closed
- Tables and chairs have been removed to reduce gatherings to ensure proper spacing guidelines.
- Coffee Station will be available for patrons, and will be provided the coffee pod, cream, sugar, etc. when purchasing a cup.
- Center for Engaged Teaching and Learning (CETAL) space will be available to be reserved for student groups up to 10 patrons.
- Each room/zone will be capped at an appropriate occupancy to provide for social distancing according to the CDC/State of Michigan guidelines.
- Conference rooms will have guidelines for reduced capacity posted on the doors.
- The Bookstore (Seamore's Mercantile) will be limited to two patrons at a time.
- Inter-Library Loan (ILL) will have a special quarantine period (per Midwest Collaborative for Library Services guidelines) as these books are coming in from indeterminate areas from around the state.

### **Cleaning**

- Increased presence of disinfectant stations with hand sanitizer available on each level of the Library. Hand sanitizers will be located by each elevator on each level inside the

Library/Learning Commons and by the main entrance and exit. Garbage receptacles are located throughout the Library/Learning Commons for proper disposal of waste.

- Disinfectant is provided for cleaning equipment, including office equipment, as well as to educate our patrons on cleaning and sanitation.
- Patrons are encouraged to disinfect equipment before and after use.

## Executive Order – No. 2020-114

The Library/Learning Commons will follow all guidelines under this executive order when it relates to libraries. We will update when new guidelines are released.

6. Retail stores that are open for in-store sales, as well as **libraries** and museums, must:

Executive Order	LSSU Response
(a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.	CDC posters are located around the Library/Learning Commons. More posters will be added.
(b) Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.	Proper spacing circles will be placed on the floor at the Circulation, Reference and ASC Desks.
(c) Except in Regions 6 and 8 adhere to the following restrictions: <u>(omitted from this document)</u>	This does not apply (Upper Peninsula is Region 8).
(d) Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.	Face coverings are required.
(e) Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.	All patrons will have the option of getting their temperature taken prior to entering the Library/Learning Commons with a non-contact thermometer.
(f) Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.	Chairs have been removed to encourage social distancing at our computers and study areas.
(g) Install physical barriers at checkout or other service points that require interaction, including Plexiglas barriers, tape markers, or tables, as appropriate	Signs are posted stating that all equipment must be disinfected immediately after use.
(h) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.	Hand sanitizer and disinfecting wipes will be available on each level of the Library. Silicone keyboard covers are used and washed nightly.
(i) Train employees on: (1) Appropriate cleaning procedures, including training for cashiers on cleaning between customers. (2) How to manage symptomatic customers upon entry or in the store.	Custodial Staff will regularly disinfect public restrooms and lobby. Student-workers will also disinfect door handles, tables, and equipment in and returned to the Library.
(j) Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.	We will post notification as you enter the Library.
(k) Limit staffing to the minimum number necessary to operate	We continue to have Library & Academic Services Staff working remotely where appropriate.

**University Athletics**  
**COVID-19**  
**Return to Campus Plan**



# **Lake Superior State University - Return to Sport Protocol**

## **COVID-19 Athletics Action Team\***

- 1.) Athletic Director: Dr. David Paitson
- 2.) Head Coaches:
  - a.) Damon Whitten, Men's Ice Hockey
  - b.) Steven Hettinga, Men's Basketball
  - c.) Brandon Lokken, Women's Basketball
  - d.) David Schmidlin, Women's Volleyball
- 3.) Student-Athlete: Camdyn Odykirk
- 4.) Head Athletic Trainer: Patrick Sarni
- 5.) Director of Strength and Conditioning: Taylor Brown
- 6.) Team Doctor: Dr. Timothy Tetzlaff
- 7.) Student Health: Karen Storey
- 8.) Director of HR, Safety, and Risk: Wendy Beach
- 9.) Facilities: James Becsey
- 10.) Student Housing: Derric Knight

\*Other athletics staff, University staff, and medical personnel may be contacted for dialogue and consultation.

**Facilities Access** - Facility access will be restricted to the Taffy Abel Ice Arena and weight room, and the Bud Cooper Gymnasium and weight room. Student-athletes will be allowed to enter the athletic training room by appointment only.

- Student-athletes must contact the athletic trainer to set up an appointment.
  - Priority will be given to new athletic injuries as a result of summer workouts.
  - Student-athletes that are able to do rehabs remotely will continue to do so.
- Available treatment and rehab options will be limited and at the discretion of the sports medicine staff. Unavailable treatments include, but not limited to, heat packs, massage gun, and electrical stimulation.

### **Number of Athletes Special Considerations**

- Taffy Abel Arena/Bud Cooper Gymnasium
  - All groups for athletic activities will be kept to 10 or less persons, including coaches and staff in a single session.
    - Multiple sessions will need to be scheduled if the number of athletes and staff exceeds this total.
      - If multiple sessions are scheduled, a 10-minute time buffer will be scheduled to allow for sanitization and cleaning to take place before the next session.
- Athletic Training Special Considerations
  - The Taffy Abel Arena athletic training room will be limited to five people at a time: three student-athletes and the athletic trainers/coach.
  - The Norris athletic training room will be limited to seven people at a time: five student-athletes and the athletic trainers/coach.
  - All use of the athletic training room must be monitored by the athletic trainer.
- Strength and Conditioning Special Considerations
  - The Taffy Abel Arena weight room and Norris Center weight room will be limited to ten people at a time: eight student-athletes and two strength and conditioning staff.
    - If multiple strength and conditioning sessions are scheduled due to occupancy restrictions, a 10-minute time buffer will be scheduled to allow for sanitization and cleaning to take place before the next session.
      - Reference Section 4.i.ii for sanitization procedure.

**Identifying at risk population** - According to the NCAA Core Principles document, athletes identified as “at-risk population” will not be permitted to work out during Phase 1 of the resocialization of athletics (i.e. summer workouts). Risk factors include, but are not limited to, heart disease, lung disease, diabetes, high blood pressure, asthma, liver disease, and sickle cell disease/trait.

**Pre-activity Protocol and Screening** - This section lays out specific protocol and screening for voluntary strength and conditioning sessions, athletic training sessions, and sport play. Student-athletes will be required to follow all guidelines, policies, and procedures set in place by Lake Superior State University and the Athletics Department without exception. Failure to follow any policy may result in revocation of a student-athlete’s Norris access privilege. Reinstatement will be considered after the student-athlete has met with their head coach and head athletic trainer. Important to note these guidelines are subject to change.

- Before a student-athlete’s first workout on campus, they will complete the full COVID-19 screening form (on page 9-10). This form will be submitted and reviewed by the sports medicine staff prior to their first workout.

- Student-athletes will receive a daily wellness check every morning, asking if they have any COVID-19 symptoms or have come into contact with anyone diagnosed with COVID-19.
  - Athletic Training and Strength and Conditioning Special Considerations
    - If student-athletes have not filled out the questionnaire, athletic training rooms and weight room access will be denied.
    - If the daily wellness check reveals that symptoms are present, the student-athlete will not be permitted to enter the facilities that day and will be referred to the Student Health Center.
- Student-athletes and coaching staff are strongly encouraged to wear face coverings (medical or cloth) as they enter and exit facilities. Face coverings are not required when exercising. Coaching staffs, athletic trainers, and strength and conditioning staff are also strongly encouraged to wear face coverings while coaching.
- The south east main entrance door will be available for entry to the Norris Center and Taffy Abel Arena.
  - If the Norris Center is locked at the time of a session, coaches or staff will grant access to student-athletes to prevent public patrons entry until appropriate.
- Upon arrival to the Norris Center facility, a staff member will take and record each student-athlete's temperature and submit to the athletic training staff.
  - If a student-athlete has a temperature above 100.4° F, they will not be allowed to participate in any athletic activity that day.
    - Athletes showing severe symptoms will be referred directly to War Memorial Hospital for COVID-19 testing.
    - Student-athletes with an increased temperature or those showing minor symptoms will be referred to the LSSU Healthcare Center for further treatment options (i.e., face-to-face or telehealth appointment with a provider).
- Student-athletes will proceed to wash/sanitize their hands before entering and exiting the Taffy Abel Ice Arena area, Bud Cooper Gymnasium, and Taffy Abel and Norris Center weight rooms.
- No student-athletes will be allowed to change upon entering facilities or use locker rooms.
  - Locker room usage will be restricted for all summer activities.
- Hydration
  - Strength and Conditioning Special Considerations - Student-athletes will be required to bring their own form of hydration (e.g., water bottle or sports drink). Disinfectant wipes will be available for them to wipe off the exterior of the container upon entry and exit of the facility. It is recommended that they label their bottle with their name. Drinking fountains and water coolers from the athletic training staff will not be available.
- Sanitization
  - Athletic Training Special Considerations - Student-athletes will be required to wipe down tables and any other equipment after each use. The athletic training staff will wipe down and mist the athletic training tables and equipment daily.
  - Strength and Conditioning Special Considerations - Student-athletes will be required to wipe down and sanitize all used equipment thoroughly after each individual use. Sanitizing supplies will be provided.
  - "Misting" with an EPA certified disinfectant of the Taffy Abel and Norris Center weight room equipment will take place daily/nightly after all strength and conditioning sessions are completed.

- Floor cleaning of the Taffy Abel and Norris Center weight rooms will take place once per week.

**Schedule** - A set schedule of times will be made for voluntary workouts that is differentiated among respective athletic teams. No student-athletes will be permitted to access any of the Norris facilities outside of designated scheduled times.

# **Workplace Safety and Health Plan**

## **COVID-19**

### **Return to Campus Plan**

## Lake Superior State University - COVID-19 Health and Safety Plan

In accordance with Executive Order 2020-59, Lake Superior State University institutes this COVID-19 Health and Safety Plan.

Lake Superior State University aims to protect its workforce by enacting all appropriate prevention efforts. Lake Superior State University is continually and actively monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications as appropriate.

Employees with questions are encouraged to contact Human Resources via phone at 906-635-2213 and/or email at [humanresources@lssu.edu](mailto:humanresources@lssu.edu).

### Prevention Efforts and Workplace Controls

**Cleanliness and Social Distancing** - Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only workers deemed critical to performing necessary work are directed to report on-site. For such workers, Lake Superior State University abides by the recommended social distancing and other safety measures and establishes the following social distancing measures:

- Meetings must be 10 people or less. Social distancing of 6' or more, and wearing a mask is required during a meeting. Whenever possible, staff meetings are held remotely;
- Employees are encouraged to maintain social distancing at all times, including when on break, and before and after working hours;
- Employees are required to maintain social distancing when reporting to work, clocking in, leaving work, and clocking out;
- Employees' workstations are no fewer than six feet apart;
- Lake Superior State University may utilize flexible work hours, wherever and whenever possible, to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

In addition, Lake Superior State University is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas;
- If available, providing hand sanitizer of at least 60% alcohol concentration in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Wearing a cloth mask when you enter public enclosed spaces or if will be exposed to another employee or the public within any enclosed space. Lake Superior State University will provide mask to employees. If an employee prefers to use a personal mask, it must meet the recommendations of the CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Cleaning workstations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds (see Appendix #1 for educational print materials);
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces, especially with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Lake Superior State University premises to Public Safety at 906-635-2100;
- Complying with Lake Superior State University's daily health assessment processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

**Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms** - An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Lake Superior State University:

- Informs all employees/contractors with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, if these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

Lake Superior State University completes a MIOSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

**Worker Exposure Classification** - Employees' "worker exposure" is classified as lower risk by the Occupational Safety and Health Administration's guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, no additional controls are recommended or required by OSHA at this time.

**Identification and Isolation of Sick and/or Exposed Employees** - Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

**Employees' Self-Monitoring** - The following employees should **not** report to work and, upon notification to Lake Superior State University, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

**Daily Screenings** - To prevent the spread of COVID-19 and reduce the potential risk of exposure, Lake Superior State University screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms: fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you traveled outside the guidelines specified in the Governor's Executive Orders? [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms during their shift must immediately report it to their supervisor and/or Human Resources.

**Return-to-Work Requirements** - Employees who were diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.



The test-based strategy is preferred but relies on the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Lake Superior State University may accept written statements from employees confirming all the factors supporting their release.

## **Workplace Flexibilities & Potential Benefits for Employees Affected by COVID-19**

Lake Superior State University employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under Lake Superior State University policy concurrently with, or supplemental to, any approved leave.

- **FFCRA** - Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act ("FFCRA"). Under the Emergency Paid Sick Leave Act ("EPSLA"), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:
  1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  2. Advised to self-quarantine due to concerns related to COVID-19;
  3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
  4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
  5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
  6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor (Please note, the Secretary of Health and Human Services has not defined conditions that trigger this subpart under the EPSLA.).

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to 12 weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

- **Michigan Executive Order 2020-36** - Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Michigan Executive Order 2020-36 until permitted thereunder to return to work.
- **Unemployment Compensation Benefits** - Under Michigan Executive Order 2020-24, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration. Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:
  - Being immunocompromised;
  - Displaying COVID-19 symptoms;
  - Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
  - Needing to care for someone with a confirmed COVID-19 diagnosis; and
  - Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).
- **FMLA and ADA** - Employees may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise." Lake Superior State University is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Lake Superior State University engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.
- **Plan Updates and Expiration** - This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Lake Superior State University will update this Plan and its corresponding processes. This Plan will expire upon conclusion of its need, as determined by Lake Superior State University and in accordance with guidance from local, state, and federal health officials.

# Building Supplies Management

## Building Contacts

Building	Contact Person	Contact Location	Phone Number
Arts Center		Ticket Main office	635-2787
		Simulation Center	635-2195
CAS	Laura Moening	CAS 202	635-2207
Cisler		Front Desk	635-2541
		Housing office	635-2411
Crawford	Brenda Cooper	CRW 236A	635-2267
	Paula Peltier	CRW 236F	635-2288
Considine	Janine Murray	CON 126	635-2426
Library		Circulation desk	635-2815 or 635-2167
Norris		Front desk	635-2602

## Supplies Replenishment Pocess

1. Call Katee Blalock at either x2371 or x2372.
2. Katee will then radio to a Facilities Attendant the information to replenish those supplies.
3. Submit a work order for the supplies request.

# Lake Superior State University - Excused & Required Absence Policy

For a normal illness, an absence for sickness should be handled between the student and the faculty member.

## **The Provost excuses class absences for:**

- intercollegiate athletics, as approved by the Director of Athletics,
- Dean-approved class-related activities,
- Dean-approved professional conferences and meetings, and
- Student Assembly functions approved by the Dean of Student Affairs. (Student Assembly includes the University Activities Board, Inter-Greek Council, the Judiciary Board, Presidents' Council, Student Government, The Compass)
- Club activities approved by the Dean of Student Affairs

## **The Provost requires absences for:**

- COVID-19 symptoms/illness (see STUDENT COVID-19 Exposure and Symptom Algorithm)

The Director of Athletics, Academic Deans, or the Dean of Student Affairs should submit requests for such notices to the Provost's Office. The request must include the name of the activity, the date(s)/times of class absence, the name of the supervising instructor or staff, and the names of all participating students.

The Provost's Office will generate a memo excusing the absence and email it to the requestor. The requestor will distribute the memo to students so they can provide the memo to their instructors prior to their absence. The student is responsible for any work that will be missed during his/her absence.

It is the policy of Lake Superior State University to allow representatives of recognized student organizations and student government groups to engage in off-campus travel. Travel is permitted in order to fulfill the purpose of the organization or in service of the university. When traveling off-campus with the approval and authorization of the university, members of student organizations must comply with LSSU's Student Code of Conduct, all other university policies, and federal, state, and local laws.

Students traveling off-campus on behalf of their student organization, and not on behalf of the university and/or not for university-sanctioned events, shall not be considered to be traveling under the auspices of, or with the approval or authorization of, the university. It is the sole responsibility of any student organization traveling off-campus to provide liability insurance and other appropriate insurance coverage for its members' activities.

**The Dean of Student Affairs Office notifies faculty of student absences due to unforeseen emergencies, such as a sudden illness, injury, hospital admission, family emergency or death in the family.** The students will be instructed to speak directly to their faculty members regarding an excused absence.

# LSSU Field Trip Authorization Form

To be completed prior to any student group travel for field trips, labs, practicums, etc.  
Adherence to LSSU's Vehicle policy, Motor Pool Vehicle Sanitation Policy, and Social  
Distancing and Facial Covering guidelines are required.

Course Title: \_\_\_\_\_ Group Size: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor Contact Information: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure and Return Date and Time: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Briefly Describe Activities/Purpose of Trip:

Student Name (complete or attach information)	Contact Information	Completed Health Screening? Y/N
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Instructor Signature:

Date:

Dean/Supervisor Signature:

Date:

Cc: School Chair  
HR-Risk Management