

Return to Work Executive Summary

8/28/2020

- We are encouraged to work from home whenever possible this fall, although we are allowed to work from our offices to accomplish “essential” tasks. Teaching is defined as an essential task. Research activities that can only be conducted on campus can be deemed essential with prior approval. To pursue approval to undertake your research on campus, use this form (<https://socialscience.msu.edu/research/reactivation.html>).
- All employees are required to fill out the online Health Screening form every time they come to campus until told otherwise. It can be accessed at <http://covidhealthscreen.msu.edu>. When you fill out this form, you must provide your first entry time and final departure time on the final page. You do not need to document your ins and outs during the day.
- Masks are required at all times on campus (including walking to and from your vehicle) except for in your personal office space (with your door closed). People are expected to maintain a distance of at least six feet whenever possible. Employees who do not comply with the mask and distancing requirements may be sent home.
- Employees are required to review the “Framework for Returning Administrative Units to Campus” (AKA “Return to Work document) in detail
- All employees are **required** to do the Office of Regulatory Affairs (ORA) “COVID-19 training” found at the site <https://ehs.msu.edu/training/>

Select “Ability Login” and then login; then from the dropdown box under “Extra Courses” select “Catalog Search”. In the search field, put “Covid” and select the training “COVID-19 – Return to Work”

Notify Margaret when this training has been completed (she needs to keep a record). On page 9, there is a list of videos under step 2 that need to be viewed. All of these trainings/videos must be completed by no later than September 1st.

- Employees are required to notify the Office Manager (Margaret) if they experience any symptoms of COVID-19 or have a suspected or confirmed diagnosis of COVID-19. Employee responsibilities in such cases are found on page 4 of the Return to Work document.
- All employees are expected to disinfect their own offices, as well as shared offices (e.g., Teaching Studio) and equipment (e.g., copier—see page 5 (V-1) for a list of items) before and after each use. Disinfectant wipes will be available in the common areas.
- The faculty and staff breakrooms cannot be used for shared/group meals until further notice. The refrigerator can be used but a reminder to disinfect the handle and any other place with which you have contact when using this appliance. No shared condiments can be stored or used.
- Use of a microwave in the common areas is not allowed until further notice (from the University Food & Drink policy found at the end of the Return to Work document)
- To help manage anxiety and stress, Department of Economics employees are herein notified that all university employees have access to the below resources (on page 8 of the Return to Work document):
Employee Assistance Program and MSU Health4U for counseling (<https://eap.msu.edu/>)
MSU WorkLife Office for tips and resources on taking care of yourself (<https://worklife.msu.edu>)
The Reopening MSU Website <https://msu.edu/coronavirus/reopening-campus/>
- When the main office reopens (date TBD), some of the items from the Return to Work document, such as which doors employees should enter and exit for both Marshall-Adams and Old Botany, will be sent out to everyone to allow such things to take effect once the building and the main office are reopened.

All department employees must acknowledge that they have reviewed and understand these policies and have read the Return to Work and the Building Safety documents, as well as completed the required training, by sending the below to the Office Manager, Margaret Lynch (lynchma@msu.edu). **Send the below acknowledgement by no later than September 1st.**

I have read and understand the Department of Economics Return to Work Plan and the Building Safety Plan, as well as completed the required ORA training. I agree to follow all of the expectations outlined within the guidelines for returning to work. I also agree to review any and all future communications regarding updates of return to work guidelines.