FRAMEWORK FOR RETURNING ADMINISTRATIVE UNITS TO CAMPUS

Department of Economics
486 W. Circle Drive, Rm 110

Department Chair: Steven Haider Chair@econ.msu.edu
Office Supervisor: Belén f feightb@msu.edu
Return to Work Procedures and Protocols for Offices

Contents

A. Introduction .................................................................................................................................2

B. Foundation for Return to Work Procedures and Protocols ....................................................2

C. Return to Work Requirements ................................................................................................3

   I. Employee Arrival and Circulation ......................................................................................3

   II. Screening program .............................................................................................................3

   III. Vendor and Consultant procedures ...............................................................................4

   IV. Protocols in the Event of a Confirmed Case of COVID-19 .............................................4

   V. Cleanliness and Sanitation ..................................................................................................5

   VI. Personal Protective Equipment .......................................................................................6

   VII. Physical Distancing Program ..........................................................................................6

   VIII. Transportation ...............................................................................................................7

   IX. Record Keeping ................................................................................................................7

D. Summary ................................................................................................................................7

E. References ...............................................................................................................................8

F. Appendices Unit Training and Sample Templates ..................................................................9
Return to Work Procedures and Protocols for Offices

A. Introduction

The novel coronavirus outbreak continues to have significant impacts on the world. At Michigan State University, we have taken several steps to mitigate the risks to our employees and our campus community through increased safety measures, increased cleaning and sanitation protocols, and adjusting our operations at the guidance of the university administration and federal, state and local officials and public health agencies.

At MSU, we care about people. The safety of our employees is the top priority and will always be at the forefront of decision making, especially in response to this public health crisis. We are committed to the safety and support of our colleagues, students and partners. We will continue to support their safety in all that we do.

Units are required to conduct training, provide employees with written expectations and retain records as indicated in this document. Further updates will be made as situations change. In addition MSU may have included requirements that go above and beyond the State of Michigan requirements.

The focus of this document is on typical office or administrative areas. There are other regulations for retail, food, health, manufacturing, research and instruction.

Given the cross-functional use of many of our buildings, the overall planning for occupancy and re-opening is anticipated to consider the range of regulations and guidelines.

Units should review all documentation and customize for the specific needs of the unit with these minimal standards.

B. Foundation for Return to Work Procedures and Protocols

As a matter of health and life safety, MSU has reviewed several inputs to ensure the protection of our employees and their health and prevent the further spread of COVID-19. The inputs to the procedures and protocols outlined include:

- CDC guidance “Considerations for Institutes of Higher Education”
- Michigan Executive Orders which detail requirements and make the safety measure part of MIOSHA regulations.
C. Return to Work Requirements

All Department of Economics (110 Marshall-Adams Hall) employees will review this documentation in detail. To ensure understanding, Department of Economics employees will be expected to participate in additional training sessions such as with the Office of Regulatory Affairs (ORA), which offers a 20-minute online course entitled “COVID-19 – Safe Return to Work” (found at the bottom of the screen at the site https://ehs.msu.edu/training/) to fully understand what is expected of them when they return. All trainings deemed necessary will be advertised and tracked by the Office Supervisor. She will be in contact with more details about the above training.

Note: this guidance is for office/administrative aspects of the University. Leaders in the following areas should review current requirements for their specific areas. There are additional requirements for construction, manufacturing, research (MSU has a separate process for bringing research, and teaching and learning back to campus), retail, outpatient healthcare, personal-care services.

I. Employee Arrival and Circulation

- Faculty and staff members of the Department of Economics (110 Marshall-Adams Hall) will have dedicated entry points for both Marshall-Adams and Old Botany to reduce congestion. All employees will be advised to enter through the (main) west door of Old Botany and exit through the north side door and enter through the (main) west side door of Marshall-Adams and exit through one of the east doors located in the back of the building.
- At this point, staggering the starting, ending and break times is not being considered by the Department of Economics (110 Marshall-Adams Hall) because of the small number of staff (6) in Economics. To date, it is rare for more than one staff member to arrive at the office at the same time as another staff member. Breaks are normally taken in the staff members’ [individual] offices except for the receptionist. She sometimes takes her break at her desk and sometimes she leaves – the choice is hers and there is no set time. The majority of faculty already stagger their coming and going times based on their teaching requirements and any scheduled appointments. They have no set hours for the start and finish of their workdays. Faculty will be encouraged to work from home whenever possible.
- Because undergraduate advising appointments will be handled via Zoom and also that there are no classrooms located in Marshall-Adams or in Old Botany, it is not deemed necessary to add markings to floors, indicate traffic flows with signage and highlight with training. If that changes, the Department of Economics (110 Marshall-Adams Hall) will revisit this issue.

II. Screening program

Employee procedures:

- **All employees entering campus must participate in the online employee screening system.** Employees can access the health screening http://covidhealthscreen.msu.edu
- All Department of Economics (110 Marshall-Adams Hall) employees will be reminded of this requirement and signs will be posted in the copy rooms of both Marshall-Adams and Old Botany to remind people of the requirements of submitting the screening form and wearing a mask.
- The Department Economics will maintain any required postings under the government/university order as indicated.
III. Vendor and Consultant procedures:

The Department of Economics (110 Marshall-Adams Hall) currently does not have any on-premise projects that use outside consultants and vendors. In the event consultants and vendors come to campus to work on-premise projects at MSU, such consultants and vendors are expected to minimally follow the MSU COVID-19 return-to-work safety protocols or their own as long as theirs meet MSU’s expectations. In such a case the Department of Economics will verify that consultants and vendors have a screening program in place for their employees before working at Michigan State University.

IV. Protocols in the Event of a Confirmed Case of COVID-19

Employees must notify the Office Supervisor – or HR Coordinator, Kirstin Heard (heardkir@msu.edu) if the Office Supervisor is not available – both are assistants to the Chairperson of the department) if they experience any symptoms of COVID-19 or have a suspected or confirmed diagnosis of COVID-19.

In the case of a notification for a confirmed case of COVID-19, the Department of Economics (110 Marshall-Adams Hall) will abide by the following:

i. Employee’s Responsibilities:
   1. Inform your supervisor (or one of the two assistants to the Chairperson) and immediately go home if you are at the workplace. The Office Supervisor will contact the Office of the University Physician to report your work history over the past week, with a description of the work environment and list any co-workers/contractors you had contact with.
   2. Seek follow-up care through your health care provider.
   3. Do not return to work until cleared by the local county health department and the Office of the University Physician. Provide documentation for being cleared to return to work to the Office Supervisor.

ii. Office Supervisor’s (or designee in her absence) Responsibilities:
   1. Contact the Office of the University Physician (517.353.8933; uphys@msu.edu)
   2. Contact EHS (517.355.0153; ehs@msu.edu.) to discuss the potential need for deep cleaning via a contracted cleaning service through IPF. EHS and/or the Office of the University Physician may advise to temporary close all or part of the worksite to allow for deep cleaning.
   3. Do not permit the employee to return to work until cleared by the local county health department and the Office of the University Physician.
   4. Contact individuals within the potentially impacted area and inform them of the concerns, while maintaining the privacy and anonymity of the employee who is suspected of having or is diagnosed with COVID-19.
   5. Maintain a record of all steps taken separately from the employee’s personnel file. Maintain confidentiality.

iii. Office of the University Physician
   1. Maintain a record of all steps taken separately from the employee’s personnel file. Maintain confidentiality.
V. Cleanliness and Sanitation

Employee procedures:

i. Office equipment and shared items:
   1. Each person is responsible for cleaning and disinfecting their offices and all shared equipment before and after each use. Common use office equipment may include:
      - Printers and copy machines
      - Personal mobile devices, tablets, laptops, keyboards and computer mouse
      - Staplers, staple removers and paper cutters
      - Any other tools, machines, materials and resources
      - Wiping down their areas of work at least two times each workday.

ii. Office common areas:
   1. Users of common areas such as supply and copy rooms, kitchenettes or break rooms share a responsibility to disinfect and sanitize high-touch surfaces in between the formal cleanings completed by Custodial Services. Units will need to determine the internal process and assign this task. High-touch surfaces to be disinfected and sanitized include but are not limited to:
      - Front desks, counters, service windows and pens and pencils set out for shared use
      - Conference room remotes, keyboards, chair arm rests, table surfaces and other shared supplies
      - Kitchenette sinks, soap and paper towel dispensers, refrigerator handles, water dispensers
      - Door handles, light switches, handrails, push plates, drawer and cabinet handles

iii. Vehicles:
   1. No vehicles are owned or leased the Department of Economics (110 Marshall-Adams Hall) for use by employees of the department.

iv. Building/facility procedures:
   1. Department of Economics (110 Marshall-Adams Hall) Custodial Services will continue the increased cleaning of touch surfaces in all Department of Economics common areas with a goal of two cleanings per day. Additionally, the department will supply cleaning products other than those used by Custodial Services.
   2. All Department of Economics employees themselves will be expected to clean and disinfect commonly shared items such as coffee machines, refrigerators, breakrooms (where social distancing allows use), etc., before and after each use.
   3. All restrooms will be cleaned by Custodial Services regularly using disinfectant, at least twice per day, in the morning and evening or after times of heavy use. IPF Custodial Services will ensure bathrooms are continuously stocked with soap and paper towels and ensure trash cans are emptied regularly. Proper hand-washing protocols will be posted in each bathroom location across campus.
   4. Where appropriate, trashcans will be placed close to doors so employees can use the paper towel that they dried their hands with to open the door and then drop it in the waste.
VI. Personal Protective Equipment

Employee procedures:

i. Face coverings

Per the governor’s executive order, all faculty, staff, students, contractors, suppliers, vendor, and visitors in any enclosed space will be required to wear facing coverings and practice physical distancing at all times (at least six feet of physical separation between yourself and others). If in any location in the department it is consistently not possible to maintain at least three feet of separation a face shield will be considered.

Department of Economics (110 Marshall-Adams Hall) employees who do not comply with this requirement may be sent home. If a Department of Economics employee is medically unable to wear a mask, the employee should seek an accommodation from RCPD (517.884.7273).

ii. Eye protection

Eye protection is encouraged when using spray cleaners or in situations where the employees are in close contact with each other and distancing is not feasible.

iii. Gloves

It is recommended that employees utilize disposable gloves during assigned tasks to clean and sanitize common areas.

VII. Physical Distancing Program

• Employee procedures:

i. It is required that employees stay at least 6 feet (2 meters) from other people whenever such distance is possible. Social gatherings and meetings that do not allow for social distancing are prohibited.

ii. Hallways and Elevators

Employees using hallways and elevators will maintain at least 6 feet (2 meters) from other people.

• Please stay to the right side of the hallway when passing others.
• Self-regulate the number of people in an elevator to allow for physical distancing.
  o The Department of Economics (110 Marshall-Adams Hall) will review the direction of travel in common areas, stairwells and open office areas and will post directional signs if it is deemed necessary.
iii. Breakrooms, Conference Rooms and Koo Room (See Appendix A for University Food and Drink Policies)

To prevent large gatherings and close contact with people in and between units at MSU, the Department of Economics (110 Marshall-Adams Hall) will:

- Reconfigure rooms by removing or blocking some seating to help with distancing.
- Provide hand sanitizer at each room with the expectation that every person entering the space will use it upon entry and exit.
- Assign a rotation to wipe down all touch surfaces in the rooms on a regular and frequent schedule.
- Make available cleaning supplies in rooms so each individual can clean and sanitize surfaces and areas for his/her/their own safety.
- Remove all utensils and condiments and instruct employees to bring their own.
- Put signs on microwave in suite 120 MAH and also in the faculty (109 OB) and the staff (120G MAH) breakrooms indicating that microwaves cannot be used until further notice.
- Avoid potluck, group lunches and common food sources.

VIII. Transportation

If/when travel by MSU employees is reinstated and social distancing is still required, the Department of Economics (110 Marshall-Adams Hall) will request that when there are multiple people going to the same location by vehicle, for example, to attend a conference, that there will be only one person in a vehicle at a time. Two people will be allowed to ride in the same vehicle, if necessary, as long as six feet of distance can be maintained and face-coverings are used at all times in the vehicle.

- If applicable, the Department of Economics (110 Marshall-Adams Hall) will discuss alternative methods of transportation and distribution to abide by this expectation.

IX. Record Keeping

Records of training, screening and notification of confirmed COVID-19 cases are required and will be maintained by the Office Supervisor of the Department of Economics (110 Marshall-Adams Hall). The department will follow current unit tracking processes for training and employee documents.

D. Summary

All Department of Economics (110 Marshall-Adams Hall) employees, at a minimum, are expected to adhere to these expectations and guidelines. Employees who do not follow these procedures and protocols may be subject to personnel action.

The Department of Economics (110 Marshall-Adams Hall) will provide instructional resources and learning opportunities related to equipment, procedures and information necessary to adhere to the outlined expectations.

Communication of these resources will happen via virtual training sessions, informational emails and individual outreach, as necessary.

The Department of Economics (110 Marshall-Adams Hall) will monitor the effectiveness of the implementation of these protocols and procedures on a weekly basis over the course of the next 6 to 12 months.
Additional indicators of progress that will be monitored by the department include, but are not limited to:

- Assessment and evaluation components via training
- Reporting and incident rate associated with return to work expectations
- Results of Department of Economics (110 Marshall-Adams Hall) screening program
- Rate of illness
- Natural feedback mechanisms

As measures of effectiveness and guidelines from the identified inputs shift, the Department of Economics (110 Marshall-Adams Hall) may make changes to this plan. Any of these changes will be communicated in a timely manner. Additional training and instructional resources will be provided, if necessary.

Department of Economics (110 Marshall-Adams Hall) employees may be experiencing high amounts of anxiety and stress related to the COVID-19 pandemic and associated changes to work and personal lives. To help manage anxiety and stress, Department of Economics employees will be notified that all university employees have access to the following resources:

- 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/
- Spartans at Work (with a list of FAQs). https://hr.msu.edu/news/coronavirus-faqs.html

E. References

Please find references and sources of information used as a basis for this document listed below.

- Centers for Disease Control and Prevention
- Ingham County Health Department - Coronavirus
- Michigan State University - Coronavirus
- MSU Environmental Health and Safety
- Occupational Safety and Health Administration
- State of Michigan - Coronavirus
- State of Michigan - Executive Orders
- World Health Organization
F. Appendices Unit Training and Sample Templates

I. Training Plan for the Department of Economics (110 Marshall-Adams Hall) Employees

As we begin our phased approach to return to work, it is critical that each of us fully understands the new safety expectations and protocols. Please take the time to review the following information and complete every step, as outlined below.

- **Step 1:** Review the Department of Economics (110 Marshall-Adams Hall) **Return to Work Procedures and Protocols** document (attached to email and it will be linked from the department’s website). This document contains several expectations regarding how the Department of Economics employees will be expected to operate differently within various categories. These expectations include but are not limited to a wellness screening program, wearing of personal protective equipment, physical distancing measures and training. Please review this document in detail.

- **Step 2:** Review ALL of the following instructional videos and resources to understand how to practice implementing these protocols effectively. These protocols are new, and you may be unfamiliar with how to properly disinfect a surface or safely clean your face covering. These resources are meant to help you learn to become more comfortable doing these things each day.
  - Cloth face coverings guidelines from MSU EHS
  - Doffing and donning a face covering Video 1:35
  - What you need to know about handwashing Video 2:00
  - How to don and doff disposable gloves Video 1:17
  - Physical Distancing – Gimme Six Feet Video 1:56
  - Physical Distancing – Surgeon General Video -0.50
  - Can COVID-19 last on surfaces and in the air? Video 1.31
  - How COVID-19 can spread in the community Video

- **Step 3:** The Office Supervisor will be available for questions and additional information related to these practices. Do not hesitate to schedule a time with her to discuss the expectations and requirements for our return to work.

- **Step 4:** Sign your COVID-19 Return to Work Safety Commitment
As you return to work, you will be sent an email with a commitment document to review. You will be asked to formally acknowledge your understanding of this to ensure the safety of you and your colleagues. Additional information will be sent as updates occur; please review and respond as requested. If you have any questions, please don’t hesitate to reach out. We are here to help you navigate this new working environment and support you as you serve all Spartans. Thank you for your cooperation.
Email from the Department of Economics (110 Marshall-Adams Hall) to be sent to all of the employees within the department:

Team Economics,

It is my expectation that we work hard to fulfill our duties in protecting our colleagues, teammates, partners and community members by adhering to the Department of Economics Return to Work Protocols and Procedures. After you have read the protocols document, reviewed all training materials and attended any required virtual training session(s), consider the statement below and respond with “I agree”.

*I have read and understood the Department of Economics (110 Marshall-Adams Hall) Return to Work Procedures and Protocols document. 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 to return to work guidelines and adapt to any necessary procedure or protocol changes.*

I appreciate your attention to this information and your commitment to safety. Please reach out if you have any questions.

Sincerely,

Steven J. Haider
Professor and Department Chair

My signature below indicates that ___________________________ (print name) have read and understand the Department of Economics (110 Marshall-Adams Hall) Return to Work Plan. 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.

__________________________  ____________________________
Signature                Date

Department of Economics (110 Marshall-Adams Hall), MSU
Appendix A

University Food and Drink Policy

Based on the changing Executive Orders and needs of the MSU community, food consumption will be allowed in campus buildings in posted designated areas. It is important for units to work with employees who need food available for medical reasons. However, keep in mind that this may pose an increased risk because it requires mask removal. Therefore, it is important to observe social distancing, follow disinfecting protocols, and spend minimal time in the room.

To meet these goals and maximize safety, the new building plan implementation will:

- Note that it is always preferable to eat outside of the building when possible.
- Designate spaces where people can eat while maintaining social distancing (alone in personal offices, building atria, break rooms, lunchrooms). These areas can only be used under strict guidelines. Breaks and meals cannot be social events.
- Identify eating spaces (rooms) on floor plans and communicate the locations with building personnel.
- Time in the shared spaces for breaks and lunch should be scheduled in advance. The name of the individual and in/out time should be recorded and such records kept and stored electronically.
- Clearly post the maximum number of people in the room at a time. (Each building should use their best judgment in developing a maximum number per room, e.g., 1 person per room unless the room is greater than 150 sqft).
- Post signs indicating that masks must be worn in the room when not eating.
- Allow the use of refrigerators, but not microwave ovens. (Microwave oven use can cause extended times in the room and lines of people wanting to heat their food.) Everyone should bring and remove all personal supplies for eating.
- Require that the space be disinfected by the user before and after use, and the disinfection should follow EPA approved guidelines (70% alcohol for 5 min; Sani-wipes for 3 min). Disinfectants and wipes should be present in the room.
- Snacks and community food to share should not be brought to work during this pandemic period.
- If needed, conference rooms can be repurposed and used as lunch/break rooms solely, and should not be used for meeting purposes

We appreciate your feedback and support of these changes. As we move through this everchanging landscape, we will continue to update information and plans/procedures based on current information and policies.