

# FERRIS STATE UNIVERSITY

## FERRIS FORWARD TOGETHER RE-ENGAGEMENT PLANNING GUIDE

(Updated August 13, 2020)



Please note: This document, prepared and printed for distribution July 8, 2020, is designed to provide temporary guidance to faculty and staff preparing to return to campus.

Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit [ferris.edu/non-discrimination](http://ferris.edu/non-discrimination).

## Re-Engagement Planning Outcomes

The Ferris State University Re-entry Committee includes representatives from every division and is working collaboratively to develop plans for a prudent and sustainable public re-engagement based on several key outcomes relative to the preparations and implementations necessary, including:

- Create a comprehensive plan that guides when and how to safely re-open and/or deliver in-person campus operations and activities.
- Ensure the plan is inclusive and supportive of the high-quality teaching and engagement opportunities while operating in a safe manner consistent with federal and state mandates and/or guidelines.
- Promote the use of the plan across all the University to ensure consistent application of actionable items as appropriate within various divisions and units.

Preliminary planning is underway for a safe and gradual public re-engagement of University operations. These plans are fluid and will continue to be influenced by local, state and federal guidance.

## The Three Ps: Policies, Protocols and Procedures

To align with guidance from U.S. Centers for Disease Control and Prevention and state regulations, Ferris State University is enacting new practices, policies and procedures throughout campus.

All faculty, staff and student employees are expected to adhere to the new practices, policies and procedures outlined in this document. Failure to do so may result in corrective or disciplinary action.

*Please note: Guidelines and recommendations are subject to change based on internal and external developments related to COVID-19.*



## Cloth Face Coverings

All students, faculty, staff, and visitors will be required to wear a face covering inside University buildings and in any situation where social distancing is difficult. Students needing an exception or accommodation should contact [Educational Counseling and Disabilities Services](#).

Employees needing an exception or accommodation should contact [Human Resources](#).

Ferris State University is asking everyone to accept the responsibility of protecting themselves and others.

All students, faculty and staff will be provided with an FSU-branded cloth face mask. Recognizing that cloth face masks should be washed after each use, faculty and staff may also wear other cloth face

coverings throughout the work week, such as homemade cloth face coverings or those purchased from a store. Additional branded masks will be available for a nominal fee at retail locations across campus.

## Required Self-Screening

Before reporting to work all faculty, staff and student employees will be required to complete a daily [COVID-19 Symptom Checker](#). [Symptoms of COVID-19](#) as identified by the CDC include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have any of the symptoms of COVID-19, **do not come to work**. Instead, stay home and call your supervisor. If you have symptoms, please contact your local healthcare provider for medical advice or schedule a virtual visit through [Spectrum Health NOW](#) (Priority Health members) or [Amwell](#) (Blue Cross/MESSA members). If you are currently in Michigan and would like a free COVID-19 screening from Spectrum Health call 833.559.0659.

If you have symptoms in addition to being in “close contact” with someone (within 6 feet without a mask for longer than 10 minutes) who is confirmed to have COVID-19, please contact your local healthcare provider for medical advice or use the links above to schedule a virtual visit. Contact Human Resources at (844) 721-0285 or [HR@ferris.edu](mailto:HR@ferris.edu) to determine the appropriate course of action and follow-up based on CDC guidance.

If you test positive for COVID-19 you must report your positive test result on the [COVID-19 report portal](#).

## Employees Who Become Sick While at Work

Supervisors may direct an employee to go home if they show symptoms of COVID-19 while at work. Paid time off or sick leave will be utilized. Other options are available if eligible. Please contact Human Resources for more information. It is the responsibility of the employee to contact their health care provider for assessment and treatment. If a COVID-19 test is warranted and administered, and results in a positive case, the employee must inform Human Resources at (844) 721-0285 or [HR@ferris.edu](mailto:HR@ferris.edu) to determine the appropriate course of action and follow-up based on CDC guidance.

## COVID-19 Testing

Individuals with symptoms related to COVID-19 or who believe they need to be tested based on potential exposure are encouraged to contact their primary care physician. **If you require emergency care, please call 911 for immediate help.** Individuals who have symptoms or who may have been

exposed to COVID-19 and are off campus may contact their local health department or primary care provider to locate COVID-19 testing sites in their area.

The University has partnered with Spectrum Health Big Rapids for COVID-19 screening and testing. If you are experiencing symptoms of COVID-19, or believe you have come in contact with someone who has tested positive for COVID-19, please contact the Spectrum Health COVID-19 Hotline at (833) 559-0659 to be screened for potential testing. You can also visit the [Spectrum Health website](#) for more information.

When there is a confirmed or suspected direct COVID-19 exposure on campus, supervisors are to immediately contact Human Resources at (844) 721-0285 or [HR@ferris.edu](mailto:HR@ferris.edu) for notification and guidance.

If a faculty or staff member, or student employee believes they have contracted COVID-19 after exposure to a known COVID-19 positive person while working on campus, they must report the exposure to Human Resources at (844) 721-0285 or [HR@ferris.edu](mailto:HR@ferris.edu) as soon as possible. If you have been directly exposed to an individual diagnosed with COVID-19, you must **leave campus immediately**, even if you are not showing symptoms.

### Positive Case and Contact Tracing

Faculty, staff and student employees who test positive for COVID-19 must self-isolate at home until they have fully recovered and have been fever free for at least 3 days. You must also report your positive test result using the COVID-19 report portal link provided above.

FSU and/or public health officials will conduct a phone interview with the individual who has tested positive to help determine the risk of potential exposure to coworkers and others on campus. The Birkam Health Center will coordinate contact tracing with the local health department. Once completed, a timely communication will be released depending on the situation.

The local public health department may contact an employee's supervisor if further contact tracing of the COVID-19 positive individual is needed; however, the actual test result and all other protected health information will not be disclosed.

Permission to return to campus will be given when these three conditions are met:

- The individual remains fever-free without the use of fever reducers for 72 hours.
- The individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath).
- It has been at least 10 days since their symptoms first appeared.

*At the direction of Human Resources, employees may be required to provide documentation from their health care provider before returning to work.*

### Phased Re-Engagement for July and August

The University's re-engagement strategy calls for employees and campus operations to resume in three phases:

#### Phase One

Target Dates: now through July 12  
Limited, essential services on campus

#### Phase Two

Target Dates: July 13 – Aug. 23  
Gradual return of additional staff and faculty as directed by divisions/ departments

#### Phase Three

Target Dates: Aug. 24 – Dec. 21  
Full return to in-person campus operations

Staff in some areas have continued to perform essential services on campus since the Stay Home, Stay Safe orders began in March. Most departments transitioned to working remotely. As we focus now on returning that remote work to campus, the re-engagement will look different for various areas based on the type of work performed.

Some areas may need to increase staffing density earlier. This suggested schedule generally applies to staff. Faculty are currently delivering remote instruction this summer and have the ability to come to campus as necessary.

Supervisors are responsible for creating a [Re-engagement Plan](#) focused on their operations and staffing, and must submit that plan to their vice president and the Office of Safety, Health, Environment and Risk Management for approval. Some staff will be gradually returned in phases to support social distancing. Additionally, supervisors may assign continued remote work, staggered shifts/flexible schedules and rotating scheduling between working on campus/working remote.

To ensure safety, supervisors should plan to phase back employees gradually through July and August. Some anticipated concerns and guidance are outlined in the Re-engagement Planning Tools documents located on the [Coronavirus Campus Information and Updates website](#).

### For Individuals at Higher Risk for COVID-19

According to the CDC, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Faculty, staff and student employees who believe that they may fall into the high-risk category may seek accommodations related to returning to campus by contacting [Human Resources](#) and requesting accommodation. Student employees who wish to seek accommodations related to returning to campus should contact their supervisor.

## PROTECTING EVERYONE



### Practicing Social Distancing

Keeping six feet away from others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since some can spread the virus before they know they are sick, it is important to maintain appropriate physical distance from others when possible, even if you have no symptoms.

Social distancing is important for everyone and helps us all to stay safe, especially those who are at higher risk for getting sick. Ensure meetings are held virtually, or located in rooms where proper social distancing can occur.

### Face Coverings

All students, faculty, staff and visitors will be required wear a face covering inside University buildings and in any situation where social distancing is difficult. Students needing an accommodation should contact [Educational Counseling and Disabilities Services](#).

Employees needing an accommodation should contact [Human Resources](#).

Ferris State University is asking everyone to accept the responsibility of protecting themselves and others.

Avoid touching the front of the mask and any part of your face. The face covering is not a substitute for social distancing and helps protect the Ferris State community, our families and the general public. For details regarding face coverings, including how to create, wear and care for homemade face coverings, [visit the CDC website](#).



### Hand Washing

Frequent handwashing is one of the most important actions you can take in preventing the spread of COVID-19. Handwashing should occur after touching anything in a public area, after using the restroom, prior to eating, and before and after touching your face or blowing your nose.

The correct handwashing technique should be completed by wetting your hands, applying soap and thoroughly rubbing hands together for at least 20 seconds. You should be sure to clean under your fingernails and in between your fingers. After thorough rinsing, use a paper towel when available to dry your hands. Use the same paper towel to turn off the faucet and to turn the door

handle in public restrooms upon exiting. If soap and water are not available, use hand sanitizer with at least 60% alcohol and rub into your hands until dry.

To increase hand sanitizing efforts on campus, Physical Plant staff have identified strategic locations throughout our facilities to place hand sanitizer stations. The University will now have 216 fixed hand sanitizer stations and 32 mobile hand sanitizing stations for use. These will be placed in academic, auxiliary and administrative buildings across campus.



### Cleaning/Disinfection

The Custodial department is dedicated to the health and safety of our campus community. Disinfecting protocols have been heightened throughout the entire campus in accordance with CDC guidelines in an effort to make sure all horizontal and vertical surfaces, along with critical touch points, will be addressed on a daily basis.

#### Enhanced Disinfection Efforts

This daily activity would include but not be limited to:

- Classrooms and learning spaces
- Restrooms
- Corridors and common/public spaces
- Athletic spaces including locker rooms and showers
- Residence hall entrances, corridors, public area bathrooms, laundry areas, lounges, stairwells and elevators

To support these efforts, the custodial department has introduced Electrostatic disinfecting application devices. The electrostatic applicator gives a negative charge to the disinfecting solution as it exits the nozzle, allowing an even coat of solution that sticks to a targeted surface with 360-degree coverage.

Additionally, the department has procured a residual polymer based molecularly bonded antimicrobial product called [MicrobeCare](#) manufactured by Parasol Medical. This solution creates a barrier that kills 99.99% of microbes and prevents mutation and minimizes the spread of viruses, bacteria, fungi, algae and yeast on a wide variety of products. MicrobeCare is safe and has recorded proven results in highly sensitive healthcare environments.

This product will be applied to all touch points within buildings to include but not limited to door handles, light switches, hand rails, table tops, chairs, computer keyboards, restroom fixtures, etc. to combat the possible exposure to COVID-19.

### Public Transportation

If you use public transportation like The Rapid 100 or the DART shuttle, or other shared ride services to come to work, please practice the following safety measures to protect yourself and others:

- Put on a mask or face covering before entering the vehicle.
- Avoid touching surfaces with your hands.
- When you exit the vehicle, wash your hands or use alcohol-based hand sanitizer.



### Social Distancing in Buildings

All entrances to campus buildings will have branded social distancing signs to remind the University community of social distancing requirements. Inside facilities, occupants are encouraged to keep right in stairwells and hallways and to make every effort to maintain social distancing.

### Workspace Considerations

- Consider making the physical workspace less dense through use of flexible scheduling and modified seating arrangements.
- Consider relocating computers on desks or rotating chairs and desks to face away from nearby co-workers.
- Restrict use of any shared items or spaces.
- Require individuals to disinfect after using shared items such as handles on refrigerators, microwaves and coffeepots.
- Drinking fountains are no longer available for use; however, water bottle filling stations will remain operational.
- Avoid using other employees' phones, desk, work tools and office supplies.
- Place signs to direct flow of traffic to enforce social distancing and to encourage everyone to keep right in hallways and stairwells.
- Self-limit the number of passengers in elevators to ensure social distancing; two per elevator is recommended. Use the stairs whenever possible.

### Gatherings, Meetings and Events

All on-campus gatherings/meetings must limit attendance to ensure ability to maintain social distancing. Meetings should continue to utilize virtual conference tools. Participants who attend in person should meet in a space large enough to support social distancing and wear face coverings.

### Motor Pool Vehicles

To maintain social distancing, it is recommended to have only one person per motor pool vehicle. If more than one person is required to travel in a motor pool vehicle to complete assigned work, the following conditions must be met with supervisor approval: maximum two people per vehicle; both passengers must wear a face covering; place the passenger in the back seat when possible; open windows. Vehicles will be cleaned and sanitized after each use.

### Travel

Until further notice, faculty and staff travel for University purposes remains suspended, unless it is deemed essential by the appropriate division vice president, dean or supervisor. Travel permissions will follow federal and state restrictions and CDC recommendations, particularly when travel includes visiting any identified high-risk location. Where appropriate, travelers should be prepared to self-quarantine for 14 days after return.

### Visitors

Ferris State University takes great pride in welcoming our alumni, friends, community members and many others to our campuses to cheer on our Bulldog athletics teams, enjoy a meal in our dining facilities, and experience our art gallery, museums and cultural programming. We value your patronage and appreciate your support.

As the University actively prepares to safely welcome our students, faculty and staff back onto our campuses this fall, it is likely that many of our facilities and programming will be unavailable to the public. The University is taking this proactive measure to protect everyone's health and safety.

The University will continue to monitor and evaluate this situation with the sincere hope that we can welcome everyone back onto our campuses soon. To learn more about what facilities and programming may be open to the public, please follow the announcements posted on our website and social media.

### Stay Up-to-Date

Please continue to stay informed on the University's re-engagement efforts by visiting [www.ferris.edu/coronavirus](http://www.ferris.edu/coronavirus).