COVID-19 Re-engagement Plan Guidelines

The FSU Re-entry Committee would like to share the following guidance with all supervisors to assist with the development of departmental Re-engagement Plans.

The purpose of the Re-engagement Plan is to:

- Provide faculty, staff and student employees with clear guidelines for when they return to their work environments that protect the health of everyone.
- Ensure that University operations align with guidance from the State of Michigan, the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration and the American College Health Association.
- Include clear expectations for compliance and monitoring to ensure everyone works together toward our common health, safety and mission-driven goals.
- Acknowledge some faculty, staff and students have already been and will continue to be working on-campus (teaching, research, plant and animal care, public safety and essential operations) under pre-approved plans and protocols.
- Differentiate between the timing of Ferris State University’s plans and the return plans of other sectors of our state.

All reentry plans must be submitted for review and approval to the Office of Safety, Health, Environmental and Risk Management and the divisional vice president. Please contact mikemckay@ferris.edu for assistance.

Items to include in your Re-engagement Plan:

1. Name, Title, Building and Department

2. Classify Your Work Environment (Lower or Medium Risk Exposure):

   **Lower Risk Exposure**
   - These jobs do not require contact with people known or suspected of being infected with coronavirus.
   - There are no frequent close contacts (within 6ft) with the general public.
   - There are minimal contacts with co-workers.

   **Medium Risk Exposure**
   - Jobs that require frequent and/or close contact (within 6 ft) with people who may be infected, but are not known or suspected COVID-19 patients
   - In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission.
   - In areas where there is ongoing community transmission, workers in this category may have contact with the general public (for example, schools, high-population-density work environments, high-volume retail settings).
3. Schedule and Remote Work Opportunities

- Write a description of the employee work schedule to ensure social distancing can be maintained.
- Write a description of possible remote work opportunities. Please contact Human Resources for assistance and documenting of remote work.
- Write a description of the phased return plan. Must include:
  - Document which positions/classifications report for in-person work
  - Document why they must be physically present in the workplace
  - Document what are the reasons that this work cannot be performed remotely (this must include enough specificity to show this analysis has been performed)
- If an employee has a concern regarding returning to work, please contact Human Resources.

4. Training

- Faculty, staff and student employees are required to complete online COVID-19 training prior to returning to work. Training titles include
  - COVID-19: Plan, Prepare and Respond
  - COVID-19: Workplace Guidelines
  - COVID-19 Video: How to wear a Mask (OSHA) -or- COVID-19 Video: Wear a Cloth Face Covering (CDC)
  - COVID-19: Proper Handwashing (CDC)

(Login Credentials – Organization ID: ferrisstateuniversity/User ID: Your Banner Employee ID# or FSU Student ID#)

5. Symptom Checking

- Complete a COVID-19 Symptom Checker every day before beginning work or entering buildings.
- If you have symptoms, are feeling sick or are caring for someone who is sick, notify supervisors and stay home.

6. Social Distancing, Promoting Healthy Behaviors and Physical Barriers

- Maintain a social distancing of a minimum of 6ft.
- Implement remote work practices where possible.
- All in-person work must adhere to social distancing practices and measures.
- Provide demarcation lines and restrict gatherings.
- Install physical barriers between customers and/or employees.
- Wear cloth face coverings when social distancing is NOT possible.
- If you are unable to wear a cloth face-covering notify the supervisor to review with Human Resources to determine if an alternate work arrangement is necessary.

7. Cleaning and Disinfection

- Faculty, staff and student employees should routinely clean and disinfect all areas such as personal offices, common touchpoints, and shared electronic equipment after use.
- Physical Plant will supply disinfectants by request.
- If a sick employee is suspected or confirmed to have COVID-19, Custodial staff will perform enhanced cleaning and disinfection of all frequently touched surfaces in the workplace.
- Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., required PPE, concentration, application method and contact time).
- Evaluate procedures to ensure no new hazards are created (e.g. dermatitis from new disinfectant).

8. Signs and Messages

- FSU/KCAD branded signs will be available online
- CDC “Stop the Spread” poster
- CDC “Wash Your Hands” poster
9. **Preparing for When Someone Tests Positive for COVID-19**
   - Employees who have tested positive for COVID-19, need to report this information to the [FSU COVID-19 Portal](#).
   - The Birkam Health Center director will contact the local or state health department as needed when a worker has reported they have test positive for COVID-19.
   - Human Resources will work with the employee during the home isolation and will share with the supervisor when the employee is allowed to return to work.
   - Don’t allow employees to return to work until you have heard from Human Resources.
   - Human Resources will instruct areas on how to inform other employees of possible workplace exposure in accordance with ADA & HIPAA confidentiality compliance guidelines.
   - Customers should be requested to wear a mask and leave the building, if displaying symptoms, to seek appropriate care or self-isolate.