FERRIS STATE UNIVERSITY

FERRIS FORWARD

Ferris Forward Together
Re-entry Playbook

The Plan for 2020-2021

Issued October 2020
~~Updated December 14, 2020~~
Updated February 15, 2021

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Introduction

Over the last several months, Ferris State University has created plans for a prudent and sustainable public re-engagement based. These plans were built on the following:

- Creating a comprehensive plan that guides when and how to safely re-open and/or deliver in-person campus operations and activities.
- Ensuring 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.
- Promoting the use of the plan across all the University to ensure consistent application of actionable items as appropriate within various divisions and units.

The University's Re-entry Committee developed and executed preliminary planning for a safe and gradual public re-engagement of University operations. This planning consisted of three phases, each one fluid and influenced by public health experts and local, state and federal guidance. The University remained flexible and nimble, and prepared to pivot as campus, county and state health conditions dictated.

Since mid-March 2020, COVID-19 has affected every aspect of campus operations. The following plans were developed over a number of months and includes four facets:
1) safe re-entry, 2) monitoring and containment and 3) pivoting to remote status.

An abundance of information is available on the University's re-entry planning efforts. This handbook for the University community contains information critical to the success of the health and safety of campus and the 2020-21 academic year. There are sections on move-in, cleaning and sanitization, housing and dining, face coverings, mental health and more.

For more information visit www.ferris.edu/coronavirus, or email fsureentry@ferris.edu.

COVID-19 Timeline of Events

January 31, 2020 - The United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19

March 10, 2020 - Governor Whitmer issued an emergency due to the existence of COVID-19 through Executive Order 2020-4.

March, 13, 2020 - President Eisler notified everyone we would spend the next two weeks, employing the recommended practice of "social distancing," and eliminate activities and settings that will create gatherings of people on our campus and attract others here.

March 15, 2020 - Kent County Health Department notified University of an individual who tested positive for COVID-19. This person attended the Great Lakes Infectious Disease Conference on March 7, 2020 hosted inside our College of Pharmacy facility in Grand Rapids at 25 Michigan Avenue.

March 16, 2020 - all face-to-face classes, lectures, labs and classroom activities were suspended and replaced with remote learning delivery methods. Additionally, all university- sponsored international travel was cancelled and only essential and necessary University- sponsored domestic travel should occur with Vice Presidential approval.

- All University- and community-sponsored events on campus are cancelled.
- All athletic activities for all sports are cancelled through May 31.
- Students are being strongly encouraged to remain off-campus through March 27.
- Residence halls will re-open after spring recess as planned at 10 a.m. on March 15 for those who have a need to be on campus.
- Dining options are closed to the public, but will be available for students, faculty and staff. Only The Market and The Rock will be open every day, from 12 p.m. to 7 p.m. and 9 a.m. to 7 p.m. respectively.
- Student employees are not to report to work during this two-week period.
- The University Center, Student Recreation Center, the Racquet and Fitness Center, Katke Golf Course and the Ken Janke Sr. Learning Center are closed, with the exception of employees who work in those facilities.
- The FLITE Library is closed to students and the public, but open to faculty and staff for assistance or support with instruction, and to employees who work there.
- The Early Learning Center will be closed for children.
- The UICA and Kendall buildings are closed to the public.

March 18, 2020 - Decision to move remainder of semester and through June 1 to remote status and Commencement moved to virtual format.

March 19, 2020 - Housing is closing residence halls, the East Campus Suites and apartments. For international students and those with exceptional housing needs, Housing is working directly with them to ensure they have a place to stay. Families living in University apartments will not need to move.

March 23-April 13, 2020 - "Stay Home, Stay Safe" Executive Order effective after midnight and extending through April 13.

March 23, 2020 - President approved the decision to pay all employees for two weeks starting March 16, whether they could work or not. Along with this we also suspended the reporting of sick and vacation leave. Last week this initial period was extended by an additional two weeks which concludes this Friday, April 10. Beginning Monday, April 13, we will resume collecting the hours worked for hourly employees or days worked for salaried employees.

April 13, 2020 - Governor Whitmer extended her Stay Home, Stay Safe executive order for an additional three weeks, through April 30, 2020.

April 22, 2020 - Remaining summer courses were moved to remote delivery

April 24, 2020 - Governor Whitmer announced she is extending the "Stay Home, Stay Safe" Executive Order until May 15.

April 30, 2020 - Re-entry Committee established and begins to meet.

May 8, 2020 - Governor Whitmer extends "Stay Home, Stay Safe" Executive Order until May 28.

May 20, 2020 - Ferris moves into Phase 1 of its re-entry plan, with limited, essential services on campus

June 25, 2020 - University announced it would begin classes as planned on Monday, Aug. 31, and instruction will pivot to remote delivery where possible beginning Monday, Nov. 30, after Thanksgiving recess through December 18, 2020.

July 13, 2020 - Ferris moves into Phase 2 of its re-entry plan, with a gradual return of additional staff and faculty as directed by divisions/departments

August 23, 2020 - 166 Executive Orders have been issued to direct the state's response to slowing the spread of COVID-19.

August 24, 2020 – Ferris moves into Phase 3 of its re-entry plan, with a full return to in-person campus operations

October 1, 2020 – Provost announces spring semester calendar change that includes the elimination of spring break.

October 2, 2020 – The Michigan Supreme Court rules Gov. Whitmer did not have authority to issue her Executive Orders, which were subsequently rescinded by this ruling.

October 9, 2020 – Michigan Dept. of Health and Human Services issues Gatherings and Face Masks emergency order, expires Oct. 30, 2020.

October 14, 2020 – The Michigan Occupational Safety and Health Administration (MIOSHA) issues [Emergency Rules Coronavirus Disease (2019)](#) outlining COVID-19 workplace safety protocols and is in effect for six months (expires April 14, 2021).

October 22, 2020 – Public Act 238 approved by the Governor which prohibits an employer from taking certain actions against an employee who does not report to work under certain circumstances related to COVID-19; to prohibit an employee from reporting to work under certain circumstances related to COVID-19; to prohibit discrimination and retaliation for engaging in certain activities; and to provide remedies.

October 29, 2020 – Michigan Dept. of Health and Human Services issues [Gatherings and Face Masks emergency order](#), which continues to be extended and updated. Current order remains in effect through March 29, 2021 at 11:59 p.m.

November 18, 2020 – Michigan Dept. of Health and Human Services issues an emergency order enacting a three-week pause to curb rapidly rising COVID-19 infection rates. Under this order, colleges and universities are to move to remote learning effective Wednesday, Nov. 18.

Re-entry Committee Established

To prepare for employee and student re-entry, the President appointed a Re-entry Committee to create a University plan based on state and federal guidelines.

Committee Members

- Sandra Alspach, *Academic Senate and Faculty Member*
- Paul Blake, *Academic Affairs (until retirement)*
- Jim Bachmeier, *Administration and Finance*
- Lindsay Barber, *Birkam Health Center*
- Bobby Fleischman, *Academic Affairs*
- Lincoln Gibbs, *College of Health Professions*
- John Globoker, *Administration and Finance, Kendall College of Art and Design*
- Fredericka Hayes, *Human Resources*
- Mike Hughes, *Physical Plant*
- Leonard Johnson, *Academic Affairs*
- Mike McKay, *Safety, Health, Environmental, Risk Management and Insurance*
- Jeremy Mishler, *University Advancement and Marketing*
- Holly Price, *Ferris Faculty Association and Faculty Member*
- Joy Pulsifer, *Student Affairs*
- Michelle Rasmussen, *President's Office*
- Steve Reifert, *Extended and International Operations*
- Jeanine Ward-Roof (Committee Chair), *Student Affairs*

The work was divided into work groups and those groups were populated with faculty, staff and students from across the University. The specific work groups and members are listed below.

Committee Work Groups

- **Academics -** Sandy Alspach, Bobby Fleischman, Lincoln Gibbs, Leonard Johnson, Holly Price, Steve Reifert (Many others within the colleges)
- **Customer Service -** Sandy Britton, Marie Delamater, Erin Diehm, Mike Grandy, Leah Monger, John Randle, Susan Roberts, Scott Rossen, Paula Rushford, Jeff Stewart, Katie Thomas
- **Employee Resources -** Lindsay Barber, Fredericka Hayes, Lincoln Gibbs, Mike McKay
- **Facilities** - Tim Blashill, Justin Harden, Gheretta Harris, Mike Hughes, Mike McKay, Jeremy Mishler, Michelle Rasmussen, Mark Schuelke, Nick Owens
- **Health -** Lindsay Barber, Elisa Cotter, Lincoln Gibbs, Mike McKay, Andy Slater, Jeanine Ward-Roof
- **PPE Procurement** - Jim Bachmeier, Lindsay Barber, Lincoln Gibbs, John Globoker, Anne Hawkinsbadge, Mike Hughes, Dennis Magoon, Bryan Marquardt, Mike McKay, Ed Shepard, Grant Snider, Cindee Wilcox
- **Students -** Julie Alexander, Brandi Behrenwald, Timothy Blashill, Camryn Booms, Cathy Bordeau, Sandy Britton, Kaylee Burke, Jason Daday, Nicole Dekraker, Ally Faulkner, Jocelyn Goheen, Breanna Green, Justin Harden, Darnell Lewis, Anne London, Margaret Lyons, Lisa Ortiz, Nicholas Owen, Angie Palmer, Joy Pulsifer, Scott Rossen, Julie Rowan, Nick Smith, Lane Steffke, Elizabeth Tomaro, Lisa vonReichbauer

Re-entry Phases Created

The Re-entry Committee established phases of re-entry. It was noted that each phase would gradually bring more people back to campus and included specific facets. The phases are outlined in detail below.

Phase 1: May 20 – July 12 (Limited, essential services on campus)

Most employees will continue to work remotely through July 12. If supervisors believe they should bring their department back to campus prior to July 12, the following must be completed:
- Develop a Re-engagement Plan with their vice president and Office of Safety, Health, Environmental & Risk Management (and Lab Safety when applicable).
- Obtain final approval from their vice president.
- Ensure employees coming back to work on campus have viewed the four COVID-19 training tutorials either before coming back to work on campus or within the first week of returning. (Organization ID: ferrisstateuniversity/User ID: Your Banner Employee ID# or FSU Student ID#)
    - COVID-19 Plan, Prepare, and Respond (Educational Institutions)
    - COVID-19 Video: How to wear a Mask (OSHA) -or- COVID-19 Video: Wear a Cloth Face Covering (CDC)
    - COVID-19 Video: Proper Handwashing (CDC)
    - COVID-19 Workplace Guidelines

If a department or employee is notified they should return to work on campus, supervisors must e-mail or provide in-person the approved Re-engagement Plan to all departmental employees prior to their return to campus or at the start of their first day of work on campus.

When returning to work on campus, please be aware of the following protocols. Employees should:
- Complete the required COVID-19 Symptom Checker daily and stay home if you are sick
- Wear a face covering inside University buildings and in any situation where social distancing is difficult.
- Practice social distancing
- Follow the guidelines in the department's Re-engagement Plan

If an employee is continuing to work remotely during this phase, but needs to come to campus, he/she should:
- Contact supervisor for further instructions
- Complete the required COVID-19 Symptom Checker and stay home if you are sick
- Wear a face covering inside University buildings and in any situation where social distancing is difficult.
- Practice social distancing
- Come alone, do not bring guests or family members
- Notify supervisor of your whereabouts in the building so they can incorporate cleaning protocols by contacting Physical Plant.

If employees have concerns regarding returning to campus this summer and/or fall, please encourage them to contact Human Resources at HR@ferris.edu regarding available options.

Phase 2: July 13 – Aug. 23 (Gradual return of additional staff and faculty as directed by divisions/departments)

The re-engagement of most employees on campus occurred based on a phased process dependent on the work needs of each division or department.

Supervisors, prior to contacting your department employees to return to work on campus, the following must be in place:

- Develop a Re-engagement Plan with your vice president and Office of Safety, Health, Environmental & Risk Management (and Lab Safety when applicable).
- Obtain final approval from your vice president.
- E-mail or provide in-person the approved Re-engagement Plan to all of your department's employees prior to their return to campus or at the start of their first day of work on campus.
- Ensure employees coming back to work on campus have viewed the four COVID-19 training tutorials either before coming back to work on campus or within the first week of returning. (Organization ID: ferrisstateuniversity/User ID: Your Banner Employee ID# or FSU Student ID#)
    - COVID-19 Plan, Prepare, and Respond (Educational Institutions)
    - COVID-19 Video: How to wear a Mask (OSHA) -or- COVID-19 Video: Wear a Cloth Face Covering (CDC)
    - COVID-19 Video: Proper Handwashing (CDC)
    - COVID-19 Workplace Guidelines

The following was also recommended for supervisors:

- Encourage workers to stay home if sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Establish flexible worksites (e.g., working remotely) and flexible work hours (e.g., staggered shifts), if feasible.
- Discourage employees from using other employees' phones, desks, or other work tools and equipment.
- Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- Encourage workers to report any safety and health concerns.

All employees who are asked to return to work on campus must review the department's Re-engagement Plan in advance with their supervisor. Additionally, all employees should

- Complete the required COVID-19 Symptom Checker daily and stay home if you are sick
- Wear a face covering inside University buildings and in any situation where social distancing is difficult.
- Practice social distancing (6 feet)
- Practice good hand washing/sanitizing often
- Conduct group or staff meetings remotely as much as possible (using Zoom, MS Teams, etc.)
- Stay to the right when using hallways and stairwells
- Limit 2-people riding in an elevator at one time

- Be aware of any additional social distancing guidelines that may be posted on the doors and hallways of different campus buildings.

If employees have concerns regarding returning to campus this summer and/or fall, please encourage them to contact Human Resources at HR@ferris.edu regarding available options.

Phase 3: Aug. 24 – Dec. 21 (Full return to in-person campus operations)

The majority, if not all faculty and staff, will return to their on-campus workspaces for all or part of their scheduled work week. Additionally, all departments should have approved Re-engagement Plans in-place, and all employees should continue to
- Complete the required COVID-19 Symptom Checker daily and stay home if you are sick
- Wear a face covering inside University buildings and in any situation where social distancing is difficult.
- Practice social distancing (6 feet)
- Practice good hand washing/sanitizing often
- Conduct group or staff meetings remotely as much as possible (use Zoom, MS Teams, etc.)
- Stay to the right when using hallways and stairwells
- Limit only 2-people riding in an elevator at one time
- Be aware of any additional social distancing guidelines that may be posted on the doors and hallways of different campus buildings.

If employees have concerns regarding returning to campus this summer and/or fall, please encourage them to contact Human Resources at HR@ferris.edu regarding available options.

Re-engagement Planning Tools

COVID-19 Training Tutorials

As you prepare to return to your physical workspace on campus during Phase 2, all faculty and staff (and student employees) must view the four COVID-19 training tutorials located at www.gcntraining.com. The four tutorials include:

- COVID-19 Plan, Prepare, and Respond (Educational Institutions)
- COVID-19 Video: How to wear a Mask (OSHA) -or- COVID-19 Video: Wear a Cloth Face Covering (CDC)
- COVID-19 Video: Proper Handwashing (CDC)
- COVID-19 Workplace Guidelines

To log in to the GCN Training portal please use the following credentials – Organization ID: ferrisstateuniversity and User ID: Banner Employee ID number or FSU Student ID number.

These videos should be viewed prior to or within the first few days of your return to work on campus. If you experience difficulty accessing the site, please contact Mike McKay.

Creating Re-engagement Plans

Before employees can officially return to their physical office/work locations on campus, departmental supervisors must have an approved Re-engagement Plan, and it must be shared with all departmental employees before they come to campus or on their first day back to campus. Plans should be reviewed by Mike McKay, director of Safety, Health, Environmental & Risk Management and approved by the divisional vice president.

If you are coming back to work on campus between July 13 and August 23, please be in communication with your supervisor and ensure you have a copy of and have reviewed the approved Re-engagement Plan.

The following tools were developed to assist with the re-entry of University employees, including assisting supervisors with the creation of re-entry plans. Each supervisor is required to create a re-entry plan for their area, unit, office or lab. The tools for creating a plan are listed below.

1. Ferris Forward Together Re-engagement Guide
2. COVID-19 Safety Plan
3. COVID-19 Re-engagement Plan Guidelines
4. COVID-19 Symptom Checker
5. COVID-19 Re-engagement Safety Quick Facts
6. Academic Lab and Clinic Protocols

The plans are to be approved by Mike McKay (SHERM), if involving a lab or clinic also include Anne Hawkinsbadge before sending to Mike. Plans are ultimately need to be approved by each area Vice President.

List of Re-engagement Plans

A list of re-engagement plans can be found on the Updates for Faculty and Staff page under "List of Re-engagement Plans."

Communications

E-mail Communications

Weekly, sometimes daily, communications were/are sent via e-mail to faculty, staff, students and parents from the established Re-entry e-mail address, fsureentry@ferris.edu. A compilation of those messages is housed under "Re-entry Communications for Faculty and Staff" and "Re-entry Communications for Students and Parents."

Town Halls

Town halls were/are held with students, faculty and staff, and Big Rapids community leaders to share re-entry planning updates and information.

> For faculty and staff
> June 2020 Zoom Town Hall and PowerPoint
> July 2020 Zoom Town Hall and PowerPoint
> September 2020 Town Hall and PowerPoint
> December 2020 Town Hall and PowerPoint

Videos

Videos were created for the University community to highlight the importance of wearing a mask, adhering to health and safety protocols, etc.

Ferris Forward Together
Mask Safety on Campus

Frequently Asked Questions

FAQs were created for faculty/staff and students. They are posted on the Coronavirus webpage under "Info for Faculty/Staff" and "Info for Students."

Health and Safety

Personal Protective Equipment, Hand Sanitizer and Cleaning Supplies

When returning to work on campus, faculty and staff will be provided one branded, washable face mask ~~and gaiter~~, along with a personal hand sanitizer spray. In addition, faculty will be provided one clear face shield. Vice presidents, deans and/or supervisors will distribute these items to their employees returning to work on campus.

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 ~~and gaiters~~ will be available for purchase for a nominal fee.

To increase hand sanitizing efforts on campus, Physical Plant has identified strategic locations throughout our facilities to place hand sanitizer stations. This includes 216 fixed hand sanitizer stations and 32 mobile hand sanitizing stations, which will be placed in academic, auxiliary and administrative buildings across campus.

The University will provide an initial quantity of ready-to-use disinfectant spray and towels for departmental use. These supplies will be distributed to each college dean's office and the provost's office for the division of Academic Affairs, and to each vice president's office for all other divisions. Additional supplies can be ordered through the Physical Plant – Plant Stores operation by key building custodians using the AiM system.

Facial Coverings

In accordance with state mandates and federal guidelines, the University is requiring all students, faculty, staff and visitors to wear a face covering over the nose and mouth inside all University buildings and in any situation where social distancing is difficult.

Every student, faculty, and staff member returning in-person will receive a Ferris branded face covering. Additional face coverings will be for sale.

You may provide your own face coverings; however, they must meet CDC guidelines:

- Fit snuggly against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction

Students who are medically unable to wear a CDC approved face covering should contact Educational Counseling and Disabilities Services before returning to campus. Kendall College of Art & Design students should contact Marie Yowtz, Director of Counseling & Disability Services. Employees may request an accommodation by completing the Facial Covering Exemption form and submitting to Human Resources for review and approval.

Face coverings are not required when:

- in your assigned residence on-campus with only your roommate/suitemates present;
- actively eating or drinking while seated at a food service establishment or at a designated eating/drinking area;
- ~~exercising when wearing a face covering would interfere with the activity and you can keep physical/social distance;~~
- giving a speech for broadcast or to an audience, provided that the audience is at least six feet away from the speaker; and/or
- working alone in a private office with the door closed and reasonably expecting no other individual to enter.

Fabric face coverings should only be worn for one day at a time, and they must be properly laundered with soap/detergent before subsequent use.

Note, a recent study indicated that gaiters are not an effective face covering. Given this and that they do not meet the above criteria, gaiters are not an acceptable face covering.

Maintaining a healthy environment is a shared responsibility for our entire University community. This requires taking conscious steps to protect the health and safety of ourselves and all members of our community.

COVID-19 Directives

More information on COVID-19 Directives concerning facial coverings can be found online.

More information can be found in the Michigan Dept. of Health and Human Services Emergency Order.

Facial Coverings for the Hearing Impaired

The PPE/Procurement workgroup has ordered a supply of clear face masks, in addition to face shields, that can be worn by students, faculty and staff. If you are aware of a student in your classroom or instructional area who is hearing impaired, you can request a clear, anti-fogging face mask by e-mailing Educational Counseling and Disabilities Services at ecds@ferris.edu.

Who Can Have a Facial Covering Exemption?

Students or employees with an approved accommodation (from Educational Counseling and Disabilities Services or Human Resources) may be accommodated with online courses, remote work and/or a face shield. Given this, all individuals at the University should be wearing a face covering/shield as required.

Do I Have to Wear a Facial Covering in a Private Office?

If you have a private office with a door, and the door is closed, you can take off your mask; however, if your door is open or someone enters your office to talk to you, or you need to walk to the restroom or the copy machine etc., you need to wear a face covering over your mouth and nose.

Ferris State University's new video highlighting the importance of wearing a facial covering on campus, and why our students, faculty and staff are choosing to mask up this fall.

Important Reminder for Facial Coverings – Laundering

Remember to launder your face covering after each use, and wear a clean and dry face covering each day you come to campus. The CDC provides the following recommendations on how to properly clean your cloth face coverings.

Gaiter Update/Decision

August 17, 2020 – The Re-entry Committee is aware of recent studies published outlining the efficacy of various facial coverings, including neck gaiters. In light of this new information, we are ordering more branded face masks to provide to students, faculty and staff, in lieu of gaiters. If you have received a gaiter, please save it for another use at another time.

Face Shields

Face shields were sent to departments in case someone wanted a face shield. Cloth face coverings are preferred over the face shields. There is not a requirement to wear both a face shield and a cloth facial covering at the same time.

Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following CDC face shield cleaning instructions. Guidance from the CDC includes:

1. While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered disinfectant solution.
3. Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
4. Fully dry (air dry or use clean absorbent towels).
5. Remove gloves and perform hand hygiene.

Managing Accommodations

Students or employees with an approved accommodation (from Educational Counseling and Disabilities Services or Human Resources) may be accommodated with online courses, remote work and/or a face shield. Given this, all individuals at the University should be wearing a face covering/shield as required.

Symptom Checker

Ferris State University implemented guidelines and protocols to ensure students, faculty, staff and visitors are actively monitoring and reporting symptoms that could be signs of COVID-19.

~~In addition, due to an executive order from Gov. Whitmer (EO 2020-161), faculty, staff and student employees must complete a self-assessment on any day they are working, whether remotely or on campus.~~

The University instituted an [electronic symptom checker,](#) and it is available for faculty, staff and students, which will allow for the daily collections of information about how the virus is affecting the campus community, minimize its spread, promote public health and make sound decisions. Employees (including student-employees) are to complete the symptom checker on any day they are working, whether remotely or on campus.

COVID-19 Asymptomatic Testing

As part of our commitment to the health and safety of our campus and greater Big Rapids community, we are requiring all students living in our residence halls to complete a COVID-19 PCR test upon arrival to campus. This test is the most accurate available and indicates if you are infected with SARS-CoV-2, the virus that causes COVID-19. Performing this screening will greatly assist in minimizing the spread of COVID-19 within our campus and Big Rapids community.

When arriving on campus, students will go to Wink Arena for their COVID-19 test and to obtain the necessary materials for check-in. They will be given a test collection kit and asked to collect a nasal swab sample. They will put the swab into a clean tube that will be sent to a laboratory for testing.

Once the COVID-19 test is completed, we strongly encourage students to self-quarantine (stay in their residence hall) to the greatest extent possible until test results are received. The expected turnaround time for results is 24-48 hours.

There is no cost for this test.

Additional testing will be conducted based on positive case outbreaks and other high-risk variables. Testing has occurred with housing residents, athletes, Inter-fraternity Council members, and a small percentage of those who volunteered during an open testing time. Additional testing will be offered throughout the fall and spring semesters.

Should students test positive, the University, in tandem with the health department, will perform the necessary contact tracing and provide students with any resources and assistance needed while in isolation for the recommended duration.

COVID-19 Symptomatic Testing

Students who are experiencing symptoms of COVID-19 or are identified as a direct contact to someone who has tested positive for COVID-19 are advised to get testing done through Birkam Health Center. Students are given a virtual visit with a licensed healthcare provider and then a test is ordered to be collected at Spectrum Health Big Rapids (or Reed City location).

If a student tests positive:

1. Director of Health Services will notify DHD#10 in Mecosta County of positive case

2. Birkam Health Center Staff will coordinate with DHD#10 Public Health Nurse to contact positive cases and begin an investigation
      a. When/where was student tested?
      b. Is the student experiencing symptoms? If yes, do they have the medical care they need?
      c. Who have they been in contact with in a stated time frame?
      d. Does the student need assistance with anything?

3. Positive case will be advised to self-isolate and will be given instructions on how to safely do this

4. DHD#10 & Birkam Health Center will work together to reach out to contacts of the case to advise of quarantine and next steps

5. Birkam Health Center will have daily communication with the positive student and will notify the student when they are released from self-isolation

6. The University will communicate with any groups or colleges that may need to be aware of the positive case in a general message (not releasing the name or details of the positive case)

7. The University will be maintaining a positive case dashboard and any positive test on someone associated with Ferris will be reported in the dashboard, which will be updated every weekday by 5 p.m., with Saturday/Sunday numbers reported in Monday's totals.

Birkam Health Center staff will obtain permission from the students with a positive test result living in housing to share their name with housing staff. The housing staff will reach out to the student to arrange food, cleaning and laundry services.

Process for Positive COVID-19 Reported on Campus
    1. Notification to director of Health Services or associate vice president of Human Resources
        a. From staff, faculty, student:
            i. Electronic report [COVID-19 Report Portal](#)/phone (231-591-2697) as back-up
                1. County/city where testing was performed
                2. Date test was performed
                3. Currently experiencing symptoms?
                4. Last date on campus

   ii. HR awareness
    1. Direct phone call to director of Health Services
  b. From health department:
   i. Verify contact made with patient

1. Director of Health Services makes initial contact/maintains contact with DHD#10
  a. Assists with contact tracing
  b. Identifies campus affiliates who need to be notified (non-contacts)
   i. Communication templates
  c. Assists with essential needs of patient (housing, dining, etc.)

2. DHD #10 process takes over
  a. Director of Health Center maintains tracking for documentation purposes
  b. Director of Health Center connects with patient to ensure needs are met

Cleaning and Disinfecting

Enhanced cleaning and disinfecting protocols have been heightened throughout campus in accordance with CDC guidelines to ensure all horizontal and vertical surfaces, along with critical touch points, will be addressed on a daily basis.

The Custodial department will be putting forth enhanced disinfection efforts that would include, but are not 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.

Cleaning Classrooms Between Classes

The COVID-19 pandemic has caused us all to re-think how we keep ourselves and our colleagues safe. This includes practicing good hygiene (e.g. washing your hands often, covering your mouth and nose with a tissue - or your sleeve - when sneezing or coughing, using hand sanitizer, etc.) in addition to cleaning and sanitizing our work areas. It is worth recognizing that even with the addition of MicrobeCare, it is important we all take personal responsibility for cleaning/disinfecting our work areas. A personal bottle of disinfectant and paper towels will be provided to each faculty member teaching face-to-face on campus, for use inside the classroom. Faculty are encouraged to clean/disinfect what they use/touch after each class period so it is clean for the next colleague coming in to teach. We are all in this together, and together we can help keep our colleagues safe.

MicrobeCare

In our June 25 communication to campus we outlined a new antimicrobial product procured by Physical Plant called MicrobeCare. This solution creates a barrier that kills 99.99% of microbes, 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 five-minute video provides information on the product and its benefits.

This application of this product began on Monday, July 13 by Custodial staff beginning with academic spaces, followed by residential living areas, athletics and offices areas. It may take several weeks to complete the application across campus. The product will be applied using electrostatic applicators 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 possible exposure to COVID-19.

Air Quality

Physical Plant has evaluated the HVAC system capabilities for buildings across campus and has identified strategies to implement to mitigate the spread of COVID-19 and create acceptable indoor air quality. These strategies include

- increasing ventilation rates
- ventilating 24/7 and flushing the building with outside air pre-and post-occupancy each day
- utilizing air filters with a minimum MERV 9 and MERV 13 efficiency where possible
- purchasing 42 air scrubbers for classrooms in Automotive Building, Bishop Hall, Prakken, Swan, West Commons, Southwest Commons and Creative Arts Center

These strategies are defined and proposed based on each existing building mechanical system and room situation, and these strategies will be applied for each building's specific need identified. More details can be found in the documents below.

FSU Mechanical System Operations to Mitigate Pandemic Risks

Mechanical HVAC COVID-19 Summary of Reports

Water Quality

With University buildings unoccupied for a period of time, Physical Plant staff flushed water mains to each building, along with individual devices, such as faucets, and testing was completed to ensure water systems were safe.

Reporting Workplace Safety Concerns/Non-Compliance Forms

To protect the health and safety of members of the University community, everyone on campus will be required to wear face coverings in all indoor public spaces, including classrooms (faculty may lecture without a mask, provided they can remain 6 feet from students), and outside when physical distancing is not possible. In addition, students living off-campus may be held responsible for behavior which violates public health directives. ~~or an executive order issued by the Governor.~~

Please use this form to submit a complaint alleging a student violated one of the above-mentioned requirements. To report a concern regarding faculty or staff, please use this form.

Faculty and staff can also call (844) 721-0285.

Drinking Fountains Disabled

Drinking fountains have been disabled across campus; bottle fill stations, where available, remain operable. "Fountain Disconnected" signage is available on the COVID-19 website under "Social Distancing Signage for Buildings."

Academic Instruction Plan and Related Resources

Ferris State University will begin the Fall 2020 semester August 31 with courses offered in-person, remotely and HyFlex, while following guidance from the CDC, as well as state and public health officials.

The university is simultaneously striving to offer more flexibility and options in course delivery in order to accommodate the various needs of all students. Planning for the semester included identifying and prioritizing which courses had to be taught in person.

Course Delivery Options

To protect everyone's health and safety, and allow for proper physical/social distancing in classrooms and campus buildings, things will look different this fall. As shared by our academic deans last week, Ferris will provide three course delivery methods as outlined below.

- **In-person classes:** These are the typical, traditional classroom classes, but they will take place in rooms adjusted to allow for each student and the instructor to maintain six feet of distance from each other. Physical locations will show on your course schedule.

  - Some in-person classes will appear in your schedule as **"face-to-face with online supplement."** In-person classes with this designation will be in person, but may not meet for the usual length of an in-person class and the remainder of the "classroom" time will be spent in our Learning Management System (CANVAS). The time spent in person and in CANVAS will vary and be course specific. For example, a course that normally would be in-person three days a week, may meet two days a week and the remainder of the course time would be delivered within CANVAS.

- **HyFlex classes:** These classes will blend in-person and online learning in an effort to reduce the number of students on campus and in classrooms at one time. HyFlex provides the instructor the option of meeting with part of the class in person and part of the class live stream. How you participate will be determined and at the discretion of your instructor.

- **Fully online classes:** These classes will be conducted fully online, in a synchronous (one set meeting time for all students) or asynchronous (no set meeting time, allowing students to access course materials at any time) format.

These screenshots show how these delivery methods appear in your detailed course schedule in MyFSU.

Additionally, to reduce the number of people in the same space on campus at any given time, class sizes have been reduced, course delivery methods have expanded and changed, classes have been moved to larger spaces across campus, and the university will not schedule large indoor events this fall.

E-learning/Academic Continuity

In response to the COVID-19 situation, Ferris State University is developing resources to keep the learning experience as consistent as possible, while also keeping students and faculty safe. Learn more at ferris.edu/Academic-Continuity.

Faculty Center for Teaching and Learning

The staff in the Faculty Center for Teaching and Learning are available to assist all faculty with course design and delivery, finding solutions to "bottlenecks" in students' learning, identifying and using instructional technologies, strategies to creating inclusive learning environments, developing rubrics, creating accessible course content, digitizing course materials, creating videos and more. Please reach out to the Faculty Center for Teaching and Learning at fctl@ferris.edu.

Faculty Re-engagement Guide

To assist all faculty in preparing for the Fall 2020 semester kick-off in the midst of many Covid-19 changes and uncertainties, a group of Ferris faculty and staff collaborated to create a Faculty Re-engagement Guide. This collection of pandemic-proofing information includes:

- Re-entry information such as how to keep your classroom and labs safe
- Ideas for incorporating new norms of social distancing, facial coverings, and hy-flex environments into your course
- Online survival skills and strategies needed for any teaching modality to be prepared to pivot
- Direct links to tutorials and resources to help you equip yourself for a great fall semester

In addition to resources shared in this Re-Engagement Guide, please feel free to reach out to eLearning@ferris.edu with additional Canvas and teaching related questions and the Faculty Center for Teaching and Learning at fctl@ferris.edu.

Classroom Reconfigurations

Ferris State University has reconfigured its classrooms to allow for proper social distancing. Seating will be six feet apart, and mobile barriers will be available in every classroom. Course offerings have been adjusted to take these new classroom capacities into account.

Physical Plant has assessed more than 400 classroom spaces across campus to determine new occupancies that consider CDC social distancing guidelines.

Attached to this e-mail is a PDF that includes photos of several staged classrooms within the College of Business, College of Health Professions and the University Center Ballrooms. In some of these images you will see a mobile barrier that Physical Plant staff have created for faculty to use in the classroom. While these images offer a limited perspective of social distancing in our facilities, they give you an idea of what classroom space will look like this fall.

Also included in this PDF are several images of the signage that will be placed in all buildings by Physical Plant staff on entryways and throughout hallways, restrooms, classrooms, elevators, etc.

In addition, Physical Plant has evaluated the HVAC system capabilities for academic spaces across campus and have identified strategies to implement to mitigate the spread of COVID-19 and create acceptable indoor air quality.

These strategies include increasing ventilation rates, ventilating 24/7 and flushing the building with outside air pre- and post-occupancy each day; utilizing air filters with a minimum MERV 13 efficiency or higher; and utilizing HEPA air filters, humidifying rooms to 40% RH if possible, installing Ultraviolet Germicidal Irradiation (UVGI) and installing bi-polar ionization. These strategies are defined and proposed based on each existing building mechanical system and room situation, and these strategies will be applied for each building's specific need identified.

The following sketches illustrate the capacity for each classroom and lab.
- Main Campus Classroom Capacities
- Arts and Sciences
- Automotive
- Business
- Creative Arts Center
- FLITE
- Granger
- Heavy Equipment Center
- IRC
- Johnson
- MCO
- Music
- National Elastomer Center
- North Hall
- Pharmacy
- Prakken
- Racquet & Fitness Center
- Science
- Student Recreation Center
- STARR
- Southwest Commons
- Swan
- University Center
- Victor F. Spathelf
- West Campus Community Center
- West Commons
- Williams Auditorium

Classroom Usage Stats

An additional 43 classrooms (10% increase) have been added to the "will be used" list in addition to the original 290.

Original list as of 7/29:
440 possible classroom spaces (includes the large rooms like FLITE & USB not typically classrooms)
290 (66%) planned to be in use
150 (34%) planned to NOT be used

Revised as of 8/27:
440 possible classroom spaces (includes the large rooms like FLITE & USB not typically classrooms)
333 (76%) planned to be in use
107 (24%) planned to NOT be used

Fall Semester Calendar Changes

June 25, 2020 - Today, the University is announcing that Fall semester 2020 will begin with classes as planned on Monday, Aug. 31, and then will pivot to remote delivery of instruction where possible beginning Monday, Nov. 30, after Thanksgiving recess for the remainder of the semester. Faculty survey responses show a clear preference not to return to the physical classroom after Thanksgiving. This does not shorten the semester. The University will remain open and operations will continue including housing and dining services which will remain available for students through the end of the semester. All classes are expected to convene through mid-December.

However, some courses may not be able to sacrifice face-to-face classroom time due to program and accreditation requirements that may mandate the amount of laboratory and face-to-face instruction time required for course completion. Deans and program faculty will make decisions about courses that may fall into these categories and may not be able to move to remote instruction. Those decisions will be made in the next two to three weeks and students will be informed accordingly. Students will be able to contact the Dean's Office within each of the colleges to have their questions addressed.

November 18, 2020 – Michigan Dept. of Health and Human Services issued an emergency order enacting a three-week pause in activities designed to curb rapidly rising COVID-19 infection rates. Under this order, colleges and universities are to move to remote learning effective Wednesday, Nov. 18.

University-wide Syllabus Attachment

The Academic Workgroup developed a University-wide syllabus attachment to provide clarity for students regarding processes, policies and procedures in a COVID-19 world.

Faculty Contact With Students Prior to the Semester

Faculty are encouraged to contact their students before Monday, August 31. You can send an email to the entire class by copying the email list at the bottom of the Summary Class List in Banner into the Bcc: line in Outlook. Alert students to your plan for instruction, especially if you are assigning cohort groups to specific days for attending face-to-face classes.

This will help manage class density the first day of class. You can publish your Canvas shell before August 31 by going into "Settings" and changing the course start date. Opening Canvas early is especially encouraged if you are teaching fully online courses to give the "weekend warriors" an opportunity to get started on the first week's assignments.

Finally, you are strongly encouraged to create a Welcome video in Canvas to introduce yourself to the students especially for fully online courses, but it is a friendly addition for any course.

Facilities

Facilities Expectations for Opening in Fall 2020

- Promote a 6-foot distance, when possible, as the standard for social distancing.
- Define specific, limited entrance points and provide sanitation/face covering stations at each designated entrance.
- Everyone must wear a face covering upon entering any University building and continue wearing while in the building.
    - Need a procedure and point of contact for those who cannot wear a face covering due to medical.
    - Procedure and/or consequence for those who refuse w/o medical reason is located in the COVID-19 Directives
    - Buildings will need to manage/staff the provisions of cloth and/or disposable face covering options at entrances.
    - Possible offer additional face coverings for sale inexpensive ($$ TBD), at retail points of sale
    - Maybe other directives for certain staff in certain settings (dining, physical plant, etc.). Consistency for departments is important.
- All faculty, staff and students are asked to complete the daily Symptom Checker
- Where possible, designate an Isolation Room for those with symptoms
- Reduce density (most notably seating capacity) in common areas (lounges, conference rooms, dining spaces, etc.) by 50%.
    - Simply set aside with signs/tape for non-use.
    - Rent pods or use other space on campus for storage, if need to remove items.
- Restrooms
    - Provide signs encouraging social distancing
    - Clean more frequently.
- Elevators
    - Only 2 people in a car at a time.
    - Wipe down handrails and buttons frequently.
- Drinking Fountains will be unavailable (covered or taped off). Only bottle filling stations will be allowed.
    - Where possible, add paper cups to bottle filling stations
- Stairwells
    - Post signs encouraging "Stay to the right" when using stairs
    - Wipe down handrails and door knobs/handles frequently.

Signage

Please find below a list of PDF files that contain examples of the social distancing signage to be installed in all University buildings. These signs are being procured and were installed by the vendor across the University at the end of July/early August.

As we enter Phase 2 of our re-entry plan, there were some employees returning to campus to their physical work locations. At that time and where needed, employees printed and displayed these temporary signs in their respective work locations on campus until the official signage arrives and was installed.

For Building Entrances
- How to Do Social Distancing
- Virus Prevention

For Interior Use
- Designated Eating and Drinking Area 1
- Designated Eating and Drinking Area 2
- Practice Social Distancing - Do Not Use
- Various Signage for restrooms (wash your hands), elevators (only two riders at a time), furniture (do not sit here), please stay six feet apart, please stand here, etc.
- Drinking Fountain Disconnected
- Maximum Room Capacity

View demonstration photographs to help guide the placement of these signs.

Encourage a Safe Exit from Sports/Entertainment Facilities

In accordance with MIOSHA's recently established COVID-19 Emergency Rules, the Re-entry Committee has developed a brief statement for event organizers to use to encourage a safe and socially distanced exit strategy for attendees at sporting/entertainment events on campus –

Thank you for attending today's event. As we exit today, we ask everyone to exit by row beginning with the rows closest to the exits in order to maintain required social distancing. Thank you for your patience and cooperation as we all work together to keep Ferris State University safe.

Employees

Remote Work and Completing the Symptom Checker

Faculty, staff and student-employees must complete the symptom checker each day when working, whether in person on campus or when working remotely. The electronic symptom checker can be completed securely online. A paper version of the symptom checker is still available for those without access to the Internet.

Remote Work Policy

Nov. 18. 2020 – The University is implementing a remote work policy as required by the Michigan Occupational Safety and Health Administration's (MIOSHA) Emergency Rule. It is the policy of the University to prohibit in-person work for employees whose work activities can feasibly be completed remotely.

University officials will update COVID-19 Re-Engagement Plans to identify those positions and or classifications that cannot perform the essential job functions remotely or remotely all the time. Reasons why work cannot be performed remotely will be included in the re-engagement plans.

Supervisors will use a thoughtful, reasoned rationale to determine an employee's ability to work remotely. The ultimate decision of whether an employee works remotely remains with the University.

Employees working remotely will be required to acknowledge they have the ability, proper tools and will follow University policy and procedures as a condition of working remotely.

This policy shall remain in effect as long as Emergency Rule 5(8) is effective.

Note:

- Supervisors are required to review department or area Re-entry Plans to ensure the plan incorporates the contents of the new remote work policy.

- Supervisors will review any current or establish new employee remote work plans Short-term Remote Work Form using a thoughtful, reasoned rationale to determine an employee's ability to work remotely and will ensure the employees working in person continue to follow the plans and protocols established in the department's COVID-19 re-engagement plan.

- Employees will have to complete a Short-term Remote Work Form if they have not already done so.

If employees have been asked to work in person but believe they can successfully work remotely, please contact Human Resources at (231) 591-2150.

Ferris State University reserves the right to terminate or extend this policy at any time given the constantly evolving nature of COVID-19 or due to university or individual circumstances. Employee compensation, benefits, work status, and work expectations will not change because of this policy.

Supervisors Supporting Employees Without Internet Access

If you are a supervisor and have employees who do not have access to the Internet, or do not check e-mail regularly, please make sure they continue to stay informed by sharing information directly with your employees and/or posting updated information in work areas.

Health Conditions and Work Options

As employees begin to return to campus, you may have concerns that you will not be able to return to your on-site work location due to a variety of reasons including, but not limited to, health conditions that put you at a higher risk for COVID-19, childcare situations, etc. The University and Human Resources wants to work through these concerns with you. Please review the COVID-19 Return to In-person Work Exception Form. If you believe you have one of the situations outlined on the chart, please follow the directions for next steps. If you have any questions, please email us at hrleaves@ferris.edu.

Students

Fall Move-In

The health and safety of students and their families are paramount for the move-in process. Fall 2020 Move-in will happen over three days, with specified sign-up days/times, to allow for social and physical distancing. Incoming student room assignments were made available on the myHousing website with scheduled move-in times by student, not by room. Students are allowed two helpers to accompany them for move-in and must wear a face covering inside University buildings and outdoors when social distancing is not possible

Quarantine and Isolation

Quarantine: Individuals identified as high-risk for contracting COVID-19, but not experiencing symptoms. Time-frame 14 days to sequester away from others to avoid possible transmission if become ill/asymptomatic.

- Stay in room (single, on-campus); Stay in home (off-campus, living alone or with others)
- Provide students list to prepare for possible quarantine (supplies, etc.)
- Self-monitor health (temperature 2x daily—provide thermometer and list of other symptoms)
- Will provide assistance with food and medication needs, academic requirements, IT needs On-campus student assisted by Housing and Residence Life. Off-campus students assisted by DHD#10 and Director of Health Services.
- DHD/Health Center will communicate when quarantine ends
- Voluntary (but could be mandated by DHD)

On Dec. 2, 2020 the Centers for Disease Control and Prevention made modification to its COVID-19 quarantine recommendations. While 14 days of quarantine remains the standard, some individuals who are exposed to confirmed COVID-19 cases may only need to quarantine 10 days if specific provisions are met.

For the health and safety of our University community, and in accordance with Michigan Public Act 238 we will continue to recommend quarantine last for a period of 14 days for the best way to slow the spread of COVID-19.

Isolation: Individuals who are ill/tested positive/presumed positive for COVID-19. Need more support with illness and resources. Time frame: 10 days since symptoms first appeared or positive test date & symptoms improving & 24 hours with no fever (non-medicated).

Isolation:
- Advise to return home if within State of Michigan and have permission from parent/guardian to isolate at home.
- Provide single room with single bathroom in Miller Hall if on-campus
- Need elevated assistance with food, medication, academic flexibility, etc. provided by housing
- Will be monitored by DHD
- High level of cleaning to be done post isolation
- Mandatory—but can't physically force (from Ferris side)

Off-campus Isolation

Health Department will be contact and work with Birkam Health Center as needed.

Dining Services

As Dining Services prepares for the return of students, additional safety measures will be implemented, and all local health department and CDC guidelines will be followed. We will be practicing social distancing and have face covering requirements in all of our dining facilities. We are eliminating all self-service areas and making them full service, while also offering to-go options at all dining locations. Dining Services will start service again for students on August 26 and will have all operations open with regular hours starting on August 31.

Easy Virtual Fairs

The Center for Leadership, Activities, and Career Services (CLACS) has secured a new software platform for University departments to hold virtual fairs. The system name is Easy Virtual Fairs and will be ready to use for fairs being held starting September 1. The one-year contract gives Ferris license for unlimited fair booths and participants. CLACS will be moving events such as Founders' Day, Bulldog Bonanza, Career and Internship Fair, Student Employment Job Fair and so much more to this system.

Key features are:
- User friendly
- One Ferris State Fairs landing page for all fairs and one participant registration for all fairs
- Visually pleasing
- Customizable booths with ability to attach documents, web links, videos, and more
- Booth vendors customize their own booth
- Can turn fairs on and off for specific dates
- Chat features both public and private
- Unlimited booths
- Unlimited attendees
- 100% mobile with no downloads
- Technical support from the company and from CLACS

CLACS is happy to launch this new system to help better serve our students and community.

For more information, contact Katie Thomas at clacs@ferris.edu. For more visual examples and information, visit Easy Virtual Fair.

Student Re-engagement Guide

Student Affairs developed a Student Re-engagement Guide to help students understand the services, programs, and engagement opportunities available at Ferris this fall.

College/Dean Letters Regarding Course Delivery Methods

Individual colleges and schools have provided information about the methods they will employ to provide you with the world-class education you expect.

College of Arts and Sciences - Delivery Methods Updated July 22, 2020
College of Engineering Technology - Delivery Methods Updated July 22, 2020
College of Health Professions - Delivery Methods Updated July 22, 2020
College of Pharmacy - Delivery Methods Updated July 22, 2020
Michigan College of Optometry
- 1st Year Students
- 2nd Year Students
- 3rd Year Students

Retention and Student Success - Delivery Methods Updated July 22, 2020
School of Criminal Justice - Delivery Methods Updated July 22, 2020
School of Digital Media - Delivery Methods Updated July 22, 2020
School of Education - Delivery Methods Updated July 22, 2020

Ferris Forward Together Bond

Each of us has an important role in maintaining a healthy environment for our University community. Individually, and collectively, we must all operate differently now than we did pre- pandemic so we can all engage in the full Ferris experience. The need to galvanize community unity in this endeavor led to the creation of our Ferris Forward Together Bond. We ask you join in this bond to help illustrate our commitment to reduce and stop the transmission of COVID-19 within and around the Ferris State community.

Expectations Prior to Returning to Ferris

1. Monitor your health. If you have symptoms of COVID-19 or have been in close contact with someone who is presumed positive or who has tested positive for COVID-19, do not return to campus at this time. Please contact your health care provider and get a COVID-19 test. Only travel to campus after you have been cleared by your health care provider to do so.
2. Minimize your contact with others and avoid large gatherings – even if you do not feel sick or have symptoms, to minimize the chance that you will be exposed to COVID-19.
3. Follow all CDC guidelines regarding face coverings, physical/social distancing, and good hygiene practices.
4. Watch these three brief videos:
    1. CDC Recommendations & Information about COVID-19 from our District Health Department
    2. The importance of wearing a mask
    3. Mask Safety at Ferris State
5. Familiarize yourself with the Ferris Forward Together Bond and the expectations for all Bulldogs both on and off-campus this fall.

Expectations When Returning to Ferris (on- and off-campus)

1. Complete the daily self-screening Symptom Checker when on-campus, coming to campus, and when working remotely.
2. Wear face coverings over your nose and mouth inside university and public buildings and outside when physical/social distancing of six feet cannot be maintained.
3. Stay at your personal residence when feeling ill.
4. Practice good personal hygiene including frequent hand washing of at least 20 seconds.
5. Avoid large gatherings and crowds.
6. Stay to the right when entering and walking through university buildings and stairwells.
7. Limit campus elevators to two people at a time and use the stairs if you are able.
8. Answer your phone when called to help maximize the effectiveness of contact tracing.
9. Report a positive COVID-19 test result to the University.
10. Follow all Public Health directives including contact tracing, quarantining and self-isolating.

Limiting Density in Classrooms and Academic Buildings

To manage building, floor, and classroom density, we ask students to:
- Remain in your vehicle or outside of the building and not enter buildings until 10 minutes to the start of class.
- Exit classrooms directly following class and utilize faculty virtual office hours for questions that normally would be asked directly before or after class.

Off-Campus Health and Safety

With all we have learned about this global pandemic these past five months, it is clear that mitigating the spread of COVID-19 and protecting public health requires that all of us take personal responsibility and adjust our behaviors. This includes wearing a mask, maintaining physical/social distance, ~~not gathering in groups larger than 10 indoors and 100 outdoors,~~ practicing good personal hygiene, and all the other actions/expectations listed below.

Our community is capable of rising to the challenges before us as we re-enter campus and statewide locations. To do otherwise, will put your health at risk and the health and safety of our entire Ferris State and local communities at risk.

~~Social gatherings and events both on and off-campus are permitted only to the extent that individuals not of the same household stay six feet apart and adhere to the limit of 10 people or fewer indoors, and 100 people or fewer outdoors (see the Reengagement Guide for additional details on events with food, alcohol, and other beverages).~~

Per the Michigan Dept. of Health and Human Services Emergency Order:

- Indoor gatherings of up to 10 persons occurring at a non-residential venue are permitted provided each person at the gathering wears a face covering except as provided exceptions below.
- Indoor gatherings of more than 10 and up to 500 persons occurring at a non-residential venue are permitted only to the extent that the organizers and venue:
  - In venues with fixed seating, limit attendance to 20% of seating capacity of the venue;
  - In venues without fixed seating, limit attendance to 20 persons per 1,000 square feet in each occupied room;
- Outdoor gatherings of up to 100 persons occurring at a non-residential venue are permitted provided that each person at the gathering wears a face covering except as provided in exceptions below.
- Outdoor gatherings of more than 100 and up to 1,000 persons occurring at a non-residential venue with fixed seating are permitted only to the extent that the organizers and venue:
  - In venues with fixed seating, limit attendance to 30% of seating capacity;
  - In venues without fixed seating, limit attendance to 30 persons per 1,000 square feet, including within any distinct area within the event space;
- Require that each person at the indoor or outdoor gathering wears a face covering except as provided in exceptions below.
- Organizers and venues hosting gatherings must ensure that persons not part of the same household maintain six feet of distance from one another, including by designing the gathering to encourage and maintain distancing.

Our staff will be working closely with campus and local law enforcement, and local property owners and apartment complex managers, to enforce limits on gatherings and ensure compliance with the other Public Health guidelines. Public health concerns involving individual students and/or student group behavior can be reported to the Office of Student Conduct through our [Public Health COVID-19 Concern Form](#).

As a community, we will continue to remind everyone of these expectations and requirements, and to hold each other accountable. Those who choose not to follow these expectations and requirements will be held accountable through the University's disciplinary process and if applicable with municipal sanctions/fines. Minimally, students found in violation will jeopardize their ability to continue in-person at Ferris this fall. Individuals found responsible for hosting large gatherings may face additional discipline up to and including suspension from the University.

We must all step up and follow these important public health guidelines to keep all of us safe. Thank you for continuing to do your part to mitigate the spread of COVID-19.

CARES Act Funding

The University has received funding to assist students through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act has provided universities nationally with Higher Education Emergency Relief Funds for use in helping students manage financial hardships associated with COVID-19.

Please be aware of the following with regard to how these funds will be distributed to students:
- Federal requirements state the funds must be made available to students enrolled as of March 13 who are eligible to participate in federally funded financial aid programs. Expenses that are considered eligible for consideration must have been incurred as a result of the disruption to campus operations and include expenses such as food, housing, course materials, technology requirements, child care, or medical expenses related to COVID-19. Students attending only online Spring 2020 courses are not eligible.
- Grant awards of up to $400 will be given to students with a demonstrated financial need. Students can request funding through a web-based application process.

Student Hardship Fund

We also recognize that any student, regardless of degree program, previously demonstrated financial need, or eligibility for federal financial aid, may have additional expenses and financial need at this time. Given this, we will continue to award grants of up to $300 through the Student Hardship Fund.

If you are a student in financial need and you have not previously received a Student Hardship Grant, please email finaid@ferris.edu to request up to $300. Include "Hardship Request" in the subject field, your student ID number and a brief description of your situation and need in the body of your email.

The health and well-being of our students remains our utmost priority. While this funding may not compensate for the full financial burden experienced by so many of our students as a result of the COVID-19 pandemic, we hope the awarding of these direct cash grants will assist many of our students at this challenging time.

As a spring 2020 student you may be eligible for a $400 grant through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Grants do not need to be repaid. Funding is still available and can be requested through our (simple) web-based application process. Students with applications approved this week would see the $400 directly deposited in their account on July 4th.

If you were enrolled in at least one credit scheduled to be in-person this past spring, received or were eligible to receive federal financial aid, and had additional expenses as a result of the disruption caused by COVID-19, you are likely eligible for a $400 grant. For more information, questions about CARES Act funding, and to apply for $400, please visit https://www.ferris.edu/HTMLS/news/coronavirus/cares-act-funding.htm. You do not have to be a student this summer or even pre-registered for fall 2020 to be eligible. You also can be eligible and have graduated in May 2020.

This message is meant for students who have yet to apply. The funds are currently capped at $400 per eligible students. If you have already applied and received funds, you are not eligible for additional CARES Act funds at this time.

NOTE: As of July 17, 2020, the Student Hardship Fund is no longer available but students can still apply for CARES Act grant funds.

General Info

Mail Pick-up

All mail/parcels for campus facilities are delivered to the Mail Room in the General Services Building. Each department/facility will need to have one person pick up mail/parcels each day from 9 a.m. to 12 p.m. or 1 to 4 p.m. in the Mail Room, Room 103 in the General Services Building.

Meetings and Social Events

- All meetings, gatherings and events on campus that include more than 10 people must be held virtually.
- For any in-person meetings on campus that include fewer than 10 persons, please avoid having food and/or refreshments, as this poses a risk to those in attendance when face masks are removed to eat or drink.

Statement to the Public

Ferris State University, including Kendall College of Art and Design, 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 galleries, 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.

Executive Orders

On Oct. 2, 2020, the Michigan Supreme Court ruled that Gov. Whitmer never had authority to issue her executive orders. Therefore, the Governor's COVID-19 Executive Orders were rescinded and replaced with Emergency Orders by the Michigan Dept. of Health and Human Services.

~~The Governor has issued a number of Executive Orders regarding operations during the COVID-19 pandemic. A listing of Executive Orders is below and~~ additional information can be found online.

~~This information is copied directly from the Michigan.gov website:~~

~~I.   Executive Orders~~

What is an Executive Order?

The Michigan Constitution of 1963 vests the executive power of the state in the Governor. That power can be exercised formally by executive order. Executive orders may reorganize agencies within the executive branch of state government, reassign functions among executive branch agencies, create temporary agencies, establish an advisory body, commission, or task force, proclaim or end an emergency, or reduce expenditures authorized by appropriations. Once signed by the Governor, executive orders are filed with the Secretary of State, where the orders are sealed and retained by the Office of the Great Seal.

A.   2020 EXECUTIVE ORDERS

EO 2020-26 - Extension of April 2020 Michigan income tax filing deadlines

- Extended by **EO 2020-100**

EO 2020-46 - Mitigating the economic harms of the COVID-19 pandemic through the creation of a spirits buyback program for restaurants and bars throughout the state
- See amendments in **EO 2020-100**. Under Executive Order 2020-46, the Michigan Liquor Control Commission may take physical possession of any spirits held by any licensee to which the Commission holds legal title at any time later than 90 days after the end of the states of emergency and disaster declared in Executive Order 2020-99 or the end of any subsequently declared states of disaster or emergency arising out of the COVID-19 pandemic, whichever comes later.

EO 2020-52 - Temporary extension of certain pesticide applicator certificates

- See amendments in **EO 2020-100**. Under Executive Order 2020-52, any three-year certificates that were set to expire on December 31, 2019 and were deemed unexpired will not expire until 60 days after the end of the states of emergency and disaster declared in Executive Order 2020-99 or the end of any subsequently declared states of disaster or emergency arising out of the COVID-19 pandemic, whichever comes later.

EO 2020-55 - Michigan Coronavirus Task Force on Racial Disparities - Department of Health and Human Services

- See amendments in **EO 2020-100**. Under Executive Order 2020-55, the Michigan Coronavirus Task Force on Racial Disparities will continue its work until 90 days after the end of the states of emergency and disaster declared in Executive Order 2020-99 or the end of any subsequently declared states of disaster or emergency arising out of the COVID19 pandemic, whichever comes later, or such other time as the governor identifies.

EO 2020-64 - Affirming anti-discrimination policies and requiring certain health care providers to develop equitable access to care protocols

- Extended by **EO 2020-100**

EO 2020-65 - Provision of K–12 education during the remainder of the 2019–2020 school year

- Rescission of Executive Order 2020-35

- **Frequently Asked Questions**

EO 2020-66 - Termination of the states of emergency and disaster declared under the Emergency Management Act in Executive Order 2020-33

EO 2020-76 - Temporary expansions in unemployment eligibility and cost-sharing - Rescission of Executive Order 2020-57

- Extended by **EO 2020-100**

EO 2020-78 - Temporary extension of the validity of driver licenses, state identification cards, and certain vehicle registrations - Rescission of Executive Order 2020-47

EO 2020-87 - Temporary Extension of Deadlines for Boards of Review, County Equalization, and Tax Tribunal Jurisdiction

EO 2020-88 - COVID-19 Return to School Advisory Council

EO 2020-100 - Amending certain previously issued executive orders to clarify their duration

EO 2020-102 - Temporary Relief from Standard Vapor Pressure Restrictions on Gasoline Sales - Rescission of Executive Order 2020-31

EO 2020-104 - Increasing COVID-19 testing by expanding the scope of practice for certain professionals and encouraging the establishment of community testing locations

EO 2020-105 - Declaration of State of Emergency

- **Frequently Asked Questions**

EO 2020-112 - Rescission of certain executive orders

EO 2020-122 - Ending the extension of case-initiation deadlines - Rescission of Executive Order 2020-58

EO 2020-128 - Clarifying WDCA Eligibility for Workplace Exposure to COVID-19 - Rescission of Executive Order 2020-125

EO 2020-134 - Eviction diversion program for COVID-19-related debtors - Rescission of Executive Order 2020-118

EO 2020-135 - Creation of Michigan Nursing Homes COVID-19 Preparedness Task Force - Department of Health and Human Services

EO 2020-137 - Protecting the Food Supply and Migrant and Seasonal Agricultural Workers from the effects of COVID-19 - Rescission of Executive Order 2020-111

EO 2020-138 - Encouraging the use of telehealth services during the COVID-19 emergency - Rescission of Executive Order 2020-86

EO 2020-142 - Provision of preK–12 education for the 2020–2021 school year

- **Frequently Asked Questions**

EO 2020-144 - Restoring water service to occupied residences during the COVID-19 pandemic - Rescission of Executive Order 2020-28

EO 2020-150 - Temporary and limited relief from certain licensing and certification requirements applicable to COVID-19 response - Rescission of Executive Order 2020-61

EO 2020-152 - Training of pharmacists - Rescission of Executive Order 2020-124

EO 2020-153 - Masks - Rescission of Executive Order 2020-147

- **Frequently Asked Questions**

EO 2020-154 - Alternative means to conduct government business during the COVID-19 pandemic - Rescission of Executive Orders 2020-129, 2020-132, and 2020-141

EO 2020-159 - Amending the fire code to accommodate new instruction spaces

EO 2020-164 - Requiring masks at child-care centers and camps

EO 2020-172 - Protecting workers who stay home, stay safe when they or their close contacts are sick - Rescission of Executive Order 2020-166

EO 2020-176 - Safe Start - Rescission of Executive Orders 2020-160 and 2020-162

- **Frequently Asked Questions**

EO 2020-180 - Amendment to the Safe Start order

EO 2020-181 - Amendment to the Safe Start order

EO 2020-183 - Safe Start

- **Frequently Asked Questions**

EO 2020-184 - Safeguards to protect Michigan's workers from COVID-19 Rescission of Executive Order 2020-175

- **Frequently Asked Questions**

EO 2020-185 - Amendment to the Provision of preK–12 education for the 2020–2021 school year order

EO 2020-186 - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic - Rescission of Executive Order 2020-177

EO 2020-187 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic - Rescission of Executive Order 2020- 173

EO 2020-188 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-174

EO 2020-189 - Temporary COVID-19 protocols for entry into Michigan Department of Corrections facilities and transfers to and from Department custody; temporary recommended COVID-19 protocols and enhanced early-release authorization for county jails, local lockups, and juvenile detention centers - Rescission of Executive Order 2020-170

- **Frequently Asked Questions**

EO 2020-190 - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-178

EO 2020-191 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic - Rescission of Executive Order 2020-179

EO 2020-192 - Moving Region 8 to Phase 4 of the MI Safe Start Plan

- **The below Executive Orders are no longer effective.**

EO 2020-04 - Declaration of State of Emergency

EO 2020-05 - Temporary prohibition on large assemblages and events, temporary school closures

- **Frequently Asked Questions**

EO 2020-06 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities

EO 2020-07 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities Rescission of Executive Order 2020-6

- **Frequently Asked Questions**

EO 2020-08 - Enhanced restrictions on price gouging

EO 2020-09 - Temporary restrictions on the use of places of public accommodation

- **Frequently Asked Questions**

EO 2020-10 - Temporary expansions in unemployment eligibility and cost-sharing

- **Frequently Asked Questions**

EO 2020-11 - Temporary prohibition on large assemblages and events, temporary school closures - Rescission of Executive Order 2020-5

- Frequently Asked Questions

EO 2020-12 - Enhanced support for deliveries

EO 2020-13 - Temporary enhancements to operational capacity and efficiency of health care facilities

EO 2020-14 - Temporary extension of deadline to redeem property for nonpayment of delinquent property taxes

EO 2020-15 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards

EO 2020-16 - Expanding child care access during the COVID-19 emergency

EO 2020-17 - Temporary restrictions on non-essential medical and dental procedure

- Frequently Asked Questions

EO 2020-18 - Enhanced restrictions on price gouging

EO 2020-19 - Temporary prohibition against entry to premises for the purpose of removing or excluding a tenant or mobile home owner from their home

EO 2020-20 - Temporary restrictions on the use of places of public accommodation

- Frequently Asked Questions

EO 2020-21 - Temporary requirement to suspend activities that are not necessary to sustain or protect life

- Frequently Asked Questions

EO 2020-22 - Extension of county canvass deadlines for the March 10, 2020 Presidential Primary Election

EO 2020-23 - Enhanced authorization of remote means for carrying out state administrative procedures

EO 2020-24 - Temporary expansions in unemployment eligibility and cost-sharing

EO 2020-25 - Temporary enhancements to operational capacity, flexibility, and efficiency of pharmacies

EO 2020-27 - Conducting elections on May 5, 2020 using absent voter ballots

EO 2020-28 - Restoring water services to occupied residencies during the COVID-19

pandemic

  o   Extended by EO 2020-100

EO 2020-29 - Temporary COVID-19 protocols for entry into MDOC facilities and transfers to and from Department custody; temporary recommended COVID-19 protocols and enhanced early-release authorization for county jails, local lockups, and juvenile detention centers.

EO 2020-30 - Temporary relief of certain restrictions and requirements governing the provision of medical services

EO 2020-31 - Temporary relief from standard vapor pressure restrictions on gasoline sales

EO-2020-32 - Temporary restrictions on non-essential veterinary services

EO 2020-33 - Expanded emergency and disaster declaration

EO 2020-34 - Temporary restrictions on veterinary services - Rescission of Executive Order 2020-32

EO 2020-35 - Provision of K-12 education during the remainder of the 2019-2020 school year

  o   Frequently Asked Questions

EO 2020-36 - Protecting workers who stay home, stay safe when they or their close contacts are sick

  o   Extended by EO 2020-100

EO 2020-37 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-7

  o   Frequently Asked Questions

EO 2020-38 - Temporary extensions of certain FOIA deadlines to facilitate COVID-19 emergency response efforts

EO 2020-39 - Temporary relief from certain restrictions and requirements governing the provision of emergency medical services

  o   Extended by EO 2020-100

EO 2020-40 - Temporary relief from certain credentialing requirements for motor carriers transporting essential supplies, equipment, and persons

  o   Frequently Asked Questions

EO 2020-41 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic

EO 2020-42 - Temporary requirement to suspend activities that are not necessary to sustain

or protect life -Rescission of Executive Order 2020-21

- o Frequently Asked Questions

EO 2020-43 - Temporary restrictions on the use of places of public accommodation - Rescission of Executive Order 2020-20

- o Frequently Asked Questions

EO 2020-44 - Enhanced support for deliveries - Rescission of Executive Order 2020-12

EO 2020-45 - Enhanced authorization of remote means for carrying out state administrative procedures - Rescission of Executive Order 2020-23

EO 2020-47 - Temporary extension of the validity of certain driver's licenses, state cards, and vehicle registrations

EO 2020-48 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards - Rescission of Executive Order 2020-15

- o Frequently Asked Questions

EO 2020-49 - Temporary enhancements to operational capacity and efficiency of health care facilities - Rescission of Executive Order 2020-13

EO 2020-50 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic

- o Frequently Asked Questions

EO 2020-51 - Expanding child care access during the COVID-19 pandemic - Rescission of Executive Order 2020-16

EO 2020-53 - Enhanced restrictions on price gouging - Rescission of Executive Order 2020-18

EO 2020-54 - Temporary prohibition against entry to premises for the purpose of removing or excluding a tenant or mobile home owner from their home - Rescission of Executive Order 2020-19

EO 2020-56 - Temporary enhancements to operational capacity, flexibility, and efficiency of pharmacies - Rescission of Executive Order 2020-25

EO 2020-57 - Temporary expansions in unemployment eligibility and cost-sharing - Rescission of Executive Order 2020-24

EO 2020-58 - Temporary suspension of certain timing requirements relating to the commencement of civil and probate actions and proceedings

- o Extended by EO 2020-100
- o See amendments in EO 2020-100. Under Executive Order 2020-58, all deadlines

applicable to the commencement of all civil and probate actions and proceedings, including but not limited to any deadline for the filing of an initial pleading and any statutory notice provision or other prerequisite related to the deadline for filing of such a pleading, remain suspended and shall be tolled until

the end of the states of emergency and disaster declared in Executive Order 2020-99 or the end of any subsequently declared states of disaster or emergency arising out of the COVID-19 pandemic, whichever comes later.

EO 2020-59 - Temporary requirement to suspend activities that are not necessary to sustain or protect life - Rescission of Executive Order 2020-42

  o **Frequently Asked Questions**

EO 2020-60 - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry

EO 2020-61 - Temporary relief from certain restrictions and requirements governing the provision of medical services - Rescission of Executive Order 2020-30

  o Extended by **EO 2020-100**

EO 2020-62 - Temporary COVID-19 protocols for entry into MDOC facilities and transfers to and from Department custody; temporary recommended COVID-19 protocols and enhanced early-release authorization for county jails, local lockups, and juvenile detention centers - Rescission of Executive Order 2020-29

  o Extended by **EO 2020-100**

EO 2020-63 - Temporarily suspending the expiration of personal protection orders

EO 2020-67 - Declaration of state of emergency under the Emergency Powers of the Governor Act, 1945 PA 302

EO 2020-68 - Declaration of states of emergency and disaster under the Emergency Management Act, 1976 PA 390

EO 2020-69 - Temporary restrictions on the use of places of public accommodation - Rescission of Executive Order 2020-43

  o **Frequently Asked Questions**
  o Extended by **EO 2020-100**

EO 2020-70 - Temporary requirement to suspend activities that are not necessary to sustain or protect life - Rescission of Executive Order 2020-59

  o **Frequently Asked Questions**

EO 2020-71 - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-60

EO 2020-72 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-37

EO 2020-73 - Temporary relief from certain credentialing requirements for motor carriers transporting essential supplies, equipment, and persons - Rescission of Executive Order 2020-40

  o   **Frequently Asked Questions**

EO 2020-74 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic - Rescission of Executive Order 2020-41

EO 2020-75 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards - Rescission of Executive Order 2020-48

  o   **Frequently Asked Questions**

EO 2020-77 - Temporary requirement to suspend certain activities that are not necessary to sustain or protect life - Rescission of Executive Order 2020-70

  o   **Frequently Asked Questions**

EO 2020-79 Temporary suspension of youth work permit application requirements

EO 2020-80 - Enhanced authorization of remote means for carrying out state administrative procedures - Rescission of Executive Order 2020-45

EO 2020-81 - Enhanced support for deliveries - Rescission of Executive Order 2020-44

EO 2020-82 - Temporary enhancements to operational capacity and efficiency of health care facilities - Rescission of Executive Order 2020-49

EO 2020-83 - Expanding child care access during the COVID-19 pandemic - Rescission of Executive Order 2020-51

EO 2020-84 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic - Rescission of Executive Order 2020-50

  o   **Frequently Asked Questions**

EO 2020-85 - Temporary prohibition against entry to premises for the purpose of removing or excluding a tenant or mobile home owner from their home - Rescission of Executive Order 2020-54

EO 2020-86 - Encouraging the use of telehealth services during the COVID-19 emergency

EO 2020-89 - Enhanced restrictions on price gouging - Rescission of Executive Order 2020-53

EO 2020-90 - Resumption of laboratory research activities

EO 2020-91 - Safeguards to protect Michigan's workers from COVID-19

EO 2020-92 - Temporary requirement to suspend certain activities that are not necessary to sustain or protect life - Rescission of Executive Orders 2020-77 and 2020- 90

- o **Frequently Asked Questions**

EO 2020-93 - Temporary enhancements to operational capacity, flexibility, and efficiency of pharmacies - Rescission of Executive Order 2020-56

EO 2020-95 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic - Rescission of Executive Order 2020-84

EO 2020-96 - Temporary requirement to suspend certain activities that are not necessary to sustain or protect life - Rescission of Executive Orders 2020-17, 2020-34, and 2020-92

- o **Frequently Asked Questions**
- o Extended by **EO 2020-100**

EO 2020-97 - Safeguards to protect Michigan's workers from COVID-19 - Rescission of Executive Order 2020-91

EO 2020-99 - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic

EO 2020-101 - Extending the expiration date for watercraft registration

EO 2020-103 Providing alternative notice of public hearings under Michigan's tax abatement statutes

EO 2020-106 - Establishing deadline to redeem property for nonpayment of delinquent property taxes - Rescission of Executive Order 2020-14

EO 2020-108 Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-72

EO 2020-109 Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-71

EO 2020-110 - Temporary restrictions on certain events, gatherings, and businesses - Rescission of Executive Orders 2020-69 and 2020-96

  o Frequently Asked Questions

EO 2020-111 Protecting the Food Supply and Migrant and Seasonal Agricultural Workers from the effects of COVID-19

  o Frequently Asked Questions

EO 2020-113 Enhanced authorization of remote means for carrying out state administrative procedures -Rescission of Executive Order 2020-80

EO 2020-114 - Safeguards to protect Michigan's workers from COVID-19 - Rescission of Executive Order 2020-97

EO 2020-115 - Temporary restrictions on certain events, gatherings, and businesses

  o Frequently Asked Questions

EO 2020-116 Temporary suspension of youth work permit application requirements

EO 2020-117 - Expanding child care access during the COVID-19 pandemic - Rescission of Executive Order 2020-83

EO 2020-118 - Temporary prohibition against entry to premises for the purpose of removing or excluding a tenant or mobile home owner from their home - Rescission of Executive Order 2020-85

EO 2020-119 - Temporary COVID-19 protocols for entry into Michigan Department of Corrections facilities and transfers to and from Department custody; temporary recommended COVID-19 protocols and enhanced early-release authorization for county jails, local lockups, and juvenile detention centers - Rescission of Executive Order 2020- 62

EO 2020-120 - Returning overnight camps to operation

EO 2020-123 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic - Rescission of Executive Order 2020-95

EO 2020-124 - Temporary enhancements to operational capacity, flexibility, and efficiency of pharmacies - Rescission of Executive Order 2020-93

EO 2020-125 - Clarifying WDCA Eligibility for Workplace Exposure to COVID-19

EO 2020-126 - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-109

EO 2020-127 - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic - Rescission of Executive Order 2020-99

EO 2020-129 - Temporary authorization of remote participation in public meeting and hearings and temporary relief from monthly meeting requirements for school boards - Rescission of Executive Order 2020-75

EO 2020-131 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic - Rescission of Executive Order 2020-74

EO 2020-132 - Enhanced authorization of remote means for carrying out state administrative procedures - Rescission of Executive Order 2020-113

EO 2020-133 - Restarting professional sports

- Frequently Asked Questions

EO 2020-136 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-108

EO 2020-140 - Temporary suspension of youth work permit application requirements - Rescission of Executive Order 2020-116

EO 2020-141 - Providing alternative notice of public hearings under Michigan's tax abatement statutes - Rescission of Executive Order 2020-103

EO 2020-143 - Closing indoor service at bars

EO 2020-145 - Safeguards to protect Michigan's workers from COVID-19 - Rescission of Executive Order 2020-114

EO 2020-146 - Temporary COVID-19 protocols for entry into Michigan Department of Corrections facilities and transfers to and from Department custody; temporary recommended COVID-19 protocols and enhanced early-release authorization for county jails, local lockups, and juvenile detention centers - Rescission of Executive Order 2020- 119

EO 2020-147 - Masks

- Frequently Asked Questions

EO 2020-148 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic - Rescission of Executive Order 2020-123

EO 2020-149 - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-126

EO 2020-151 - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic

EO 2020-156 - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-136

EO 2020-157 - Temporary suspension of youth work permit application requirements - Rescission of Executive Order 2020-140

EO 2020-158 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic - Rescission of Executive Order 2020-131

EO 2020-160 - Amended Safe Start Order - Rescission of Executive Orders 2020-110, 2020-115, 2020-120, 2020-133, and 2020-143

- Frequently Asked Questions

EO 2020-161 - Safeguards to protect Michigan's workers from COVID-19 - Rescission of Executive Order 2020-145

EO 2020-162 - Amendment to Executive Order 2020-160

EO 2020-165 - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic - Rescission of Executive Order 2020-151

EO 2020-166 - Protecting workers who stay home, stay safe when they or their close contacts are sick - Rescission of Executive Order 2020-36

EO 2020-168 - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-149

EO 2020-169 - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic Rescission of Executive Order 2020-148

EO 2020-170 - Temporary COVID-19 protocols for entry into Michigan Department of Corrections facilities and transfers to and from Department custody; temporary recommended COVID-19 protocols and enhanced early-release authorization for county jails, local lockups, and juvenile detention centers - Rescission of Executive Order 2020- 146

- Frequently Asked Questions

EO 2020-173 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic - Rescission of Executive Order 2020-158

~~**EO 2020-174** - Temporary restrictions on entry into health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities - Rescission of Executive Order 2020-156~~

~~**EO 2020-175** - Safeguards to protect Michigan's workers from COVID-19 - Rescission of Executive Order 2020-161~~

~~o **Frequently Asked Questions**~~

~~**EO 2020-177** - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic - Rescission of Executive Order 2020-165~~

~~**EO 2020-178** - Temporary safety measures for food-selling establishments and pharmacies and temporary relief from requirements applicable to the renewal of licenses for the food-service industry - Rescission of Executive Order 2020-168~~

~~**EO 2020-179** - Enhanced protections for residents and staff of long-term care facilities during the COVID-19 pandemic - Rescission of Executive Order 2020-169~~

Monitoring and Containment

During this phase we will continue to follow our re-entry plan and monitor the environment for cases, cluster and outbreaks. The following are the tools we will use for monitoring:

These documents list the directives put in place to mitigate the spread of COVID-19.

COVID-19 Directives

COVID-19 Directives
Updated February 2, 2021

This guidance is current as of the date listed above and changes will continue to be considered based on the Center for Disease Control (CDC) guidance, and state and federal regulations.

I.   **Face Coverings**

In accordance with state mandates and federal CDC guidance, the University is requiring that all students, faculty, staff and visitors wear a face covering over the nose and mouth inside all University buildings, outside when at an organized gathering, and in any situation where social distancing is difficult.

Every student, faculty, and staff member returning in-person will receive a Ferris branded face covering. Additional face coverings will be for sale.

You may provide your own face coverings; however, they must meet CDC guidelines:

- Fit snuggly against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction

Students who are medically unable to wear a CDC approved face covering should contact Educational Counseling and Disabilities Services before returning to campus. Kendall College of Art & Design students should contact Marie Yowtz, Director of Counseling & Disability Services. Employees may request an accommodation by completing the Facial Covering Exemption form and submitting to Human Resources for

review and approval.

Face coverings are not required when:

- in your assigned residence on-campus with only your roommate/suitemates present;
- actively eating or drinking while seated at a food service establishment or at a designated eating/drinking area[1];
- are exercising outdoors and able to consistently maintain 6 feet of distance from others;
- giving a speech for broadcast or to an audience, provided that the audience is at least 12 feet away from the speaker; and/or
- working alone in a private office with the door closed and reasonably expecting no other individual to enter.

Fabric face coverings should only be worn for one day at a time, and they must be properly laundered with soap/detergent before subsequent use.

Note, a recent study indicated that gaiters are not an effective face covering. Given this and that they do not meet the above criteria, gaiters are not an acceptable face covering.

II.   Additional Requirements

Maintaining a healthy environment is a shared responsibility for our entire University community. This requires taking conscious steps to protect the health and safety of ourselves and all members of our community. The use of face coverings is just one element in reducing the risk of COVID-19. In addition, all students, faculty, and staff are required to:

- Complete a daily self-screening symptom checker when coming to a campus or statewide location or working (on-campus or remotely)
- Engage in good personal hygiene including frequent handwashing with soap and water for at least 20 seconds
- Avoid large social gatherings and crowded events that exceed the State of Michigan's events and organized gatherings guidelines
- Stay at your personal residence when feeling ill
- Report a positive COVID-19 test result to the University
- Cooperate with contact tracing, and quarantining and self-isolating when directed

III.   Managing Non-compliance

Students and all University Registered Student Organizations must follow all Ferris State COVID-19 related directives herein and within the Ferris Forward Together Student Re-engagement Guide and could be held accountable if non-compliant. Employees may be subject to discipline for non-compliance with University directives related to COVID-19, and the process will be consistent with current University disciplinary policies and procedures.

Ferris State University has instituted an education-first approach to assure compliance with our directives on face coverings.

A. Face Coverings

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[1] Designated eating/drinking areas are currently being considered/established and will include a location at Kendall College of Art & Design and on the first floor of the University Center. All designated spaces will be identified with signs.

Eating is not permitted in a classroom or laboratory. Drinking beverages from a resealable container is permitted where you can minimize the removal of your face covering to drink.

If you observe an individual not wearing a face covering, remind the individual they are required to wear a face covering and **ASK** the individual to please put on a face covering.[2]

If the individual does not cooperate**, TELL** the individual they are required to wear a face covering or they will have to leave.

If a student fails to comply or continually defies the directive, instruct the student to leave the classroom, building, event, etc. and **REFER** them to the Office of Student Conduct by calling 231.591.3619, emailing, or completing the online incident reporting form. If the student fails to put on a face covering and refuses to leave, call the Department of Public Safety, KCAD Campus Security, or statewide campus location security.[3]

If a faculty or staff member fails to comply or continually defies the expectation, instruct the employee to leave **(REMOVE)**, and **REFER** them to their supervisor for further action. If the employee fails to put on a face covering and refuses to leave, call the Department of Public Safety, KCAD Campus Security, or statewide campus location security.

Organizers of public events such as conferences, meetings, public lectures, social and cultural events using campus facilities must advise event participants of this policy and require compliance. Visitors will be required to leave the campus if they fail to conform to the policy when advised. Complaints regarding contractors should be referred to the Physical Plant.

If you do not feel comfortable approaching the individual not in compliance due to a perceived or real power differential (employee to supervisor, student to faculty member, faculty member to department chair), you may report the violation directly to Human Resources by calling the COVID-19 Hotline at (844) 721-0285.

B. Other Violations of These Directives

- Refer violations by students to the Office of Student Conduct
- Refer violations by faculty and staff to their supervisor

COVID-19 Testing

This fall we developed and implemented an effective University-based testing program. Beginning with PCR testing, each residence hall student was screened for COVID-19. This testing program expanded to include students, faculty and staff from across the University. In October we moved to antigen testing. These testing protocols were supplemented by a very successful wastewater testing program. By sampling the waste streams from our residence halls and other buildings we can identify where COVID-19 is present and focus our testing on these areas. We were also able to extend wastewater testing to apartment complexes within the city of Big Rapids which house many of our students.

Testing Students Who Live in Housing

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[2] Students and employees with an approved accommodation may be accommodated with online courses, remote work, and/or a face shield. Given this, all individuals at the University should be wearing a face covering/shield as required above.

[3] **Referrals to the Office of Student Conduct for noncompliance will result in the student being informed they may not return to class and/or if warranted to campus/statewide location, until the matter is addressed through the University's conduct process. If it is determined through the conduct process the student violated the Code of Conduct, sanctions will be assigned to hold the student accountable for the violation and designed to set clear expectations regarding future behavior and adherence to stated requirements. However, if appropriate and warranted (e.g., in cases of significant disruption, repeated non-compliance, or threatening behavior), the student may be prevented from participating in person or removed from the class permanently. Conduct outcomes relevant to the classroom environment will be communicated to the instructor prior to the student being allowed to return to the classroom.**

This is another layer of safety measure for our students, faculty and staff. With this testing we will know definitively if any students residing in our residence halls are COVID-19 positive and we can mitigate any risks to other students and the campus community.

As part of our commitment to the health and safety of our campus community, we are requiring all students living in our residence halls to complete a COVID-19 PCR test upon arrival to campus. Performing this screening will greatly assist in minimizing the spread of COVID-19 within our campus and Big Rapids community.

Once tests are completed, we are strongly encouraging students to self-quarantine (stay in their residence halls) *to the greatest extent possible* until results are received. The expected turnaround time for results is 24-48 hours. There is no cost to our students for this test.

If students test positive, we will work with them and our local health department to perform the necessary contact tracing and provide any resources and assistance our students will need while in isolation on campus.

Symptomatic and Exposed Students

All students who have symptoms, or are contacts of positive COVID-19 cases, can access a virtual appointment/screening through the Healthy Dog Portal with a Birkam provider. Students who have questions or concerns about COVID-19 can also call the Birkam Nurse Line at (231) 591-2053.

Quarantine and Isolation

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. This includes individuals identified as high-risk for contracting COVID-19, but not experiencing symptoms. Time-frame: 14 days from time of contact with possible virus to sequester away from others to avoid possible transmission if become ill/asymptomatic.

On Dec. 2, 2020 the Centers for Disease Control and Prevention made modification to its COVID-19 quarantine recommendations. While 14 days of quarantine remains the standard, some individuals who are exposed to confirmed COVID-19 cases may only need to quarantine 10 days if specific provisions are met.

For the health and safety of our University community, and in accordance with Michigan Public Act 238 we will continue to recommend quarantine last for a period of 14 days for the best way to slow the spread of COVID-19.

Isolation separates sick people with a contagious disease from people who are not sick. This includes individuals who are ill/tested positive/presumed positive for COVID-19. Time frame: 10 days since positive test result or symptoms first appeared. Isolation can end once the following have been met:

1. Ten days since positive test or onset of symptoms, whichever came first, and
2. COVID-19 Symptoms are improving, and
3. Fever free for 24 hours without assistance from fever-reducing medications.

Based on a self-reported positive in the Symptom checker, through the report positive portal or health department reported case, students will receive contact from Birkam Health Center and/or the Health Department providing them direction on needed quarantine or isolation.
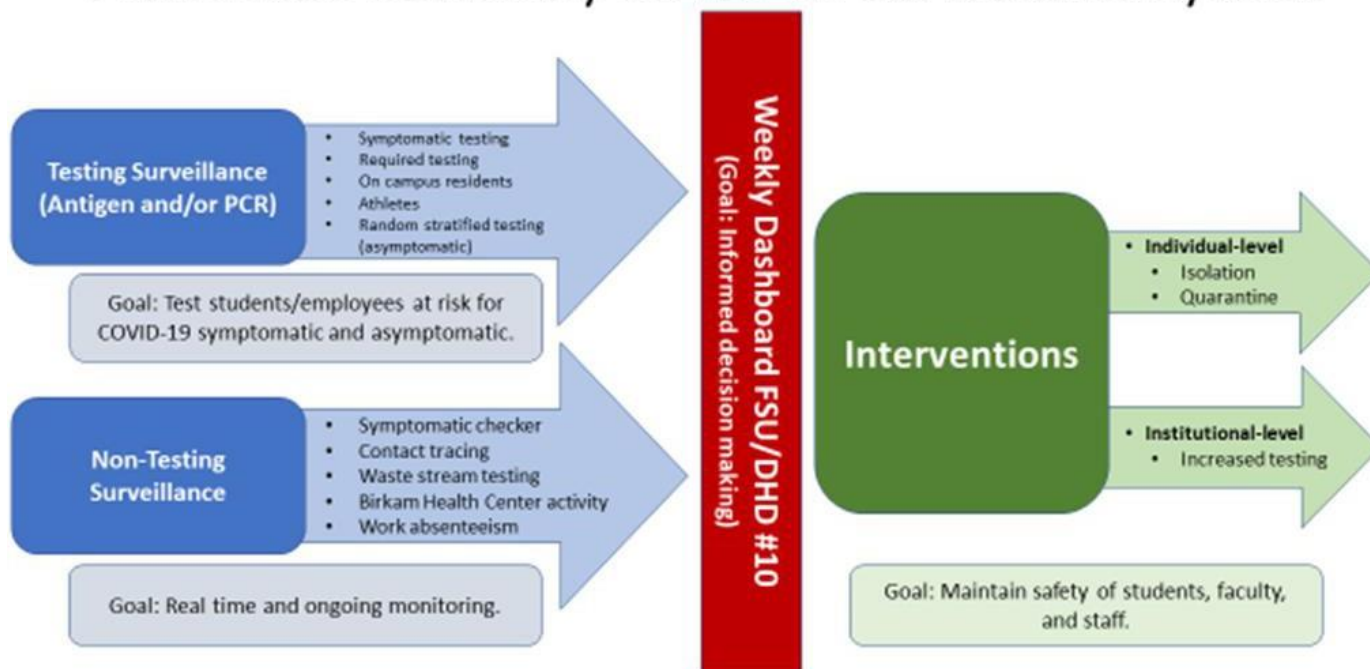
Employees would receive contact from Human Resources and/or the Health Department.

Additional testing will be conducted based on positive case outbreaks and other high-risk variables. Testing has occurred with housing residents, athletes, Inter-fraternity Council members, and a small percentage of those who volunteered during an open testing time. Additional testing will be offered throughout the fall and spring semesters.

Surveillance Efforts

The university has launched several surveillance measures to help understand the prevalence of the virus and the effect it is having on our campus community. Through several testing strategies for both symptomatic and asymptomatic cases, identifying high-risk populations through several data collection actions as well as tracking contacts, influenza-like illness (ILI) complaints and work absenteeism, we are able to better understand the effect the virus has on our campus, where to test next, and knowing if our mitigation strategies are effective.

Ferris State University COVID-19 Surveillance System

Testing Surveillance (Antigen and/or PCR)
- Symptomatic testing
- Required testing
- On campus residents
- Athletes
- Random stratified testing (asymptomatic)

Goal: Test students/employees at risk for COVID-19 symptomatic and asymptomatic.

Non-Testing Surveillance
- Symptomatic checker
- Contact tracing
- Waste stream testing
- Birkam Health Center activity
- Work absenteeism

Goal: Real time and ongoing monitoring.

Weekly Dashboard FSU/DHD #10 (Goal: Informed decision making)

Interventions

- **Individual-level**
  - Isolation
  - Quarantine

- **Institutional-level**
  - Increased testing

Goal: Maintain safety of students, faculty, and staff.

Wastewater Testing

The University is participating in wastewater monitoring on campus. Studies have shown that SARS-CoV-2 levels in wastewater can predict the number of symptomatic individuals infected with COVID-19. People begin shedding the virus in feces before they become symptomatic.

Daily monitoring of wastewater flows on campus should reveal trends in the number of infections on campus, even if infected individuals are asymptomatic. If SARS-CoV-2 levels increase in the wastewater stream generated by a particular residential building, the University can intensify focus on that particular location to increase diagnostic testing of the asymptomatic residents of that building to limit the spread of the virus among their contacts.

Report COVID-19 Portal

The Report COVID-19 Portal is located on the Ferris Coronavirus webpage and enables faculty, staff and students to report a positive case of COVID-19 and to begin the necessary outreach to assist them and with any quarantine and isolation directions, contact tracing and other notifications that are mandated by state and federal laws.

Thermometers

Thermometers are provided to students in housing and to students not living in housing when they pick up their face masks. These thermometers are designed to help them take their temperature each day.

Symptom Checker

The symptom checker is a method for every faculty, staff and student to assess their personal health each morning or prior to the time they arrive on campus or begin their workday. The checker asks a series of questions to determine if any COVID-19 symptoms are present. If an individual does not receive a green circle with the word negative, they will be contacted by Birkam Health Center (students) and Human Resources (Employees)

COVID-19 Dashboard

Positive cases confirmed by the health department on the Big Rapids Campus and Kendall College of Art and Design will be posted on the COVID-19 Dashboard webpage.

Health Department

The Birkam Health Director has a scheduled meeting with the Health Department weekly and as needed to discuss cases, trends, issues and items that affect Ferris.

COVID-19 Public Health Concern Form

The Office of Student Conduct has created a reporting mechanism for anyone to report behavior that is not consistent with the expectations we have provided to our students.

Student Life On-Call Staffing

The Dean of Student Life has developed Response Options for incidents that occur that are not consistent with student expectations. The on-call staff person would coordinate with law enforcement as needed, work to deescalate the situation, intervene if needed and document what occurred.

Pivoting to Online/Remote Delivery

Pivoting to a remote status would occur if

- the University made the decision
- the Governor issued a statewide stay-at-home order
- the Health Department issued an order for closure
- another state agency ordered a closure.

This closure could be across all of our University sites or only in certain areas. Additionally, a closure could also occur for a definite amount of time or the remainder of the semester. This would be dependent on the following data:

- state or federal mandate
- number of cases
- number of clusters
- growth of cases and clusters
- available quarantine and isolation space
- case management abilities (Birkam, Health Department, etc.)
- capacity in community (hospital space, tests available, etc.).

For more information visit www.ferris.edu/coronavirus or fsureentry@ferris.edu.