

# Oakland University

## COVID-19 Preparedness and Response Plan

### Guide for Reopening Plans

#### Managers/Supervisors/Chairs – Information and Training Required

- Review the “[OU COVID-19 Pandemic Preparedness and Response Plan](#)” (PRP)
  - Review the Unit Specific Information including:
    - Basic Infection Prevention Measures (Page 4 of the PRP); and
    - Review the “[Oakland University Master Compliance Directives for Governor Whitmer’s Executive Orders Currently in Effect](#)” Regarding On-Campus Work which include “Operational Requirements” and “Specific Requirements” (collectively “OU Directives”) in (PRP Appendix B),
- Review the Oakland University “[Returning to Work Guidance](#)”
- Review the Oakland University “[Daily Screening Process](#)”
- Review the “[Returning to Work Following Illness or Exclusion](#)” Process Document
- Complete the “[COVID-19 Return to Work Guidelines and Protocol Training](#)” Module and submit certification

#### Managers/Supervisors/Chairs – Develop a Unit Specific Reopening/Return to Work Plan

##### All Units – Basic Infection Prevention and Operational Requirements

All University departments and, as applicable, employees must comply with the “Operational Requirements” as outlined the OU Directives (Appendix C). All plans include unit-specific procedures to address basic infection prevention measures at outlined in the PRP and as follows:

- Document unit specific plans for ensuring that employees complete the “COVID-19 Return to Work Guidelines and Protocol Training” Module before resuming in-person work.
- Document unit specific plan to address the distribution of and mandatory use of washable cloth face coverings in enclosed public spaces on campus.
- Document unit specific plans for ensuring that employees complete the “Daily Screening Process” each time they will report to campus for in-person work.
- Document unit specific process for the prompt identification and isolation of sick people including:
  - Implementation of the mandatory, confidential daily health screening questionnaire. (“COVID-19 Return to Work Guidelines and Protocol Training” Module and “Daily Screening Process”)
  - Communication of the process for employees to leave the work area in the event that they develop symptoms while at work. (“COVID-19 Return to Work Guidelines and Protocol Training” Module and “Returning to Work Following Illness or Exclusion”)
  - Confirmation of the mandatory reporting of COVID-19 related symptoms or illness to Graham Health Center. (“COVID-19 Return to Work Guidelines and Protocol Training” Module, “Daily Screening Process”, “Returning to Work Following Illness or Exclusion”)
- Document unit specific plan to address appropriate social distancing within the workspace, this includes:
  - Staggered Work Shifts/Times
  - Physical spacing of workstations
- Document unit specific plan to address personal hygiene measures within the workspace and while on campus.
  - Promote and encourage frequent hand-washing
  - Encourage sick employees to stay home
  - Discourage employees from using other employees’ phones, desks offices, or other work tools and equipment whenever possible.
  - Encourage respiratory etiquette
- Document unit specific plans to address cleaning and disinfection of areas within the workspace
  - Include information on when routine cleaning will occur

- Include information on additional measure to address cleaning/disinfection of high touch areas as well as any shared tools and equipment

### **Unit-Specific Requirements**

In addition to compliance with Operational Requirements listed in the OU Directives and unit specific procedures to address basic infection prevention measures, individual operations engaged in specified operations must address the following Specific Requirements from the OU Directives:

- Outdoor Work
- OU Employees Providing Construction and Trade Work on Campus
- Research Laboratories
- Retail Stores (Barnes & Noble, MBH Gift Shop and as applicable to Libraries and Museums including Kresge Library, Educational Resources Lab, Oakland University Art Gallery, etc.)
- Oakland University Offices
- Restaurants and Bars (Patti Finnegan’s Pub, Sharf Overlook, Oakland Center Food Court, etc.)
- Outpatient health-care facilities, including clinics

### **Segments not yet open under Phase 4 of the MI Safe Start Plan**

These segments have not yet opened and are not expected to open until the Governor moves our region to Phase 5. Managers, Supervisors and Chairs can review the minimum requirements in the most current Executive Order referencing “Safeguards to protect Michigan’s workers from COVID-19” ([https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-521682--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html)) and incorporate these requirements into their planning process.

#### **Sports and entertainment facilities**

- Review of Executive Order
- Gymnasiums, fitness centers, recreation facilities, sports facilities, exercise facilities, exercise studios, and like facilities:
- Review of Executive Order