

Oakland University Master Compliance Directives for Governor Whitmer's Executive Orders Currently in Effect Regarding On-Campus Work

As of July 13, 2020

All University departments and, as applicable, employees, must comply with the "Operational Requirements" and "Specific Requirements" (collectively "OU Directives") set forth below.

1. Operational Requirements:

- a. Any work that is capable of being performed remotely must be performed remotely.
- b. Indoor social gatherings and events (e.g. MBH indoor weddings, meetings at the Oakland Center, student organization meetings, etc.) among persons not part of a single household may not exceed 10 people.
- c. Outdoor social gatherings and events (e.g. MBH outdoor weddings, outdoor student events, frisbee golf course, etc.) among persons not part of a single household may not exceed 100 people and if not part of a single household must maintain six feet of separation.
- d. Camps for children (Math camps, athletic camps, etc.) that provide care for more than 4 and less than 24 hours may open subject to Department of Licensing and Regulatory Affairs guidance.
- e. Offices, Research Labs, Retail Stores (e.g., Barnes & Noble, MBH gift shop, etc.) and Restaurants (e.g. Patti Finnegan's Pub, Sharf Overlook, Oakland Center Food Court, etc.) may open subject to the applicable Specific Requirements below.
- f. If University operations are owned, operated, and or managed by a third-party vendor (e.g., Chartwells, Barnes and Noble, Cregars, AuburnFly, construction general and sub-contractors, vendors, etc.), compliance with all Michigan and local Orders and directives ("Orders") is the third-party vendor's responsibility. Notwithstanding, the appropriate University administrator with oversight responsibilities over the third-party vendor must ensure that all University Operational and Specific Requirements and Orders are met.
- g. Libraries (e.g., Kresge, Educational Resources Lab, etc.) and museums (e.g., Oakland University Art Gallery, etc.) may open subject to the rules of Retail Stores below.
- h. All University buildings are open subject to the Operational and Specific Requirements set forth in these OU Directives, except the following:
 1. Indoor theaters and performance venues (e.g., Meadow Brook Theater, Varner Hall, Recital Hall, etc.).
 2. Indoor sports facilities and recreation centers (e.g., O'Rena, Recreation Center, recreational facility in Hillcrest Hall, etc.).
 3. Indoor swimming pools (Oakland University Aquatic Center).
 4. Indoor or outdoor services or facilities for amusement, recreational or entertainment purposes involving close contact of persons.
 - A. Does not include outdoor fitness classes, athletics practices, provided participants not from the same household maintain six feet from one another at all times during such activities and that

equipment and supplies are shared to the minimum extent possible and subject to frequent and thorough disinfection and cleaning.

- i. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies. The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- j. Provide COVID-19 training to employees that covers, at a minimum:
 1. Workplace infection-control practices.
 2. The proper use of personal protective equipment.
 3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 4. How to report unsafe working conditions.
- k. Provide communication and training on COVID-19 infection control practices in the primary languages common in the employee population and place posters in those languages that encourage staying home when sick, cough and sneeze etiquette and proper hand hygiene practices,
- l. Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- m. Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- n. Provide non-medical grade face coverings to their employees.
- o. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace except for those who cannot medically tolerate, are eating or drinking while seated in a food service establishment, or are exercising when a face covering would interfere in the activity.
- p. Require face coverings in indoor public spaces and shared spaces including during in-person meetings and in restrooms and hallways and outdoors when unable to consistently maintain a distance of six feet or more from individuals who are not members of their household.
- q. Refuse service or entry into premises unless the customer is wearing a face covering.
- r. Post signs at all entrances instructing customers of their obligation to wear a face covering while inside.
- s. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces.
- t. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- u. Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- v. (GHC responsibility). When an employee is identified with a confirmed case of COVID-19:
 1. Immediately notify local public health department, and

2. Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- w. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- x. Restrict business-related travel for employees to essential travel only.
- y. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- z. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

2. **Specific Requirements**

a. **Outdoor Work:**

1. Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
2. Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
3. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

b. **OU Employees Providing Construction and Trade Work On Campus:**

1. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
2. Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
3. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
4. Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
5. Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
6. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.

7. (GHC responsibility). Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
8. Restrict unnecessary movement between project sites.
9. Create protocols for minimizing personal contact upon delivery of materials to the worksite.

c. Research Laboratories:

1. Assign dedicated entry point(s) and/or times into lab buildings.
2. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
3. Create protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan under section 1(a).
4. Suspend all non-essential in-person visitors until further notice.
5. Establish and implement a plan for distributing face coverings.
6. Limit the number of people per square feet of floor space permitted in a particular laboratory at one time.
7. Close open workspaces, cafeterias, and conference rooms.
8. As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow.
9. Require all office and dry lab work to be conducted remotely.
10. Minimize the use of shared lab equipment and shared lab tools and create protocols for disinfecting lab equipment and lab tools.
11. Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily.
12. Implement an audit and compliance procedure to ensure that cleaning criteria are followed.
13. (GHC responsibility). Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including the notification of lab leaders and the maintenance of a central log.
14. Clean and disinfect the work site when an employee is sent home with symptoms or with a confirmed case of COVID-19.
15. Send any potentially exposed co-workers home if there is a positive case in the facility.
16. Restrict all non-essential travel, including in-person conference events.

d. 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.)

1. Create communications materials for customers informing them of changes to store practices and precautions being taken.
2. Establish lines to regulate entry with markings for patrons to enable them to stand at least six feet apart from one another while waiting.

3. Limit number of people in store including employees to 25% of the total occupancy limits.
4. Post signs at store entrances instructing customers of their legal obligation to wear a face covering when inside the store.
5. Post signs at store entrances informing customers not to enter if they are or have recently been sick.
6. Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance.
7. Install physical barriers at checkout or other service points that require interaction including plexiglass barriers, tape markings, or tables as appropriate.
8. Establish an enhanced cleaning and sanitizing protocol for high-touch areas.
9. Train employees on:
 - A. Appropriate cleaning procedures
 - B. How to manage symptomatic customers
10. Notify employees if an individual with a confirmed case of COVID-19 visited the store.

e. Oakland University Offices:

1. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
2. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
3. Take steps to reduce entry congestion and to ensure the effectiveness of screening.
4. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space by providing visual cues to guide movement and activity.
5. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
6. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
7. Post signs about the importance of personal hygiene.
8. Disinfect high-touch surfaces and minimize shared items when possible.
9. Institute cleaning and communications protocols when employees are sent home with symptoms.
10. (GHC responsibility). Notify employees if the employer learns that an individual (including a student, customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
11. Suspend all nonessential visitors.
12. Restrict all non-essential travel, including in-person conference events.

f. Restaurants and Bars (Patti Finnegan's Pub, Sharf Overlook, Oakland Center Food Court, etc.)

1. Limit capacity to 50% of normal seating
2. Require six feet of separation between parties or groups at different tables or bar tops.

3. Require patrons to wear face coverings except when seated at their table or bar top.
4. Require patrons to remain seated at their tables or bar tops except to enter or exit the premises, to order food, or to use the restroom.
5. Sell alcoholic beverages only via table service, not via orders at the bar except to patrons seated at the bar.
6. Prohibit access to common areas in which people can congregate, dance, or otherwise mingle.
7. Create communications material for customers to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
8. Close waiting areas and ask customers to wait in cars for a call when their table is ready.
9. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
10. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
11. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
12. Post sign(s) instructing customers to wear face coverings until they get to their table.
13. Require hosts and servers to wear face coverings in the dining area.
14. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (“FDA”).
15. Limit shared items for customers and clean high-contact areas after each customer. Notify employees if the employer learns that an individual with a confirmed case of COVID-19 has visited the restaurant.
16. Close restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and the CDC. Such cleaning may occur overnight.
17. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
18. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.
19. Train employees on:
 - a. Appropriate use of personal protective equipment in conjunction with food safety guidelines.
 1. Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
 2. How to manage symptomatic customers upon entry or in the restaurant.

- b. (GHC responsibility). Notify employees if the employer learns that an individual with a confirmed case of COVID-19 has visited the restaurant.
- c. Close restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and the CDC. Such cleaning may occur overnight.
- d. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- e. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

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