

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

**As of September 9, 2020**

All University departments and, as applicable, employees, students and visitors 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. Social Gatherings and Organized Events.
  1. Must ensure that persons not part of the same household maintain six feet of distance from one another, including by designing the gathering or event to encourage and maintain social distancing.
  2. Indoor social gatherings and organized 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.
  3. Outdoor social gatherings and organized events (e.g. MBH outdoor weddings, outdoor student events, frisbee golf course, outdoor organized sporting events subject to the provisions of paragraph 2(j)(4), 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.
  4. Applies to workplace gatherings and events (such as meetings and trainings), but does not apply to the incidental gathering of persons in a shared space, including a restaurant, public pool, or workplace.
- c. 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.
- d. Offices, Research Labs, indoor gymnasiums, indoor pools, fitness centers, recreation centers, sports facilities, Organized Sports, 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.
- e. 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.
- f. 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.

- g. All University buildings are open subject to the Operational and Specific Requirements set forth in these OU Directives, except the following portions of buildings:
  - 1. Indoor theaters and performance venues (e.g., Meadow Brook Theater, Varner Hall, Recital Hall, etc.).
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. Provide non-medical grade face coverings to their employees.
- n. Wear a cloth face covering over the nose and mouth and secured under the chin (“Face Covering(s)”):
  - 1. When in any indoor public space;
  - 2. When outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household;
  - 3. When waiting for or riding on public transportation, while in a taxi or ridesharing vehicle, or when using a private car service as a means of hired Transportation;
  - 4. Face shields that do not secure under the chin are not adequate substitutes for Face Coverings but may be worn in addition to a Face Covering.
    - A. If unable to wear a Face Covering, may consider face shields that wrap around the sides of the wearer’s face and extend below the chin or hooded face shields.
    - B. Although a Face Covering is strongly encouraged even for individuals not required to wear one, the requirement to wear a Face Covering does not apply to individuals who:
      - 1. Are younger than five years old;
      - 2. Cannot medically tolerate a Face Covering;
      - 3. Are eating or drinking while seated at a food service establishment;

4. Are exercising when wearing a Face Covering would interfere with the activity;
  5. Are receiving a service for which temporary removal of the Face Covering is necessary;
  6. Are entering a business or are receiving a service and are asked to temporarily remove a Face Covering for identification purposes;
  7. Are communicating with someone who is deaf, blind, or hard of hearing and where the ability to see the mouth is essential to communication;
  8. Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a mask would seriously interfere in the performance of their public safety responsibilities; or
  9. Are giving a speech for broadcast to an audience provided that the audience is at least six feet away from the speaker.
5. Do not provide services or allow to entry to the premises, unless a person is wearing a Face Covering as required by these OU Directives.
  6. Do not assume that someone who enters an indoor or outdoor space where a Face Covering is required falls in one of the exceptions, including the exception for individuals who cannot medically tolerate a face covering.
  7. Post signs at all entrances instructing customers of their obligation to wear a Face Covering while inside.
- o. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces.
  - p. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
  - q. 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.
  - r. (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.
  - s. 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.
  - t. Restrict business-related travel for employees to essential travel only.
  - u. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
  - v. 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. Restaurants and Bars that sell alcoholic beverages must close for indoor service if they earn more than 70% of their gross receipts from sales of alcoholic beverages and must prohibit patrons from entering the establishment except to use the bathroom or access an outdoor area.
2. Limit capacity to 50% of normal seating.
3. Require six feet of separation between parties or groups at different tables or bar tops.
4. Require patrons to wear face coverings except when seated at their table or bar top.
5. 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.
6. Sell alcoholic beverages only via table service, not via orders at the bar except to patrons seated at the bar.
7. Prohibit access to common areas in which people can congregate, dance, or otherwise mingle.
8. 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.
9. Close waiting areas and ask customers to wait in cars for a call when their table is ready.

10. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
11. 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.
12. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
13. Post sign(s) instructing customers to wear face coverings until they get to their table.
14. Require hosts and servers to wear face coverings in the dining area.
15. 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”).
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.

**g. Public Accommodations (O’reana, baseball/softball stadiums, track stadium)**

1. Post signs outside of entrances informing customers not to enter if they are or have recently been sick.
2. Encourage or require patrons to wear face coverings. See paragraph 1(n) for required face coverings while on campus.
3. Establish crowd-limiting measures to meter the flow of patrons (e.g., digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing, etc.).
4. Use physical dividers, marked floors, signs, and other physical and visual cues to maintain six feet of distance between persons.
5. Limit seating occupancy to the extent necessary to enable patrons not of the same household to maintain six feet of distance from others (e.g., stagger group seating upon reservation, close off every other row, etc.).
6. For sports and entertainment facilities, establish safe exit procedures for patrons (e.g., dismiss groups based on ticket number, row, etc.).
7. For sports and entertainment facilities, to the extent feasible, adopt specified entry and exit times for vulnerable populations, as well as specified entrances and exits.
8. Train employees who interact with patrons (e.g., ushers) on how to:
  - A. Monitor and enforce compliance with the facility's COVID-19 protocols.
  - B. Help patrons who become symptomatic.
9. Frequently disinfect high-touch surfaces during events or, as necessary, throughout the day.
10. Disinfect and deep clean the facility after each event or, as necessary, throughout the day.
11. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.

**h. Sports and Exercise Facilities (Rec Center, dorm exercise facilities, sports bubble).**

1. Use best efforts to provide opportunities for patrons to exercise outdoors.
2. Maintain accurate records, including date and time of entry and exit, names of patrons, and contact information, to aid with contact tracing; and deny entry to any visitor who does not provide at a minimum their name and phone number.
3. Mandate wearing of facial coverings at all times except when swimming.
4. Limit capacity in the facility to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.
5. Configure workout stations or implement protocols to enable six feet of distance between individuals during exercise sessions (or six feet of distance with barriers).
6. Reduce class sizes, as necessary, to enable at least six feet of separation between individuals, and comply with relevant restrictions on social gatherings and organized events in paragraph 1(b).
7. Provide equipment-cleaning products throughout the facility for use on equipment.

8. Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available.
  9. Regularly disinfect exercise equipment, including immediately after use. If patrons are expected to disinfect, post signs encouraging patrons to disinfect equipment.
  10. Ensure that ventilation systems operate properly.
  11. Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
  12. Regularly clean and disinfect public areas, locker rooms, and restrooms.
  13. Close steam rooms, saunas, jacuzzis, and cold plunge pools.
  14. Post signs outside of entrances instructing individuals not to enter if they are or have recently been sick.
- i. **Pools (OU Aquatic Center)**
1. Limit capacity to 25% of the bather capacity limits described in Rule 325.2193 of the Michigan Administrative Code.
  2. Limit capacity on the pool deck to ensure that persons not part of the same household maintain six feet of distance from one another.
- j. **Organized sports (Athletic teams and intramural sports)**
1. “Organized sports” means competitive athletic activity requiring skill or physical prowess and organized by an institution or association that sets and enforces rules to ensure the physical health and safety of all participants (“sports organizer” or “sports organizers”). Sports organizers include OU’s Department of Athletics teams and intramural sport teams and individual participation events run by the Rec Center but does not include club sports which are student run.
  2. Athletes participating in an organized sport, while on the field of play, are not subject to the social distancing requirements of this order but instead must maintain six feet of distance from one another to the extent compatible with that organized sport, and wear a facial covering except when swimming. Sports organizers shall ensure that athletes comply with this subsection for each organized sporting event.
  3. Sports organizers should follow the guidance of the Department of Health and Human Services regarding whether and how a sport can be played safely which includes:
    - A. Enforce hand washing and the covering of coughs and sneezes at all times.
    - B. Ensure adequate supplies to support healthy hygiene practices for participants, spectators and employees, including soap, hand sanitizer with at least 60 percent alcohol content, paper towels and tissues.
    - C. Ensure enough time between events or practices to allow for proper cleaning and disinfection of the facilities and shared equipment.
    - D. Discourage sharing of items that are difficult to clean, sanitize or disinfect. Do not let players share towels, clothing or other items used to wipe faces or hands.

- E. Identify an adult staff member or volunteer to ensure proper cleaning and disinfection of objects and equipment, particularly for any shared equipment or frequently touched surfaces.
  - F. When disinfecting, use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
  - G. Consider making available individual disinfectant wipes in bathrooms.
  - H. Provide no-touch trash cans and, if equipped, encourage use of no-touch doors.
  - I. Limit the use of carpools or van pools. When riding in an automobile to a sports event, encourage players to ride to the sports event with persons living in their same household.
- 4. For indoor organized sports competitions, sports organizers must ensure that the live audience is limited to the guests of the athletes with each athlete designating up to two guests. For outdoor organized sports competitions, sports organizers must ensure that either (i) the live audience is limited to the guests of the participants with each athlete designating up to two guests or (ii) the live audience is limited to the extent that 100 people or fewer are gathered for the event including all participants (athletes, coaches, staff, etc.).
  - 5. For indoor organized sports, sports organizers must ensure that no concessions are sold at the venue.

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