

RETURN TO OPERATIONS PLAN

Electrical and Computer Engineering

EECS Building

August 12, 2020

This Return to Operations plan will take effect when authorized by the University of Michigan and College of Engineering. It will be posted to the ECE website on the COVID-19 page (<https://ece.engin.umich.edu/covid-19/>). In addition, Environment, Health & Safety COVID-19 Guidelines for Academic Facilities may be found at the Provost's webpage on [re-entry planning](https://ehs.umich.edu/wp-content/uploads/2020/07/COVID-19-Guidelines-for-Academic-Facilities.pdf) (<https://ehs.umich.edu/wp-content/uploads/2020/07/COVID-19-Guidelines-for-Academic-Facilities.pdf>).

This plan was developed collaboratively by the ECE Chair (Mingyan Liu), ECE AdCom (Dennis Sylvester, Heath Hofmann, P. C. Ku), the ECE facilities manager (Paula Pernia), the ECE Unit Administrator (UA, Lisa Armstrong), ECE HR (Anne Rhoades), ECE lab managers (Kathy Austin, Michelle Chapman, Car Nosel, and Barb Rice), DCO Manager (Don Winsor) and the ECE Safety Committee. A faculty meeting was held on Friday, July 31, 2020 to discuss and review key guidelines prior to this plan's drafting.

These policies may change given further direction of the Governor, university or college.

SECTION 1: GENERAL GUIDELINES

The University of Michigan requires all students, staff, faculty, and visitors to wear a face covering that covers the mouth and nose anywhere on U-M property. This includes when inside buildings, outdoors, and on U-M transportation. It is difficult to maintain distance from groups even while outdoors on a busy university campus, and so face coverings outdoors will help slow the spread of the virus.

As a reminder, the state executive order currently states that work that can be done remotely must be done remotely. The University respects and will adhere to this law, but also understands that some activities needed for fall term can only be performed on campus. With this in mind, the University is permitting faculty and staff to use their offices temporarily for mission-critical activities only, not simply as a matter of convenience.

Mission-critical activities include:

- Preparing and delivering instruction that cannot be effectively accomplished remotely;
- Participating in on-campus faculty, staff, and student meetings that cannot be effectively accomplished remotely;
- Conducting mission-critical academic and administrative service activities that cannot be effectively accomplished remotely.

Examples of situations where temporary use of office space is supported include:

- Faculty needing to record a lecture using specialized AV or other equipment that is only available on campus.
- Faculty and staff attending a special organized and scheduled in-person workshop on teaching a synchronous hybrid class in preparation for fall.

- Faculty who are teaching in-person classes sporadically throughout a given day and need a temporary touch-down space between in-person classes.
- Individuals who need to briefly return to campus to retrieve equipment, materials, or belongings from their offices to work more productively at home.
- Individuals who need access to specific equipment or materials that are only available on campus.
- An extended power or internet outage that prevents an individual from working remotely and where the only reasonable option is to work on campus temporarily until power is restored.

In the situations listed above, the expectation is that faculty and staff will only be on campus for the short period of time needed to perform the activity and will adhere to the public health and unit requirements described in the unit reentry plan.

Examples of situations where temporary use of office space is not supported include:

- Individuals who have young children at home and feel they would be less distracted and more productive working in the office.
- Individuals who have slow internet connections and could be more productive if they had access to campus wi fi.
- Individuals who prefer the desk, ergonomic chair, or other furnishings or equipment in their office over the set up they have at home. (We encourage you to allow individuals to retrieve their office chairs and equipment, if needed and if your office has a method to track what is being retrieved.)
- Faculty who can perform research activities remotely, but simply prefer to perform this work in their offices.

SECTION 2: FACILITIES

Building access

Week of Aug 10 - no more greeter stations, access is restricted to current approved research & teaching activities (current mode).

Week of Aug 17 - access granted to all CoE faculty, staff, and those associated with research & teaching activities. (These would be for those already with access because of the research ramp-up and other approvals. GSRAs and others who've been working remotely will continue to do so, no additional research labs are opening. Those individuals granted access for research and teaching must follow and stay within current shifts/platoons/etc. These times do not change, existing laboratory protocols continue.)

Week of Aug 24 onwards: (At this point all students and other general population now have building access, information above regarding teaching and research shifts again do not change, existing laboratory protocols continue.)

M-F, 7 AM to midnight: all valid UM MCards

M-F, midnight to 7AM, weekends & holidays: CoE faculty/staff/students

Ingress to the EECS building will be through card reader doors (Duderstadt, Grove, Beal St. and the Southwest stairwell door), unless you enter through another card reader door in the connected engineering buildings. Egress should be through a non-card reader door.

Weather permitting, everyone is encouraged to utilize outdoor spaces for meetings. Canopies will likely be installed in the Grove area. These canopies will be on a first come first serve basis. Cleaning and disinfecting will be the responsibility of those using this space and specific guidelines will be posted. Please note that any outdoor tables, benches, built in space will NOT be cleaned by university personnel and you should sanitize before and after use.

Restrooms

Toilet rooms will be open on all floors. They will be cleaned daily by on-duty custodial staff. [Signs](#) will be posted on each entrance to remind people of hand-washing.

Conference Rooms

The following conference rooms will be available for use and unlocked unless otherwise noted:

- EECS: 1340 (Managed by LNF), 2311, 2411 (must have key for entry) 2224 (must have key for entry), 3222, 4122, 4419
- ERB/Gerstacker: 1004, 3112, 6116

Scheduling and access control:

- Conference rooms will be used for office hours and other 1-on-1 meetings per room capacity.
- Scheduling will be done centrally through Amy Wicklund.
- Reservations need to be confirmed by Sunday for the upcoming week and unconfirmed use will be released.
- COVID capacity and SOP will be posted on the door. Please note some rooms have a time limit of 90 minutes or less.
- There are to be no individuals circulating throughout the room during use.
- Under all conditions 6 foot of physical distancing must be maintained at all times
- Seating areas will be marked.
- There will be an entry and exit QR code displayed on the door; scanning the code automatically time-stamps arrival and departure, as well as the person's unique name.
- Individuals using the rooms should ensure that high-touch surfaces are cleaned/disinfected before each use of the space and at the end of use, including table space, chair arms, equipment used (remotes, cables, etc.), door knobs, and light switches.

Lounges

All lounges in EECS (Faculty and staff lounge, as well as Graduate Student Lounge) remain closed. 1009 Gerstacker lounge remains closed. ECE Exercise Room remains locked.

Kitchens

On all floors in EECS and in ERB will be closed. ¹ With the exception of 2415, which will be open for copier and supplies only, no kitchen facilities will be available.

Copy room on the 3rd floor

Enter with a key. Please print before you arrive to pick up the printouts. COVID capacity for that room is 1 person, so if it's occupied when you arrive then please wait till that person leaves. Please follow posted SOP instructions when using this room.

Elevators

Signage will be posted on elevators indicating that only one person at a time, with the exception of the freight elevator (with an allowance of two), should be using the lift.

Faculty offices:

- Faculty have access to their offices by default; the use of their offices should adhere to the general guidelines outlined earlier and be limited to mission-critical activities.
- Those not to be regularly used (per faculty feedback) will not be regularly cleaned by the custodial staff, and will be clearly marked on their doors.
- Those to be regularly used will be cleaned by the custodial staff once a week. Faculty can opt out of this and assume cleaning responsibilities themselves; to opt out please email Paula by August 21 and these offices will also be clearly marked on the doors.
- Regardless of the custodial cleaning schedule, faculty should adhere to the SOP and should clean/disinfect their work station at least 2 times per shift, upon entry and exit.
- COVID capacity will be posted on the door.
- Faculty offices are for single-occupancy use only; meetings need to occur either outdoors or in conference rooms with at least a capacity of 2. Doors are to be kept closed to discourage unplanned visitors and information about how to contact you should be marked on your office door.

GSRA offices:

- For those GSRA's already in the building (for lab/bench work), or for GSIs needing a space for prep work, ECE will provide 3312 as a temporary office space.
 - This room will be available in two hour increments from 8 am - 10 pm M - F.
 - This space will be reserved using a calendar program. Those wanting to use the space must enter exactly at their scheduled time. There are to be no individuals circulating throughout the room during those two hours (i.e., must remain at assigned space at table).
 - Individuals should clean/disinfect their work space at a minimum of 2 times per shift, upon entry and exit.
- GSRA's offices are not yet open. **When GSRA/Fellowship students are allowed into the building (date TBD)**, the following guidelines will apply to those who want to use their GSRA. For those who do not, you may skip this section.
 - Faculty will need to provide clear markings in their GSRA offices to indicate which desk space/cubicles are in use and which are off limits, per the SOP and room capacities; these will then be inspected by the ECE Safety Committee to

¹ Building lacks hot water, which makes cleaning kitchens hard. Also, per UM policy everyone should have a mask on when in the building, which precludes food consumption.

- ensure compliance.
- GSRA offices, when opened, will be cleaned by custodial staff.
- COVID capacity and SOP will be posted on the door of each GSRA office.
- There will be a designated person (lab manager, faculty, or senior student) in charge of scheduling to observe capacity limit and social distancing and must be made available to department administration (similar to research labs.)
- Entry and exit QR codes will be posted on the door and to be used by everyone arriving and departing, these have been created by DCO.
- Violation of SOP (three strikes) will result in revocation of access.

Staff offices:

- With a few exceptions, staff offices remain locked; the use of offices should adhere to the general guidelines outlined earlier and be limited to mission-critical activities.
- Those to be regularly used will be cleaned by the custodial staff once a week.
- COVID capacity will be posted on the door.
- Staff offices are for single-occupancy use only; meetings need to occur either outdoors or in conference rooms with at least a capacity of 2. Doors are to be kept closed to discourage unplanned visitors. Information about how to contact you should be marked on your office door, unless your office is within a locked suite.

Visitor offices:

- Visitor offices remain locked

Rooms with multiple entrances (classroom, suites, etc.)

- There will be directional signs specifying entrances and exits to these areas.

CAEN spaces

- Managed by CAEN (Help Desk consultant at (734) 764-CAEN [2236], or send email to caen@umich.edu.)

Stairwell and hallways

- There will be no directional limitations, please socially distance by 6 feet.

SECTION 3: PPEs AND CLEANING COMPLIANCE**Cleaning supplies and PPEs**

Initial set of cleaning supplies will be placed in your office ahead of the RTO.

Face coverings

All faculty, staff, students, and visitors are expected to comply with the university's face covering policy. Individuals may be exempt from wearing a face covering or may wear an alternative or substitute covering if such an arrangement has been granted by the university as a reasonable accommodation under the Americans with Disabilities Act. Please contact Unit Administrator (UA) Lisa Armstrong (lisaj@umich.edu) to initiate the process. For those found out of compliance they will be notified initially via email. Because non-compliance can

be considered misconduct, all HR and noncompliance issues will be managed by the UA. .

Face shields

Face shields are not a substitute for face coverings but may be used to provide additional protection when worn together with a face covering under certain circumstances (for example, in situations where people must come closer than 6 feet to one another for more than 15 minutes).

Hand sanitizer and gloves

Hand washing or use of hand sanitizer is recommended over using gloves for personal protection. Disposable gloves may be needed or desired when cleaning or disinfecting surfaces, depending on the harshness of any disinfectants used or manufacturer recommendations.

SECTION 4: PERSONNEL

All personnel able to work remotely are expected to continue to work remotely at this time.

UA and Facilities personnel will review that employees on campus have completed the COVID-19 Safety module in MyLinc.

Current Training Modules

For faculty and staff performing research in the building or who accessed the building during research reopening:

[EHS_BLS_COVIDw Covid 19: Working Safely in U-M Research Labs](#)

For faculty and staff returning to campus after August 17:

[EHS_OHS_COVIDw COVID-19: Working Safely at U-M](#)

Information on those that have completed is provided to the UA by the university. The UA keeps a copy of the completed training certificate for all those doing research on campus, and all faculty and staff members.

Postdocs and Long-Term visitors will be required to complete the necessary COVID-19 Safety training and send certificate(s) to the UA. All visitors must be registered in the visitor registration system.

Entry to the building requires a daily health attestation (<https://healthscreen.umich.edu/>). Each day as employees (faculty, staff, postdocs, visitors) complete the health attestation, they are to email a copy of the green approval to eceattest@umich.edu. These attestations are housed in a confidential folder for the required random spot checks by leadership. In addition, you may be randomly asked by leadership working in the building to show proof of the required daily COVID health screening attestation. For those found out of compliance they will be notified initially via email. Because non-compliance can be considered misconduct, all HR and noncompliance issues will be managed by the UA.

Visitors, such as vendors, will still need to be given a day pass to enter the building. They will need to complete the daily health attestation and be escorted into the building by university personnel.

When disability-based accommodations under the Americans with Disabilities Act (ADA) through the Office of Institutional Equity are needed, an email should be sent to lisaj@umich.edu to make alternative access arrangements.

SECTION 5: OPERATIONS

This ECE Return to Operations will be shared with the ECE community via email and will be posted to the ECE website as a subpage (TBD). Facilities or other personnel will be in the building on a regular basis M-F, 9am - 3pm for EECS. The ERB Building will be staffed M-F, hours will be posted in ERB. The Chair, UA, and others will also be in the building as needed.

Emergencies

Facilities personnel will be available as on-site emergency contacts. This is in accordance with our regular operating procedure. This information is posted on our website and will be shared with the community via this document. Signage sharing this information will be posted as well.

911 should be called for on-campus emergencies.

If calling from a non-campus phone you must identify that you are calling from the UM campus.

In the case of a non-building emergency, individuals should contact DPSS at 734-763-1131. Additional information about building emergencies and safety is available on the Emergency and Safety Information page at <https://ece.engin.umich.edu/about/emergency-and-safety/>

Reporting building issues

Following our normal operating procedures, for routine building problems and issues Paula Pernia at ppernia@umich.edu should be contacted. EMERGENCY or URGENT REQUESTS (example: floods, elevator problems, broken windows, alarms, power losses and water leaks) may be called in directly to the UM Facilities Service Center at 734-647-2059, available 24/7. You will be given an incident number. The incident number and a description of the issue should be emailed to Paula so she can follow up with plant operations.

Student Emergencies

Students in distress should be directed to the C.A.R.E. Office (<https://care.engin.umich.edu/>). Please do not leave the student alone. Either escort the student to the C.A.R.E. Office, 129 Chrysler Center, or call them directly at (734) 615-1405.

Additional numbers are below:

Life Threatening Emergencies: Call 911

U-M Psychiatric Emergency (24-hours): 734-996-4747
Sexual Assault Prevention and Awareness Center (24-hour Emergency Line): 734-936-3333
University of Michigan Police Department (UMPD) (24-hours): 734-763-1131
Counseling and Psychological Services (CAPS) – Counselor on Duty/Urgent (24-hours):
734-764-8312
Dean of Students: 734-764-7420

In the event of any emergency, after it has been appropriately addressed please email Lisa Armstrong (lisaj@umich.edu) or call Lisa's office phone (734-936-0647) and leave a voicemail (which will go to her email). You may also email the Chair (mingyan@umich.edu), or call and leave a voicemail (734-764-9546). This is so additional crisis protocols can be implemented.

Kiosks

Kiosks will be available in the building, which will be manned by ECE staff, for immediate interactions. These staff, if unable to answer questions directly, will triage to the appropriate staff member for a response.

In-Person Meetings

In person meetings should be scheduled ahead of time, are strongly encouraged to be outdoors, and should otherwise take place in a conference room. Face masks must be worn, and proof of daily health attestation should be provided prior to the start of the meeting.

Teaching Supplies

Personal markers and other supplies

A set of personal markers will be ordered and placed in faculty offices of those teaching in person, unless you explicitly opt out by emailing Paula by August 21.

Mail Delivery

Faculty - all of your accumulated mail will be placed in your office ahead of the RTO. Moving forward, please email Paula by August 21 if you want your new mail delivered to your office, and if so, specify how often this is to be done: once a week or once a month. For those not requesting mail delivery, your mail will be held and accumulated.

Staff - mail will be sorted and allowed to accumulate, then placed in your office once per month. If you would like your mail weekly (e.g., you are someone who receives checks), please email Paula by August 21 to be placed on the schedule. If you are requesting weekly mail, the expectation is that you will be in once per week to pick up your mail.

Students - mail will be placed in student mailboxes weekly.

Student Organizations - mail will be placed in the student organization office weekly.