

From: [Mueller, Bruce](#)
Cc: [Jablonski, Holly](#)
Subject: Update from the COP Dean's Office for Faculty
Date: Tuesday, August 25, 2020 6:17:54 PM
Attachments: [image003.png](#)
[image009.png](#)



Office of the Dean

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August 25, 2020

Hi Faculty,

Please read this entire email. I promised you that I would over communicate, and today's email keeps that promise! There are pearls of wisdom throughout (or at least really important stuff...). You might want to keep this email handy for future use.

Students are moving onto campus. I am encouraged at how low the COVID test positivity has been so far. You can monitor this yourself at <https://campusblueprint.umich.edu/dashboard/>. There will likely be COVID case spikes as we go forward, so I want to caution you to keep health information about our students, faculty and staff **private**. If you are informed that Student X is in quarantine, we don't announce it in class to others. We will be handling quarantine and illness like we handle every other student illness, through our absence policy and through Mark Nelson's office. I am glad that we have that process already in place and we are well versed in how it runs.

BUILDING-RELATED ISSUES

- **ResponsiBLUE:**
- Every university community member (faculty, staff, and student) that is present in-person on U-M property or in a U-M facility during the day must complete a health assessment through the ResponsiBLUE tool before they enter the building or property. ResponsiBLUE is an accessible, mobile-friendly health screen tool (responsiblue.umich.edu), which will have a soon-to-be-released mobile app version.
- Every university community member studying or working at home or remotely can also use ResponsiBLUE, if they want to. While it is not required of individuals who are remote, doing so will help make using the tool a healthy habit, and the aggregated data gathered will provide useful information about the overall health of the U-M community.

- The ResponsiBLUE program will soon be available as a phone app at the Apple App store. (It had better be free!!!!) For now, you need to use the URL above.
- **Visitors/Guests:** According to U-M guidelines, visitors and guests on campus will be extremely limited and will require them to use the guest version of the ResponsiBLUE (guest.responsiblue.umich.edu) whenever they come to campus.
- Visitors: If you would like to have a visitor come to the COP (duration 1-14 days), it will require approval. Please complete the request to host a short-term visitor (<https://pharmacy.umich.edu/mycop/request-short-term-visitor-1-14-days>), and submit it to cop.humanresources@umich.edu.
- Vendors: If you need to have a repair person or vendor come to the COP, please send an email to cop.bldg.access@umich.edu.
- **Cleaning Supplies for When You Teach:** As part of our building walkthrough on Friday, we created a plan for making sure each room has cleaning supplies, and we are ready.
- For people who teach in College of Pharmacy/North University Classrooms: We have allotted a 1 liter spray bottle of 70% isopropyl alcohol, and 1 liter spray bottle of disinfecting solution (provided by the University) for each 10 students assigned to a room. Therefore if you are teaching in a room with 30 students due to COVID spacing you will have 6 total bottles of disinfecting solution in that room, along with paper towels. Students have been instructed that they should be cleaning their seating spaces before they sit down. We are also providing a “stash” of extra cleaning supplies (Lysol wipes or 75% isopropyl alcohol wipes) along with an extra supply of masks which will be located at the lectern. Each classroom will also have at least one station for hand sanitizer. We will continually be ordering more supplies and the university will also be providing us with more supplies. Classrooms will be checked multiple times a day, but if you notice supplies are running low or are missing, please let Pat and Stasi know.
- For people who teach in **Non**-College of Pharmacy/North University Classrooms: The University has confirmed that the unit that oversees the building is responsible for assuring that cleaning supplies are available in each classroom. However, we have created some mobile teaching cleaning supply packets that contain packages of Clorox wipes, an 8 oz bottle of hand sanitizer, and extra backup masks) that can be picked up from facilities for you to keep. When you run low on supplies, please also let Pat and Stasi know and they can provide you with more supplies.
- **For Faculty Who Must Use Their Offices/Spaces in the Building:** As part of the governor’s mandate, those of us who come in the building also have to make sure office spaces are cleaned daily. Therefore, we also have office kits for faculty and staff who need them. These kits contain Clorox or 75% isopropyl wipes, hand sanitizer, and

masks (if you want them). I took a photo of the starter kit!

Rooms that are shared have been marked with maximum occupancy signs. These signs are often less than the number of people that usually work in these spaces, so you will need to coordinate with your space-mates to not exceed the maximum occupancy numbers.

Single-use offices were not marked with maximum occupancy signs because you are allowed to have up to one student in your office, provided both of you are seated, have masks on and are sitting 6 feet apart, and your interaction takes less than 90 minutes. Contact Dean Ellingrod should you have any questions about this.

- **Lunch Spaces:** There are a total of 12 single occupancy rooms that can be used for lunches/breaks for you and your staff/grad students. Each of them will be open from 8:00am-5:30pm and have signs indicating that they are reserved for researchers in the building from 11:00am-2:00pm. This would include faculty and staff who are in the building for extended hours. Right now we are not planning on having a reservation system for these rooms, but if you encounter any problems please reach out to Dean Ellingrod to discuss. Here are the available rooms:

B021B	2356	3054	3066
1551	3002	3056	4012
1561	3053	3058	4571

Please make sure that you wipe down the space before you eat. Also, some of these rooms have extra chairs in them. **PLEASE DO NOT REMOVE ANY CHAIRS FROM THESE ROOMS WITHOUT PERMISSION.** We are working to limit seating space in the college to align with University guidance and therefore moving these chairs may compromise our compliance. The refrigerator and microwaves in the kitchen will be open for use, however, the coffee machine will not be available for use. ☹️ You must wash your hands before leaving the room and practice a clean hand escape.

- **Room Reservations at the College:** Faculty/staff needing to make room reservations, including rooms needed for teaching purposes (e.g., exam reviews), should continue to contact cop.facilities@umich.edu.
- **COVID Related Concerns:** Any concerns or questions you have related to the COP's response to the pandemic may be sent to Pharmacy.COVID.Concerns@umich.edu. Holly Jablonski and Pennie Rutan will receive messages and direct them to the appropriate party for handling. Our existing concern note process may be used for any concerns related to specific employees or students:
https://apps.phar.umich.edu/prof_concern/.

- **Important Phone Numbers:**
- Classroom assistance: LS&A Classroom Support 734-615-0100
- Lab/safety emergencies: Nicole Crandall 989-412-4726 or Environmental Health & Safety 734-647-1143
- Facilities assistance: Pat Greeley 734-647-2365 or cell 734-274-0839
- IT assistance: 4-HELP (734-764-4357)
- Non-911 emergencies after hours, including urgent maintenance issues: U-M Dept. of Public Safety & Security 734-763-1131
- Counseling & Psychological Svcs. for Students: 734-764-8312

TEACHING SUPPORT

- **Fall Term Contact Information:** Please check and update your contact information in case we need to reach you for any reason. (This is visible to all faculty and administrative staff- if that is an issue, contact Jodie):
<https://docs.google.com/spreadsheets/d/1LjjJtiGA5etxkpGh0qz-akyIkcwldFWe83HQknUVKY/edit?usp=sharing>
- **Administrative Support for Teaching:** Faculty needing administrative support for teaching should work through the department secretaries as has been done in the past. Because most people, including administrative support staff, will be working remotely, it is important that you plan ahead regarding any teaching materials, handouts needed for exams or classes. Last minute requests are not likely going to be met and will require faculty to find an alternative solution.
- **Helping Students Learn Remotely - Post your Slides Ahead of Time!** Last semester we learned that some students do not have great internet connections. I myself have had days when I cannot seem to get a good connection for my Zoom meetings, and I suspect you have had the same issue from time to time. Those students do have the option to call in on their phones to your Zoom class. Even if they cannot watch you during the lecture, they could be able to download your slides from Canvas to follow along with your lecture. Please upload your slides on Canvas before class for this reason.
- **Landing Space for Commuter Students:** We will have space for commuter students for days when there is not enough time between classes to travel to/from home to school. This space will be very limited and for use only on days students need to be on campus for in-person classes due to social distancing requirements, commuter space will need to be based on need. The commuter sign-up on Calendly will open at noon on Thur 8/27.

- ❖ **Student Safety Protocols for In-Person Interactions (PharmD):** This [document](#) defines expectations to maximize safety during in-person activities for students in the PharmD program during class activities that occur in close physical proximity to others and during in-person patient care interactions. These rules apply to activities associated with courses, community health events, and life-long learning activities. Site policies should be followed for all introductory pharmacy practice experiences (IPPE) and advanced pharmacy practice experiences (APPE).
- **PharmD Exam Dates** have been finalized (see [Course/Exam Calendar](#)). Fortunately we were able to get rooms so we could schedule most exams during the day. In order to meet social distancing requirements, all exams will take place in two rooms. Students will be assigned to a room for all exams, and seating charts within each room will be used. Information will be shared with course coordinators so they have all the information they need for each exam.
- **Canvas Site Access for Student Affairs Team:** For student grade monitoring across PharmD courses, Jolene Bostwick, Mark Nelson, Gundy Sweet, and Aimee Falk will be added to your course Canvas sites. When we see that someone has failed an exam we ask them to come meet with this, and it has served us well as an early-warning system for student issues. Also, please reach out directly to share any concerns about students with us in the Student Affairs office. Getting an early alert from faculty is always helpful.

❖ **What if I am leading class and a student shows up without a mask?**

This is the most common question I am hearing at University leadership meetings. I don't expect this to be a problem in Pharmacy because we are a health school and our students understand disease transmission. However, if it should happen, here is your response guideline:

- Do not start class until everyone is masked (including you!)
- If a student has no mask on, ask them to put one on before starting class
- If a student has forgotten a mask, give them one (spares are being provided in our classrooms and in the teaching kits for faculty teaching outside the COP), or have them go to the facilities office to get one.
- If a student refuses to wear a mask, politely ask them to leave the classroom and do not start until a mask is put on correctly.
- If a student refuses to wear a mask or leave the room, get the student's name and dismiss class. You should leave the classroom and not return.
- File a PCN immediately and the Honor Council will deal with the issue quickly. This is not a time for you to argue with the offending student.
- I am unaware at the time I write this that we have any students with a medical

condition that would preclude them from wearing a mask.

- ❖ **Classroom Microphone Cleaner:** This is one of the coolest purchases we made for COVID! When you come to the classroom to teach, you will find a disinfected microphone in the white UV box on the lectern. You may run another disinfection cycle by pressing the activation button if you wish; it only takes one minute. (If you press the button twice, it will run a 5-minute cycle.) When finished teaching, please make sure to return the microphone to the UV box and press the button to activate a disinfection cycle so that it is ready for the next instructor. **One of the staff called it a “Microphone Tanning Booth” and it really looks and acts like one!**



- ❖ **Webcams and Headsets with Microphones** have been ordered for faculty who requested them for teaching. You will be contacted when the items are ready for pick up at the COP. These items are the property of the COP and will be on loan to you, so once you receive them, please complete our loan agreement form: <https://pharmacy.umich.edu/mycop/it-site-computer-loan-agreement>. (You’ll need specific information about the items, so you won’t be able to complete the form ahead of time.) **If you did not place an order and need one or both of these items, please send a request to cop.finance@umich.edu.** We are ordering standard items, so you do not need to know details such as brand or model number.

RESEARCH

- ❖ All of the COVID regulations regarding how we do research are still in place (minus the greeter stations). Labs should not exceed 45% COVID spacing capacity. Everyone should be using ResonsiBLUE.

HR UPDATES

- ❖ **Information for Employees about Paid Time Off Options and Resources Related to COVID-19** are available at: <https://pharmacy.umich.edu/mycop/college-services/hr>.

Please contact cop.humanresources@umich.edu if you have questions.

- ❖ **Supervisors:** Please be as flexible and creative as possible with work schedules for your employees in order to help maintain a good work/life balance. For questions about that or guidance on assigning on-site work to employees, please reach out to cop.humanresources@umich.edu.

YOUR WELL-BEING

- ❖ If you need a **Disability-based Accommodation** in order to do your work, information is available at the U-M Office of Institutional Equity's web page for Americans with Disabilities Act resources: <https://oie.umich.edu/americans-with-disabilities-act-information/ada-resources-and-support-for-faculty-and-staff-with-disabilities/faculty-staff-and-applicant-ada-toolkit/ada-interactive-process-for-requesting-accommodations/>.

If you read this far, thank you. There are a lot of folks who have invested so much time to plan for this semester, I thank them immensely. Lets have a great semester!

Sincerely,
Bruce A. Mueller
Interim Dean and Professor of Clinical Pharmacy

