

From: [Mueller, Bruce](#)
Cc: [Jablonski, Holly](#); [Ringold, Vicki Ellingrod](#)
Subject: Update from the COP Dean's Office for Post-Docs
Date: Tuesday, August 25, 2020 5:57:05 PM
Attachments: [image005.png](#)



Office of the Dean

428 Church Street, Ann Arbor, MI 48109-1065

Bruce A. Mueller, PharmD, FCCP FASN, FNKF

Interim Dean and Professor of Clinical Pharmacy

734-764-7144 • Fax: 734-763-2022

Email: muellerb@med.umich.edu

August 25, 2020

Hi Post-Docs,

There is so much going on as the semester is about to start, I wanted to send you this email to make sure you had the latest information.

Students are moving back to the dorms and apartments and COVID testing has started. The positivity rates are lower than I expected, so that is good news. You can follow this yourselves here: <https://campusblueprint.umich.edu/dashboard/> See the bottom of page for Pre-Arrival Testing Results.

GENERAL INFORMATION

- ❖ **Building Access:** Since all post-doctoral fellows now have 24/7 card reader access to the building, there is no need to ask permission to enter the building if you need to retrieve something from your office or pick up supplies. You are expected to work remotely, unless you are required to work on-site as outlined in your work plans for fall or directed by your supervisor. If you are required to work on-site and have concerns, please reach out to your supervisor and/or Jodie Dressler for HR options (cop.humanresources@umich.edu).
- ❖ **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. I also wanted to make sure you saw the email on Saturday, August 22nd, from Dr. Ernst, the Executive Director of University Health Service and Associate Vice President for Health and Wellness in Student Life about ResponsiBLUE, the app that asks about your health prior to entering the building.

❖ **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.
- This will soon be available as an app on Apple App store... right now it is just 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.

❖ **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

❖ **If you must use 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).

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 spacemates 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. 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/.

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/>.

Sincerely,
Bruce Mueller
Interim Dean and Professor of Clinical Pharmacy