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To: Pharmacy.employees.all@umich.edu
Subject: Update from the COP Dean's Office for Faculty & Staff
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Office of the Dean

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Hi Faculty & Staff,

We are getting clarity from central university on what plans are in place for all of us in the Fall semester for buses and libraries. We are also finalizing our building procedures and this email contains some of the latest developments for you.

Friday, I will be doing a building walk through to make sure we have things ready to go for your arrival. There are a lot of moving parts, but things are coming together!

Dr. Preeti Malani, Chief Health Officer for the University of Michigan MD wrote a piece in the New York Times for college students and their parents about how to stay safe this semester. [This is worth reading.](#)

❖ **BUILDING AND CLASSROOM PROCEDURES for Faculty, Staff, and Grad Students**

Prior to returning to campus, faculty and staff must complete the mandatory [EHS_OHS_COVIDw COVID-19: Working Safely at U-M](#) in My LINC, if they have NOT already taken the research training.

The Pharmacy and NUB building entrance hours will be available 24/7 for faculty, staff, and PhD and MS students starting Tuesday August 18th. Private offices should be used primarily as single occupancy spaces, and doors kept closed to discourage unplanned visitors. Physical distancing of 6 ft. should be maintained between all room occupants.

If the office is shared with multiple occupants, there must be at least 144 sq. ft. per person under all conditions. Shared offices require that masks be worn in the office and occupants will need to follow maximum capacity signs posted on the door. For

faculty and staff in shared offices (offices where doors do not separate occupants), please coordinate with each other to assure adherence to maximum capacity restrictions. If this is problematic, please contact Dean Ellingrod to discuss alternative arrangements. Single occupancy offices (offices with doors that close) will not have maximum capacity signs posted. All meetings should be held remotely whenever possible, however individuals assigned to single occupancy spaces may meet with up to one other person in this space, when remote meetings are not possible.

PharmD and BSPS students will have restricted access (6am-6pm) for building entry. If you have a PharmD or BSPS student who needs extended building entry access please contact Dean Ellingrod.

We are currently working on identifying single occupancy rooms, which will be reserved for researchers in the building during lunch time.

All wet laboratory safety procedures will remain in place (144 sq ft/person, 45% lab density, lab disinfection twice daily) and must be followed. Here are important safety precaution procedures to follow for the building and classroom:

1. You **must** complete the [Health Screening Tool](#) each day before coming into the building. If you are experiencing symptoms or fail the health screening tool questions (red screen), don't come to work and contact [Occupational Health Services \(OHS\)](#).
2. All research faculty and staff are advised to enter through the south entrance of the Pharmacy building (nearest to the Church Street parking structure) unless they need the elevator, in which case they must enter through the main entrance at the corner of Church and North University. This entrance may not be open right away but should be open by August 24th. **IMPORTANT:** *To ensure all safety precautions for our community are upheld, do not hold the door for other individuals entering the building.*
3. Masks **must** be worn when entering the building and at all times while in any area of the building (i.e. classrooms, restrooms, hallways, etc.). The only time a mask may be removed is while in a single occupancy office or conference room when alone with the door shut.
4. Proceed directly to the classroom, lab, or office while maintaining the 6 ft social distancing requirements while in the hallways.
5. Signage will be posted outside of all classroom doors to indicate the **entrance** and **exit** path for that room. There will also be signage posted in the lobby, restrooms, corridors, stairwells, elevators, conference rooms, kitchen, break areas, shared copy rooms, laboratories, and closed areas. Please be aware of these signs and follow the instructions.

6. **Upon entering a classroom**, instructors and GSIs will wipe down the lectern, any teaching equipment, and retrieve the microphone from the UV-C light disinfection device (more information on this process will be coming shortly). Students will be required to wipe down their desks or workstations with the supplies that will be provided in each classroom.
7. Instructors and GSIs will need to minimize the amount of movement within the classroom in order to maintain the 36 sq ft per occupant requirements.
8. **Before leaving the classroom**, instructors and GSIs will place their microphone(s) in the UV-C light disinfection device and activate it, as well as wipe down the lectern and any teaching equipment used. Students will be required to wipe down their desks or workstations and disinfect any shared equipment. Students will be instructed to wash their hands or use sanitizer after using the equipment.
9. Proceed from the classroom to the nearest exit while maintaining the 6 ft social distancing requirements while in the hallways. If you need to remain in the building between classes or for mission-critical activities, proceed to your office.
10. Office occupants should perform cleaning and disinfection of surfaces and shared equipment within their work areas using approved EPA disinfectants, including cleaning of all workspaces, door handles, light switches, desk surfaces, chair armrests, computers, keyboards, mouse, telephone, printer, copier, etc. Refer to [EHS General Cleaning Guidance](#) for more detail.
11. **Guests** are not allowed in the building without permission. If you have an individual outside of the college, but who is a U-M employee or student, that needs building access (i.e. U-M research collaborator), or if a repair person needs building access, please email cop.bldg.access@umich.edu to make arrangements. For other types of guest requests, submit the following form to cop.humanresources@umich.edu: [Short Term Visitor Request Form](#).
12. **Deliveries:** There will be a sign posted on the main Pharmacy lobby door instructing deliveries to go around the building to the loading dock. To make special arrangements for equipment repairs or special deliveries contact: cop.building.access@umich.edu.

As a reminder, the University of Michigan as well as the College of Pharmacy are working to strictly adhere to the Governor's executive order which states that work that can be done remotely, MUST be done remotely. However, we realize that there may be exceptions to this, and therefore are permitting ONLY limited mission critical activities on campus.

Examples of activities deemed mission-critical include:

- clinical care activities, such as virtual patient visits and handling of sensitive patient

information;

- educational instruction, such as preparing for and delivering instruction that cannot be effectively accomplished remotely;
- essential computational activities involving sensitive data or study materials that, by protocol or contract, cannot be removed or processed remotely or that require access to facilities or materials that are only available on campus;
- approved human subjects research requiring office space for study conduct, as approved by the UMOR Human Research Activation Committee and the IRB;
- 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;
- Faculty needing to record a lecture using specialized AV or other equipment that is only available on campus;
- Faculty teaching in-person classes sporadically throughout a given day and need a temporary touch-down space between in-person classes;
- Staff who perform services that must be conducted in-person, such as I-9 processing.
- Individuals who need access to specific facilities, 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; and
- Faculty or staff who are supervising students doing laboratory work on site

In each of these examples, 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 U-M safety guidelines.

As defined by the University and the Provost's office, situations of convenience or preference are not deemed mission critical and are not allowable justifications for use of offices right now, such as:

- Individuals who prefer the desk, ergonomic chair, or other furnishings or equipment in their office over the set up they have at home (please contact cop.bldg.access@umich.edu if this is the case so you can retrieve your furnishings/equipment)
- Faculty and staff who can perform research, education, or administrative activities remotely, but simply prefer to perform this work in their offices.
- Faculty preference to have administrative support on premise but the work could be done remotely.

At this time you will NOT need special permission to access the building, but we are required to monitor building access, including overall building density. Therefore

we may need to impose building access restrictions in the future if problems are detected or we are instructed to do so by the University.

Contact Tracing Procedures:

- Symptomatic employees should contact Occupational Health Services (OHS) at 734-764-8021.
- If the employee is referred for COVID-19 testing and tests positive, those results are communicated to the employee. OHS will then provide followup instructions and return-to-work guidance.
- The employee also is provided with status information to give her or his supervisor and a notification process for other employees.
 - Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of that case will not be directly revealed.
- Symptomatic employees who are tested and diagnosed at a location other than one designated by OHS must report their test type and diagnosis to OHS.
- They also must report their expected absence to their supervisor and should not return to their workplace until cleared by OHS to do so.
- Positive test results are shared with EHS, the Washtenaw County Health Department and Risk Management.
- Positive tests are tracked daily by Risk Management and provided to the Office of the Vice President for Research for reporting in aggregate. Confidentiality is maintained and this information will not be made part of the employees' central personnel record.
- Please refer to the [U-M Workplace Contact Tracing Protocol](#) for further guidance on how to respond in the workplace when an employee is awaiting test results or tests positive for COVID-19.
- Based on the university's return-to-work attestation, employees are required to cooperate with information and prompt communication necessary to complete contact tracing.

- ❖ **U-M LIBRARIES:** (*Hatcher, Shapiro, Taubman, Music, Fine Arts, Buhr, Research Museums Center and the Art, Architecture, & Engineering libraries*).
<https://www.lib.umich.edu/about-us/access-during-covid-19>

Access to library buildings

Library staff is currently working in the Hatcher building and Buhr. They are working with the U-M Office of Research to open the rest of their remote shelving facilities to library staff to enable scanning and other services. They expect to have access to all library buildings, including remote shelving facilities before Fall semester begins. Plans are to open Shapiro for study by appointment for Fall semester, with similar plans for the Art, Architecture, and Engineering Library (AAEL). No other library

buildings will offer study space in the fall, though some will offer by-appointment services.

Library reopening plans

- Access to study space in Shapiro will be restricted to U-M community members, and because of density restrictions will be by appointment only. That includes access to student study space (which will be limited to approximately 100 seats at any given time). For all Shapiro-based services, we will ask patrons to make appointments via an online scheduling tool. Similarly, the hours that we will be open by appointment will be fewer than our typical 24x7 schedule. Our current plans call for Shapiro to be open 9 a.m. - 5 p.m., M-F.
 - With some exceptions tied to specific collections (maps, papyrology, special collections), access to Hatcher will be restricted to library staff. Individual scholars who need access to “library use only” materials can make appointments and we will provide limited access to the extent we can in compliance with EHS guidance.
 - All of the stacks will be closed to visitors, library staff will retrieve materials requested by users. There is simply no way to safely manage public traffic within the stacks.
 - While the Duderstadt Center is no longer part of the library (AAEL, which is in the building, remains part of the library), we are working with them on a plan to reopen to the campus community which will be similar to our plans for Shapiro.
 - Bert’s Cafe in Shapiro, and Mujo in the Duderstadt Center, will both be open for online ordering and take away service, but consumption of food and drink will not be allowed in either of those buildings, at least initially.
- ❖ **U-M BUS SYSTEM:** University of Michigan’s Logistics, Transportation & Parking (LTP) is making major changes to maintain safety for those who ride U-M buses. The plan, developed in collaboration with College of Engineering (COE) and public health experts, includes a significant overhaul of the campus bus network and will take effect Monday, Aug. 24. A few key changes are outlined below. For more details on these changes and alternative services available, [click here](#).
- Face coverings are required.
 - Bus routes redesigned to approximately 15 minutes or less (please see the new [U-M Bus Route Guide](#)).
 - North-East Shuttle service changing for fall semester.
 - Riders per bus reduced by nearly half.
 - Additional measures being taken:
 - Windows must remain open on the bus. We apologize for the inconvenience on the short trip.

- Drivers will take advantage of stops to open doors for increased ventilation.
- Increased air filtration for all buses.
- Plexiglass shields have been installed as a barrier between passengers and drivers.
- Requiring rear door boarding and alighting (unless wheelchair access is needed).
- Enhanced cleaning and disinfection of frequently touched surfaces.
- Signage on the bus exterior, interior, and at stops reminding riders of public health measures.
- Volunteer ambassadors at key bus stops will assist passengers and remind passengers to wear a face covering.

Sincerely,
Bruce Mueller
Interim Dean and Professor of Clinical Pharmacy



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