

**LAWRENCE TECHNOLOGICAL UNIVERSITY
COVID-19 PREPAREDNESS AND RESPONSE PLAN
FALL 2020 GUIDANCE**



Last Updated: July 21, 2020

PRESIDENT'S MESSAGE

Planning for the fall semester continues at a rapid pace as we work to anticipate the many adjustments necessary to welcome students, faculty, and staff back to campus. Our efforts include public health measures for everyone's protection, options for people unable to come to campus, and a full array of face-to-face, hybrid, and online classes.

We are eager to welcome you back to campus. As beautiful as the campus is, Lawrence Tech without people just is not LTU. Most of our undergraduates have expressed a fervent desire to come back to campus and experience the full educational experience that occurs with our entire scholarly community working together and collaborating. And within the guidelines that public health officials allow, that is our goal and our commitment to you. So that students can remain on track for their degrees, we are maintaining the traditional two-semester structure of our academic calendar along with the optional summer term. We will start the fall semester as previously announced on August 24, and then undergraduates will end in-person instruction before Thanksgiving and finish the final three weeks of the semester online.

As I have mentioned previously, we do have to be flexible. No one can predict how the pandemic's spread will evolve this fall, either here in Michigan or elsewhere around the world where our students reside. We also have no control over government actions, restrictions, and the evolution of best health practice recommendations going forward. We must be patient and mindful of the health and safety of all involved. Moreover, we have to be ready to adapt.

All students on campus will be required to complete a daily health screening via the Rave Guardian App. More information about this daily health screening will be sent from the Dean of Students Office by the end of July.

Wearing of masks and maintaining social distancing will be required from all. Adherence to all safety measures put into place will be incorporated into the Student Code of Conduct, to ensure that everyone understands the importance of wearing masks and social distancing. If you have a health condition that prevents you from wearing a mask, please contact the Dean of Students Office at studean@ltu.edu by August 1, 2020.

As I have announced previously, all graduate programs will be online for the fall semester, except for those courses that require laboratories. Any large events on campus will be eliminated, whether sponsored by internal or external groups. The exception is expected to be the 2020 Commencement, which has been rescheduled to just before Thanksgiving on Saturday, November 21. Regarding spectators at athletic events, we await the guidance of the CDC, NAIA, and the State of Michigan. Certain athletic contest dates will be adjusted and we expect that travel to away games may be limited to close by venues.

We are also working diligently to put all appropriate safety measures into place for residential students, who will receive additional information as the summer progresses. The goal for all these plans is to help mitigate further risk to you and the entire Campus Community.

We are all aware of the many troubles facing our world and society today. The current situations urgently call out for the type of leaders that have, for so long, been the hallmark of graduates of Lawrence Technological University.

A reminder that updates about the University's pandemic-related plans are posted at www.ltu.edu/covid. Your thoughtful work toward solutions is appreciated and does much to overcome any challenges ahead.

Virinder K. Moudgil, PhD
President and CEO

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SECTION 1- PURPOSE

The purpose of this COVID-19 Preparedness and Response Plan-Fall 2020 Guidance (Guidance) is to assist in keeping the Campus Community safe. The novel coronavirus COVID-19 is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

This Guidance document is based upon current recommendations and best practices at the time of its issue. As further information becomes known, this Guidance is subject to change. LTU has developed this Guidance to be consistent with the recommendations found in the following:

- Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration.
<https://www.osha.gov/Publications/OSHA3990.pdf>
- U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency, Memorandum on Identification of Essential Critical Workers During COVID-19 Response. <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>
- The Center for Disease Control (CDC) Considerations for Institutes of Higher Education. <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- The State of Michigan's MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FIN_AL_695392_7.pdf
- The Michigan Independent Colleges and University (MICU) Playbook for COVID-19 Response & Reopening.
https://static1.squarespace.com/static/5c046cf7c258b4e5c604e616/t/5ed0f63702ae51475732002d/1590752827569/Pandemic+Reopening+Playbook_MICU+2020+Reduced+File+Size.pdf
- The Oakland County COVID-19 Response.
<https://www.oakgov.com/covid/Pages/default.aspx>

Nothing in this Guidance should be taken to supersede any executive order or official directive that is in effect or is issued after the enactment of this Guidance.

This Guidance is not a standard nor a regulation, and it creates no new legal obligation for the University. It contains recommendations as well as descriptions of mandatory safety and health procedures for the University. The recommendations are advisory in nature, informational in content, and are intended to assist the LTU Campus Community in providing a safe and healthful learning environment.

SECTION 2- EXECUTIVE SUMMARY

The purpose of the LTU Fall 2020 Guidance (“Guidance”) is to provide required and strongly recommended safety protocols to keep the LTU Campus Community safe based on the status of the pandemic, COVID-19. Additionally, the Guidance provides recommendations across classroom, housing, athletics, student activities, and campus operations consistent with the MI Safe Start Plan. The goal is to support all students, staff, and faculty as we continue our return to school planning and move towards implementation in the fall.

The recommendations and requirements in the Guidance are not all inclusive and do not address every conceivable situation. It is also acknowledged that information is changing and evolving at a rapid pace and the Guidance must be viewed as a “living” document. We must all continue to work together and stay informed on the science, data, and public health evidence to make informed decisions for the safety of our Campus Community.

To the extent possible, the Guidance relies on the most up-to-date scientific data available on COVID-19. While there is much that has been learned about the disease already, there is also, unfortunately, much that remains unclear. In the instance where a clear consensus has not been reached, or scientific opinion remains divided, we have decided to err on the side of caution with the Campus Community’s safety as the top priority.

Regarding the use of facial coverings, the balance of scientific data supports their value in reducing the risk of transmission in community settings. Both recent, targeted studies on this coronavirus, as well as larger meta-analyses of mask use in other infectious disease outbreaks, support the value of facial coverings in keeping communities safe. Face coverings will be required in enclosed public spaces on campus and in the classroom at LTU. The Guidance recommendations on cleaning and disinfection are derived from CDC and OSHA standards.

We believe the recommendations put forth in this Guidance represent the best practices that are available at this time that can feasibly be implemented at Lawrence Technological University.

SECTION 3- ABOUT COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission:
www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

SECTION 4- LTU WORK GROUPS

Lawrence Technological University created three work groups in planning a COVID-19 response that was consistent with guidelines and recommendations from the Center for Disease Control (CDC), the State of Michigan, the Michigan Independent Colleges and Universities (MICU), and the Oakland County Health Department. The overarching goal of these work groups was to develop and issue this Guidance to assist and guide the Campus Community as we move toward the fall semester. The Campus Community will be defined as all students, faculty, staff, and visitors here at LTU. The work groups and their general responsibilities are as follows:

Executive Group: The Executive Group is comprised of the LTU President, Provost, Vice Presidents, and other selected administrators. This group will be responsible for the overall coordination and implementation of LTU's COVID-19 preparedness and response efforts. This group ensures that our institutional response is consistent with current local, state, and federal guidelines. This group develops overarching vision and priorities for the University. Official communications from LTU are at the sole discretion of the University President and/or his designee(s).

Academic Affairs Group: The Academic Affairs Group consists of the Vice-President of Academic Affairs and Provost, the four Academic Deans, the Dean of Students and the Associate Provost for Enrollment and Outreach. This group has the primary responsibility for the academic and student affairs response to COVID-19. This group serves as an advisory board to the Executive Group in addressing issues and developing guidance related with academic affairs such as:

- Preparedness and guidance in changing the academic operations to virtual delivery mode for spring and summer.
- Course offerings.
- Enrollment management events related to recruitment and retention of students.
- Student affairs and student services.
- Evaluation of the current starting and ending dates for semesters.
- Preparedness of faculty to teach in all modes-on ground, online and hybrid.
- Development of plans to teach students on campus considering restrictions associated with COVID-19.
- Development of plans relating to the housing and dining services for students on campus considering the restrictions associated with COVID-19

Campus Reopen Committee: The Campus Reopen Committee is an ad-hoc group of administrators, faculty and staff that is cross -functional in nature and representative of several different disciplines. This group serves as an advisory board to the Executive Group in addressing issues, developing guidance, and protocols for issues such as:

- Institutional access.
- Social (Physical) Distancing.
- Sanitation and disinfection.
- COVID-19 prevention.
- Education and training.
- Community partnerships.
- Personal Protective Equipment (PPE).
- Physical measures such as signage, barriers, and HVAC.
- Quarantine protocols.
- Contact tracing.

These work groups are well under way in planning for the fall semester. The work groups have reached out to members of the Campus Community and sought input to identify the challenges and priorities that will guide decision making. The following section represents a summary of the current goals and objectives of these work groups.

SECTION 5- WORK GROUP GOALS & OBJECTIVES

Goal #1-Establish a set of guiding principles for determining when and how to return to in-person learning and activities safely. Objectives related this goal include:

- ✓ Act in a way that is inclusive, equitable and responsive to all members of the LTU Campus Community (students, faculty, staff, and visitors).
- ✓ Adhere to recommendations on personal safety based on CDC guidelines for personal protective equipment, social distancing, cleaning, etc.
- ✓ Comply with the executive orders and guidance from county, state, and federal officials.
- ✓ Address food, housing, health, and technology challenges that have resulted from this pandemic, while respecting existing policies that are currently in place for the Campus Community.
- ✓ Recognize that there are barriers to receiving input and giving guidance. To help overcome those barriers, the University will utilize multiple means of communicating information to the Campus Community.
- ✓ Meet the emotional and physical health needs of those serving and being served.
- ✓ Recognize the unique and evolving challenges brought by this pandemic, while making it a priority to sustain LTU's mission of learning through theory and practice.
- ✓ Provide clear direction and timelines to the Campus Community.

Goal #2- Establish criteria to determine the ability of LTU to safely return to some or all on-premises instruction and activities safely as possible. Objectives related this goal include:

- ✓ Understand that COVID-19 likely will be a reality in our state and specifically southeastern Michigan for some time. LTU will seek to protect those most at risk and to minimize the risk of transmission as much as reasonably possible while working toward a traditional campus experience.
- ✓ Evaluate the many different factors when making decisions, including monitoring for any reported incidents on campus, incidents occurring off campus that involve the Campus Community, the overall rate of any new cases in both Oakland County and throughout the state.
- ✓ Assess the need and availability of PPE (Personal Protective Equipment).
- ✓ Assess the availability and effectiveness of cleaning and disinfectant supplies.
- ✓ Monitor the available testing capability, and the current capacity of both on-campus and area health care providers.
- ✓ Monitor improvements in disease detection and treatment to modify policies and procedures.

Goal #3- Establishing guidelines and protocols for the Campus Community to follow as on-premises activities return. Objectives related this goal include:

- ✓ Mitigate risk regarding COVID-19. We recognize that risk will never be zero but as a university, we will seek to minimize and manage that risk.
- ✓ Promote strict compliance with current safety practices.
- ✓ Limit the opening of some on-campus facilities recognizing that some functions or services can be meaningfully accomplished offsite or remotely.
- ✓ Develop an enhanced approach to cleaning and disinfection.
- ✓ Apply CDC guidelines for social distancing on campus.
- ✓ Revise and develop improved access control for buildings and facilities.
- ✓ Implement a phased return to campus that recognizes the ability to social distance varies across function, location, and groups of people.
- ✓ Establish a common understanding of proactive efforts by departments to provide appropriate accommodation for students and employees based on health needs.
- ✓ Develop training tools for students, faculty, and staff.
- ✓ Empower everyone to be engaged in a Campus Community that is inclusive and equitable.
- ✓ Create a common approach for individuals to provide feedback, raise concerns, and make suggestions.
- ✓ Consider contact tracing while being mindful of individual privacy.

Goal #4-Identify what decisions will apply across the entire University. Objectives related this goal include:

- ✓ Create timelines for overarching University decisions.
- ✓ Communicate to parents and students so they understand why LTU thinks it is safe to be on campus, what safety procedures are in place, and what behaviors are expected of students.
- ✓ Implement human resource procedures for telecommunicating and remote work opportunities.
- ✓ Expand teaching modalities while maintain our goal of a traditional university experience.
- ✓ Implement cleaning and physical measures for common areas such as classrooms, housing, dining, meeting rooms, and bathrooms.
- ✓ Provide communications that ensure that the Campus Community understands their rights and expectations.
- ✓ Provide a formal process for feedback and raising concerns.
- ✓ Manage fiscal challenges related to COVID-19, its impact on the University and our response.

Goal #5-Clarify what decisions can be made by individuals and departments of the Campus Community. Objectives related this goal include:

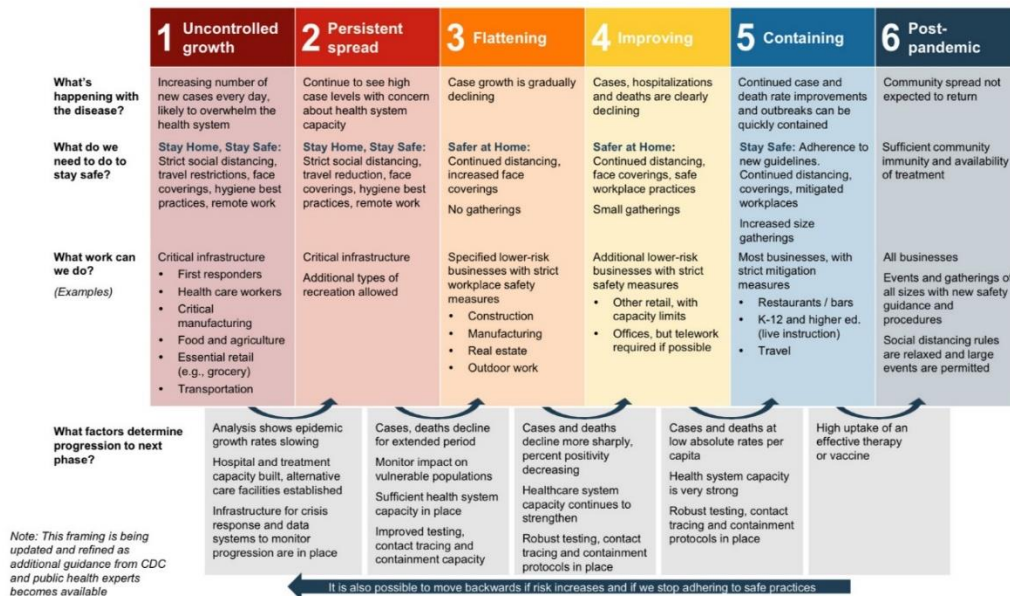
- ✓ Define options for instructional delivery methods.
- ✓ Address the needs of vulnerable students, faculty and staff.

SECTION 6- GUIDANCE COORDINATION

The State of Michigan is using their MI Safe Start Plan as the highest-level governing framework for determining if and when it is safe to resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 5 of the MI Safe Start Plan. Some regulations and mandates will be relaxed as COVID-19 public health metrics improve in Phase 5 of the MI Safe Start Plan. All schools will remain open with some lasting safety requirements once community spread is not expected to return during Phase 6 of the MI Safe Start Plan. Schools will retain authority to enact stricter public health requirements than is mandated within the MI Safe Start Plan. Lawrence Technological University retains the authority to close the University, or any components therein, even if LTU has not been mandated to do so. The MI Safe Start Plan can be found here:

https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

MI SAFE START PLAN



Public Health Monitoring

The LTU Dean of Students is in direct contact with the Oakland County Health Department. All plans related to student housing, dining, and student activities are reviewed by the Oakland County Health Department. All plans related to student athletes are at the direction of the National Association of Intercollegiate Athletics (NAIA) in conjunction with the CDC.

The LTU Emergency Management Coordinator is in direct contact with the Oakland County Department of Homeland Security and Emergency Management. All planning related to emergency management is coordinated through the Oakland County Department of Homeland Security and Emergency Management.

The University also monitors the status of COVID-19 through information portals commonly referred to as “dashboards”. The University looks at information such as the number of positive cases, percent positive cases, hospital capacity, testing capacity, whether a case is attributed to a cluster or specific event, and hospital staffing capacity.

The State of Michigan's Safe Start Map with official statistical information (a collaborative effort between the State and the University of Michigan) can be found here: <https://www.mistartmap.info/>

The Oakland County Health Department's COVID-19 Summary for Oakland County can be found here: <https://www.oakgov.com/covid/dashboard.html>

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SECTION 7- FREQUENTLY ASKED QUESTIONS (FAQs)

Where can I find the latest information about Lawrence Technological University's response to the COVID-19 Coronavirus pandemic?

- LTU maintains a website with the latest information for the Campus Community that can be found here: <https://www.ltu.edu/coronavirus/>
- We expect this Guidance to continually evolve and encourage members of the Campus Community to check the website frequently for updates.

Who may be on campus now?

- All faculty and staff are currently permitted on campus as long as they are following the University's safety protocols. Many members of the administration and staff; including Finance, Human Resources, Information Technology, Enrollment Management and Outreach, Student Services, Campus Safety, and Campus Facilities have remained working on campus provide service for LTU as an essential industry.
- Until the official start of the fall semester, students returning to campus may do so with the written approval of their respective Chair or Dean of their school.

What do I need to do before or when I first arrive on campus?

- All members of the Campus Community, including visitors and guests, must complete an LTU Daily Health Screening form on any day which they are on an LTU campus. The form can be located here: <https://forms.gle/QAsiybg5tjB41HFr6>
- It is the responsibility of the supervisor or initiating member of the Campus Community to facilitate the completion of the required Daily Health Screening form (i.e. if you arrange a vendor to be on campus, the vendor completing the form is your responsibility).
- The University anticipates having the Daily Health Screening facilitated via our RAVE Guardian application ("app") prior to the start of the fall semester. Therefore, this policy may evolve, and members of the Campus Community are encouraged to check the website frequently for updates.

Will I have to have my temperature taken when I arrive on campus?

- LTU will be taking temperatures of students that live in housing and student athletes. This policy will evolve, and members of the Campus Community are encouraged to check the website frequently for updates.
- LTU will not be taking temperatures for other members of the Campus Community at this time.

Will I have to be tested for COVID-19 prior to, or when arriving, on campus?

- LTU will require testing of students that live in housing and student athletes. This policy will evolve, and members of the Campus Community are encouraged to check the website frequently for updates.
- LTU will not be conducting testing, nor requiring proof of a person having been tested, from other members of the Campus Community at this time.
- Information on testing for Oakland County can be found here:
<https://www.oakgov.com/covid/best-practices/sick-caring/Pages/testing.aspx>

What is the facial covering (mask) policy at LTU?

- Appropriate use of face masks or coverings is critical in minimizing the risk of spreading COVID-19.
- Per Executive Order 2020-147, every individual must wear a face covering over their nose and mouth when in any indoor public space. Even though LTU is a private university, we view “public space” in this context to be any shared or communal space such as, but not limited to, hallways, conference rooms, atriums, and laboratories.
- Facial coverings will be optional within spaces that include, but may not be limited to, private offices and shared workspaces where social (physical) distancing of at least 6’ is possible.
- Facial coverings are required outdoors when persons are not able to consistently maintain a distance of six feet or more from individuals who are not members of their household.
- Disposable masks may only be worn for one day and then must be disposed of properly.
- Fabric design or pattern for cloth face coverings should be appropriate for the workplace and school. Cloth face coverings must only be worn for one day at a time and must be properly laundered before using again.
- Faculty and Staff requesting an exemption for the facial covering policy are to contact the Department of Human Resources at benefits@ltu.edu
- Students requesting an exemption for the facial covering policy are to contact the Office of Student Affairs at studean@ltu.edu
- This policy also applies to visitors and vendors on campus.
- Facial coverings are not required while eating or drinking.
- Executive Order 2020-147 can be found here:
[https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-534169--_00.html#:~:text=The%20novel%20coronavirus%20\(COVID%2D19,spread%20from%20person%20to%20person.](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-534169--_00.html#:~:text=The%20novel%20coronavirus%20(COVID%2D19,spread%20from%20person%20to%20person.)

Who is responsible for enforcing the facial covering (mask) policy at LTU?

- A significant step in reducing the spread of COVID-19 is meticulous adherence to public health practices including the mandatory wearing of facial coverings. To that end, the entire Campus Community plays a vital role in enforcing the policy.

- Staff and faculty issues of non-compliance are the responsibility first of the appropriate supervisor and may be forwarded to the Department of Human Resources
- Student issues of non-compliance are the responsibility first of the appropriate faculty, housing, athletic, or staff member and may be forwarded to the Department of Student Affairs.
- Please note that consistent with the Governor's Executive Order, a willful violation of this requirement is a criminal misdemeanor.
- Violations of the LTU Facial Covering policy can be reported here:
https://docs.google.com/forms/d/1Q3tQHbRbrqWZsZ7Img9xTG91oBg4mXW68j4BsVeG3XM/viewform?ts=5f072fe6&edit_requested=true

Will the University provide facial coverings?

- No, this mandate has been in place for several months at the time of this Guidance and individuals are expected to provide for their own personal facial coverings.
- Staff and faculty hardship should be communicated to the Department of Human Resources.
- Student hardship should be communicated to the Department of Student Services.
- To facilitate operations during the summer semester, The University has provided each department with an amount of masks triple to the number of employees in that department.

What constitutes a facial covering?

- The University is following state and local guidance on facial coverings.
- Information from the State on facial coverings can be found here:
https://www.michigan.gov/documents/coronavirus/Face_Coverings_Guidance_for_non-healthcare_workers_Final_685949_7.pdf
- Information from the CDC on facial covering can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Are outside groups allowed on campus?

- All outside (non-LTU) events have been cancelled through the end of December 2020. The only events that may take place are related to enrollment, student services, and commencement. This policy may evolve, and members of the Campus Community are encouraged to check the website frequently for updates.

What has the University done to help with social (physical) distancing?

- Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. More information on social distancing can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- The University has employed Engineering Controls including, but not limited, to the following:
 - Plexiglas barriers have been deployed across campus in areas where social distancing is a challenge.
 - Visible floor decals have been placed to clearly mark appropriate social distancing.
 - Signage has been placed on all exterior doors and all classrooms, indicating the requirement to social distance and wear a facial covering.

What cleaning protocols are in place?

- Campus Facilities has enacted enhanced cleaning protocols for the campus in adherence with best practices and CDC guidelines.
- Additional cleaning measures in place include, but are not limited to:
 - Over 100 hand sanitizing stations will be available across campus in all common areas.
 - The frequency of cleaning has been increased including more deep-cleaning and sanitizing throughout the campus.
 - Individual departments and classrooms have been provided disinfectant and supplies.
 - Water fountains that require physical contact have been temporarily shut down (touchless water dispensers will remain available).
 - The contact needed in common areas, such as restrooms, has been evaluated to reduce or eliminate the need to open doors and handle dispensers. Doors have been modified or removed where feasible.
- Additional information about Campus Facilities response to COVID-19 can be found here: <https://www.aramark.com/landing-pages/covid-19>

What is the status of the Heating, Ventilation, and Air Conditioning (HVAC) for the building on campus?

- Campus Facilities has increased the frequency at which air filters will be replaced. High Efficiency Particulate Air (HEPA) filters will be used where feasible and, where they can’t be, the best filter available will be used.

SECTION 8- RESPONSE MEASURES

RESPONSE MEASURES FROM LTU

Response measures taken by the University include, but are not limited, to the following:

- LTU activated an administrative group dedicated to COVID-19 related issues facing the University.
- LTU established liaisons with state, county, and city health departments and public safety agencies.
- LTU implemented the directives of the State of Michigan as required.
- LTU established a special dedicated website that included important information and developments affecting the Campus Community at <https://www.ltu.edu/coronavirus/>
- LTU identified essential personnel pursuant to guidelines from the State of Michigan and Cybersecurity and Infrastructure Security Agency (CISA).
- LTU required individual departments to submit work plans on essential personnel.
- LTU enacted distance learning for all classroom operations.
- LTU developed plans for employees to work remotely.
- LTU had individual departments establish a schedule for personnel that would be on-campus.
- LTU implemented a Daily Health Screen Form for any employee working on campus.
- LTU implemented increased cleaning and disinfecting protocols.
- LTU promoted basic infection prevention measures, including social distancing measures.
- LTU has minimized contact among members of the Campus Community and outside personnel by replacing face-to-face meetings with virtual communications and implementing telework whenever feasible.
- LTU has placed a hold on all nonessential travel.
- LTU has trained essential housing staff on the use and disposal of PPE.
- LTU has implemented the directives of the Oakland County Health Department as required.
- LTU has posted all directives from the Oakland County Health Department as required.
- LTU has disseminated information on COVID-19 testing available through Oakland County.
- Engineering Controls, Administrative Controls, and Personal Protective Equipment measures are under constant consideration and evaluation.

RESPONSE MEASURES FROM EMPLOYEES

Response measures for employees include, but are not limited, to the following:

- Employees are to closely monitor and follow all recommendations from the State of Michigan, Oakland County, and Lawrence Technological University.
- Employees are to stay home if they are sick or have been exposed to someone testing positive for COVID-19 (pursuant to the Daily Health Screening form).
- Employees who are sick or have been exposed to someone testing positive for COVID-19 should stay home and notify (e.g. call or E-mail) their supervisor immediately.
- Employees, when on campus, are required to complete the Daily Health Screening Form (This form is completed on-line, contact HR if you have questions or problems completing the form).
- Employees are encouraged to contact the Department of Human Resources with any questions related to employment matters.
- Employees are to engage in thorough and frequent hand washing with soap and water for at least 20 seconds. If soap and running water are not immediately available, employees are to use alcohol-based hand rubs containing at least 60% alcohol.
- Employees are to adhere to proper respiratory etiquette, including covering coughs and sneezes.
- Employees should not use other workers' phones, desks, offices, or other work tools and equipment, when possible. If work items have shared users, those items should be wiped down and disinfected between users.
- Employees are to maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Further, employees are to follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g. concentration, application method, and contact time and Personal Protective Equipment (PPE)).
- Employees are to utilize "social distancing" to the extent possible. The CDC defines social distancing, also called "physical distancing," as keeping space between yourself and other people outside of your home. Examples of social or physical distancing include staying at least 6 feet from other people, not gathering in groups, staying out of crowded places, and avoiding mass gatherings

SECTION 9- CLASSIFYING EMPLOYEE EXPOSURE TO COVID-19

Specific questions or issues regarding employment matters or accommodations should be directed to your supervisor or the Department of Human Resources at benefits@ltu.edu

Employee risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The Occupational Safety and Health Administration (OSHA) has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk.

The vast majority of LTU employees will likely fall in the Lower Risk (Caution) or Medium exposure risk levels.

Note: An employee is required to notify LTU if they themselves fall into the Very High, High, or Medium exposure risk levels. For instance, an employee may have outside employment in a higher exposure risk category or have high frequency contact with someone in their household that is in a higher exposure risk category.



Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Engineering Controls

- Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- LTU will continue to monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- LTU will continue to collaborate with employees to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

- Additional PPE is not recommended for workers in the lower exposure risk group. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have contact with students who may return from domestic and/or international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, employees in this category may also have contact with the public (e.g. Help Desk, Registration, and Campus Safety).

Engineering Controls

- Physical measures, such as plexi-glass barriers, were installed at areas of potential person-to-person contact (i.e. Help Desk)

Administrative Controls

- LTU has limited public and student access to work areas on campus and/or restricted access to only essential personnel.
- LTU has implemented strategies to minimize personal contact whenever feasible.

Personal Protective Equipment

- Employees with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results

of the employer's hazard assessment, and the types of exposures workers have on the job.

- Any employee that has face-to-face interaction, where social distancing measures are not possible, with the public shall wear a facial covering. Facial cover includes any covering which snugly covers the face and mouth, whether store bought or homemade, and which is secured with ties or ear loops.
- Examples of compliant homemade masks may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Persons should not utilize N95 rated masks or surgical masks, as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.
- Persons who wear facial coverings should review the CDC guidelines regarding safely applying, removing, and cleaning.
- Departments and personnel are encouraged to implement immediately and were mandated to comply by April 27, 2020.