We’re in this together, Huskies. Even when we’re six feet apart.
A Message from President Koubek

Dear Members of the Michigan Tech Community:

There is no doubt that the last several months have been challenging, not only for the University, but for each of us personally. In spite of this, the Michigan Tech community has risen to the occasion with empathy, compassion, and flexibility. For this, we are grateful. As a community, we must continue to lean on each other for support as we navigate the unknowns that lie ahead.

As we complete preparations to resume face-to-face instruction this fall, I would like to reiterate that your health and safety underpin Michigan Tech’s planning and response to COVID-19. Our MTU Flex plan focuses on two key elements: mitigating the spread of the virus on our campus and providing special accommodations for students, faculty, and staff identified by the Centers for Disease Control and Prevention as being at high risk should they contract COVID-19.

Daily operations will flex as a condition of the number of confirmed cases and other risk factors present on campus and in the area. This is to ensure that we can maximize the Michigan Tech experience while also protecting the safety of our students, staff, and faculty. Factors that will influence the decision to move up or down in our Health and Safety Levels system include:

- Workforce availability for critical functions,
- Personal protective equipment and cleaning supply inventory,
- Isolation space availability,
- Hospital capacity,
- Changes in the positivity rate, and
- Changes in the number of active cases.

Thank you in advance for your flexibility and understanding as we make adjustments to our campus operations in real time based on the variables above. Your health and safety remain our top priority and we are committed to providing open and transparent communication as the situation evolves.

I ask that you take a moment to review the information provided in this guidebook to learn more about how you can be smart and do your part to protect the health and safety of our campus community.

Rick Koubek
President
MTU Flex: A Flexible Response

It’s clear that disruption from COVID-19 will continue into the 2020-21 academic year. Michigan Tech’s proactive response is the MTU Flex initiative.

Last spring, COVID-19 taught us that as an institution, we can respond with flexibility in the face of a crisis. MTU Flex takes the best of what we learned and brings it forward to this academic year.

MTU Flex is built on Michigan Tech’s institutional agility. It allows us to make adjustments as required with the least amount of disruption to students, faculty, and staff. This helps ensure continuity of education, teaching, research, and workflow while continuing to prioritize the health and well-being of the Michigan Tech community.

Michigan Tech emphasizes hands-on, first-person learning. To do is to know. This situation has called on us to expand what that looks like. Our focus continues to be what’s best for our students. That won’t change.

MTU Flex also means the University will be ready to respond to disruptions caused by COVID-19, such as financial changes, a need to care for ill relatives or roommates, or a lack of reliable internet. If your individual situation changes, stay in touch, and keep the University aware of the challenges you’re facing.

Subject Matter Experts

Caryn Heldt
Director, Health Research Institute; James and Lorna Mack Chair in Bioengineering; Associate Professor, Chemical Engineering

Kelly Kamm
Assistant Professor, Kinesiology and Integrative Physiology

Joshua Pearce
Richard Witte Endowed Professor of Materials Science and Engineering; Professor, Electrical and Computer Engineering

Andrew Barnard
Director, Great Lakes Research Center; Associate Professor, Mechanical Engineering-Engineering Mechanics; Faculty Advisor, SENSE Enterprise

David Dixon
Director of Biological Laboratory Operations, Research Integrity

Scott Wendt
Manager of Health and Safety, Environmental Health & Safety

Community Partners

Aspirus Health Care
Western Upper Peninsula Health Department (WUPHD)
Upper Great Lakes Family Health Center (UGL)
UP Health System—Portage
The MTU Flex Task Force is made up of Michigan Tech community members who regularly oversee all aspects of life on campus. Their perspectives, leadership, and experience provide the necessary skills and professional resources to plan, implement, and adjust MTU Flex guidance as the situation requires.

Campus operations this fall will be managed by the MTU Flex Task Force in accordance with state guidelines, in close communication with the local health department, and following the guidance set forth by the US Centers for Disease Control and Prevention (CDC).

Circumstances may change. And when they do, our policies and approaches will adapt and evolve to protect your health and safety.

MTU Flex Task Force

Chair—Sarah Schulte
General Counsel and Secretary to the Board of Trustees

Project Manager—Joel Isaacson
Associate Athletic Director

Academics, Research—Jacqueline Huntoon
Provost and Senior Vice President for Academic Affairs

Communications—John Lehman
Vice President for University Relations and Enrollment

Facilities, Dining—Theresa Coleman-Kaiser
Associate Vice President for Administration

Contact Tracing and Testing—Suzanne Sanregret
Athletic Director

Human Resources, Finance—Susan Kerry
Chief Financial Officer and Senior Vice President for Administration

Health, Safety, Medical Response—Brian Cadwell
Director of Public Safety and Police Services, Chief of Police

Student Life—Bonnie Gorman
Dean of Students

MTU Flex Working Groups

- Academics
- Health and Safety
- Communications
- Facilities and Dining
- Human Resources
- Student Life
- Advancement
- Contact Tracing and Testing

Learn more about the working groups
mtu.edu/flex/operations/task-force
Health and Safety, Social Distancing, and Face Coverings

As a condition of employment, all employees are required to fully comply with the protocols and guidelines outlined in this guide.

Campus Health and Safety Levels

This fall, behavior and operations at Michigan Tech will be guided by our Health and Safety Levels. These levels provide us with the agility to respond to COVID-19 on campus and in the local community in real time with scientifically informed, practical, and targeted steps.

The Health and Safety Levels provide flexibility, to the extent reasonably possible, for those who are at higher risk for complications from the virus or who have an immediate household member in that category. At the same time, they permit students and employees to be on campus with mitigation efforts tailored to real-time metrics, such as the presence of the virus in the campus community; the presence of the virus in the local community; the health care capacity in the local community; and relevant local, state, and federal guidance and orders.

The Health and Safety Levels went into effect on July 27, 2020, after the successful completion of our Return to Campus Three-Step Plan.
Table of Health and Safety Levels

This table outlines the mitigation efforts for each Health and Safety Level. Please note that all of these mitigation efforts are subject to change to align with scientific developments and local, state, and federal guidance and orders.

<table>
<thead>
<tr>
<th>LEVEL ONE</th>
<th>LEVEL TWO</th>
<th>LEVEL THREE</th>
<th>LEVEL FOUR</th>
<th>LEVEL FIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td>Face to Face</td>
<td>Mixed Modality</td>
<td>Mixed Modality</td>
<td>Mixed Modality</td>
</tr>
<tr>
<td><strong>Face Coverings</strong></td>
<td>Encouraged indoors and outdoors where six feet of distance cannot be maintained</td>
<td>Required indoors; required outdoors where six feet of distance cannot be maintained</td>
<td>Required indoors; required outdoors where six feet of distance cannot be maintained</td>
<td>Required indoors; required outdoors where six feet of distance cannot be maintained</td>
</tr>
<tr>
<td><strong>Testing</strong></td>
<td>Symptomatic</td>
<td>Symptomatic and Asymptomatic</td>
<td>Symptomatic and Asymptomatic</td>
<td>Symptomatic and Asymptomatic</td>
</tr>
<tr>
<td><strong>Contact Tracing</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Symptom Tracking</strong></td>
<td>Voluntary</td>
<td>Required Daily on Campus</td>
<td>Required Daily on Campus</td>
<td>Required Daily on Campus</td>
</tr>
<tr>
<td><strong>Employee Presence on Campus</strong></td>
<td>Usual</td>
<td>Usual with COVID-19 accommodations</td>
<td>Usual with COVID-19 accommodations</td>
<td>Essential employees, research personnel, those unable to work remotely</td>
</tr>
<tr>
<td><strong>Building Status</strong></td>
<td>Usual</td>
<td>Usual</td>
<td>Usual</td>
<td>Restricted access</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
<td>Open</td>
<td>Mostly open</td>
<td>Mostly open</td>
<td>Mostly closed</td>
</tr>
<tr>
<td><strong>Group Gathering Sizes</strong></td>
<td>Unlimited</td>
<td>100 indoors and 250 outdoors</td>
<td>50 indoors and 150 outdoors</td>
<td>10 indoors and 25 outdoors</td>
</tr>
<tr>
<td><strong>Visitors</strong></td>
<td>Permitted</td>
<td>Must symptom monitor and follow protocols</td>
<td>Must symptom monitor and follow protocols</td>
<td>Those consistent with University mission only – must symptom monitor and follow protocols</td>
</tr>
<tr>
<td><strong>Travel Restrictions</strong></td>
<td>Travel requires standard approval procedures. May require quarantine upon return, depending on presence of virus in location traveled to and on carrier used. Quarantine requirement may not be known in advance.</td>
<td>Travel requires standard approval procedures. May require quarantine upon return, depending on presence of virus in location traveled to and on carrier used. Quarantine requirement may not be known in advance.</td>
<td>Travel requires standard approval procedures. May require quarantine upon return, depending on presence of virus in location traveled to and on carrier used. Quarantine requirement may not be known in advance.</td>
<td>Only essential travel permitted, requiring VP approval. Domestic travel may require quarantine upon return, depending on presence of virus in location traveled to and on carrier used. Quarantine requirement may not be known in advance.</td>
</tr>
</tbody>
</table>

International travel requires 14-day quarantine upon return.
Social Distancing

GUIDING PRINCIPLES
Michigan Tech students, faculty, and staff are returning to campus in fall 2020. Our return to campus is based on values that are strong in Huskies and in the region—community and accountability, with a respect for individual choice. The return to campus is being managed by the MTU Flex Task Force in accordance with state guidelines.

The primary goals for Michigan Tech’s response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of education and research. Our knowledge and understanding of COVID-19 continues to evolve, and our policies and plans will be updated where appropriate as more information becomes available.

OFFICE ENVIRONMENTS
Be sure to maintain at least six feet of distance from others. You should wear a face covering at all times while in a shared workspace/room. If you work in an office with an open layout, have at least one workspace separating you from other co-workers if possible. Departments have assessed all work environments and put measures in place to physically separate and increase distance between employees, other co-workers, and visitors. Look for:

- Visual cues such as floor decals, colored tape, or signs to show visitors where to stand while waiting in line.
- One-way directional signs for large, open workspaces with multiple throughways to increase distance between people moving through the space.

In shared office spaces, no more than one person can be in the same room unless the required six feet of space can be consistently maintained. If more than one person is in a room, face coverings must be worn at all times. This includes wearing a face covering in reception/receiving areas, whether you are an employee or visitor. Face coverings should also be used when inside any University building where others are present, including in narrow hallways where others travel and in classrooms, laboratories, common areas, break rooms, conference rooms, and other shared spaces.

USING RESTROOMS
Restroom use is limited based on size to ensure at least six feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential virus transmission. Use a paper towel to open the door to exit the restroom.

USING ELEVATORS
Generally, no more than four people may enter an elevator at a time. Signs indicate the number of people allowed and floor markings show you where to stand.

Wear your face covering in the elevator. Avoid touching the elevator buttons with your hands or fingers, if possible. Wash your hands or use hand sanitizer containing at least 60 percent alcohol after exiting.

GROUPS/MEETINGS
Convening in groups increases the risk of spreading the virus. When you are on campus you are encouraged to communicate with your peers, instructors, colleagues, and supervisors through technology and collaborative tools. Whenever feasible, group gatherings and meetings should be held in whole or part using collaborative tools such as Zoom.

In-person meetings are allowed only as permitted by local, state, and federal restrictions, and with everyone maintaining six feet of separation as required for social distancing.

In meeting rooms, departments should remove or rearrange chairs and tables or add visual cues to support social distancing.

MEALS
Before and after eating, wash your hands for at least 20 seconds to reduce the potential for virus transmission. Wear your face covering until you are ready to eat; when done eating, put it back on. If possible, take food back to your office or eat outside. While congregate mealtimes are a natural part of our workday, if you do eat in a shared space, you must maintain six feet of distance between yourself and others. Don’t sit facing each another. Departments should remove or rearrange chairs and tables or add visual cues in shared spaces to support social distancing practices. Wipe all surfaces, including tables, refrigerator handles, coffee machine buttons, etc., after eating in common areas.
RESEARCH AND LABORATORY WORK
Specific criteria have been developed for employees working in laboratory environments guided by the Governor’s Executive Order 2020-91, section 5.a to 5.p. For more information, please review the Research Ramp Up Matrix and Updated Research Ramp Up Checklist.

ENTER/EXIT CONTROL
Supervisors should coordinate employees’ arrival and departure times to reduce congestion during typical “rush hours” of the business day. When you are authorized to return to campus, enter and exit through the designated access point for each building, at the designated time, to limit the number of people entering and exiting buildings at any one time.

Face Coverings
Everyone on campus must wear a face covering in all indoor spaces and enclosed public spaces, including campus buildings and open workspaces. Face coverings must also be worn outdoors during activities where social distancing cannot be maintained. At this time, you don’t have to wear a face covering if you are alone in your room or office with the door closed.

Those unable to medically tolerate a face covering can apply for a COVID-19 Accommodation on the MTU Flex website.

Michigan Tech strongly encourages individuals to provide their own personal face coverings in alignment with Centers for Disease Control and Prevention (CDC) guidance:

• Fabric face coverings should be made of new, tight-weave cotton fabric (e.g., quilting cotton, denim, duck cloth, canvas, or twill).
• Individuals must wear their face covering at all times indoors with the only exception being a fixed wall room with a closed door.
• Face coverings should be worn over the mouth and nose and should not be worn dangling around the neck or on the chin or forehead.
• Individuals should not touch or adjust their face covering. If they do, they must immediately wash their hands per CDC guidelines.
• After removing their face covering, individuals must immediately wash their hands per CDC guidelines.
• Fabric face coverings should be laundered in hot water daily.
• When not in use, fabric face coverings should be stored in a clean, closed paper bag or other breathable container.
• Fabric face coverings are not considered personal protective equipment (PPE) and should not be used when entering a room or area where known or suspected COVID-19 cases are present.

Michigan Tech will supply face coverings for employees who choose not to utilize their own. Employees who need a face covering should contact the Department of Public Safety and Police Services at 906-487-2216.

To request a face covering, contact the Department of Public Safety and Police Services
906-487-2216
COVID-19 High Risk Accommodations

Accommodations will be provided for employees identified by the CDC as being at higher risk of severe illness from COVID-19, and those who are caring for someone at risk, as requested.

Employees can request a COVID-19 High Risk Accommodation, or an accommodation for any other reason related to COVID-19 (e.g., medically unable to wear a face covering), by contacting the Michigan Tech ADA Coordinator at adacoordinator@mtu.edu.

Please be aware that COVID-19 High Risk Accommodations are different from ADA Accommodations for a disability. Do not fill out or submit any accommodation request forms before hearing back from the ADA Coordinator.

Campus Signage

To help inform and remind faculty, staff, and students about safe use of campus spaces—and to help them follow the required personal safety procedures and practices, including social distancing—look for these signs posted throughout campus.

Pre-approved signs available for faculty and staff to download for display in their departments and work spaces are available on the MTU Flex website.

Specialty signs can also be requested. All sign messaging will be reviewed and approved by the appropriate University staff members. A PDF of the sign will then be emailed to the requester for printing on their office copier or ordering prints from Print Services. For questions about all signs, email: umc@mtu.edu
Compliance

Faculty will be informed of student face covering accommodations. Instructors should remind students that face coverings must be worn if they come to class without one. If a student refuses to wear one, the faculty member should ask the student to leave. If a student refuses to wear a face covering and refuses to leave the classroom, the instructor will need to cancel class and refer the matter to the Office of Academic and Community Conduct.

"Employees and students who are not able to medically tolerate a face covering should reach out for an appropriate accommodation."

Sarah Schulte
General Counsel and Secretary to the Board of Trustees

Face-to-face instruction will occur only if everyone in the room is wearing a face covering.
According to the CDC, people with COVID-19 have reported a wide range of symptoms ranging from mild symptoms to severe illness. People with the symptoms listed below may have COVID-19. Persons are not permitted on campus if in the last 24 hours they experienced any of the following symptoms for a reason not attributable to a known condition other than COVID-19:

- fever (100.4°F or higher) or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Employees and students who are instructed not to come to campus for any of these reasons will be asked to obtain a COVID-19 test or contact their medical provider for advice. MTU follows CDC and Western Upper Peninsula Health Department (WUPHD) guidance regarding when it is safe to return to campus. No employee or student who exhibits these symptoms may return to campus prior to receiving authorization to do so from Human Resources for employees and from the Dean of Students Office for students.

MTU Flex Portal

The MTU Flex Portal is accessible to all University employees. It’s where you will find forms related to ensuring the health and safety of our community during the fall semester:

- Daily Symptom Monitoring Form
- Visitor Symptom Tracking Form
- Report a COVID-19 Test Form

More forms may be added in the future.

Symptom Monitoring

When in Health and Safety Levels 2-5, students and employees are required to monitor their symptoms daily prior to coming to campus in order to protect the health and safety of the campus community. To do so, they should utilize the Daily Symptom Monitoring Form.

Individuals who do not have access to a computer or smartphone prior to coming to campus should call Public Safety and Police Services at 906-487-2216 and dispatch will assist in submitting the form on their behalf.

Employees should be reminded by their supervisor to fill out the Daily Symptom Monitoring Form.

When in Health and Safety Levels 2-5, visitors to campus are also required to monitor their symptoms utilizing the Visitor Symptom Tracking Form each day they come to campus. Visitors must have their confirmation code from symptom tracking available while on campus.

Flex Portal: Daily Symptom Monitoring Form

All individuals who work on campus are required to self-monitor for symptoms using the COVID-19 Daily Symptom Monitoring Form. You must submit the form each day before coming to campus.

Individuals who do not have access to a computer or smartphone prior to coming to campus should call Public Safety and Police Services at 906-487-2216 and dispatch will assist in submitting the form on their behalf.

The Daily Symptom Monitoring Form can be accessed on the MTU Flex Portal: mtu.edu/flex/portal/
Symptom Monitoring, Testing, and Contact Tracing

Testing

Michigan Tech is partnering with Upper Great Lakes Family Health Center (UGL) for asymptomatic testing of student-athletes, students, and employees. The testing program includes significant baseline testing from August 15-29, during the return of students to campus. It also includes ongoing testing to monitor the campus community during the fall 2020 semester. Kelly Kamm, assistant professor of kinesiology and integrative physiology and an epidemiologist, is integrally involved in the testing and monitoring program and will be working to tailor the ongoing testing program to testing results and other monitoring efforts.

BASELINE TESTING

All testing is voluntary. We ask members of the Husky community to join us in this effort to keep our campus healthy during the COVID-19 pandemic. UGL will provide testing on campus free of charge to those participating. However, any individual may also choose to use their own preferred provider and provide Michigan Tech with the test results to be included in the program. Michigan Tech is not able to guarantee that asymptomatic testing through providers other than UGL will be free of charge at this time.

ASYMPTOMATIC EMPLOYEE TESTING

Asymptomatic employee testing is available but is not required, and will be available after August 29, when student baseline testing is complete. Employees will need to register in advance with UGL, make an appointment for a test, and sign a release allowing their test result to be shared with Michigan Tech. Employees may obtain up to two asymptomatic tests during fall 2020.

SYMPTOMATIC EMPLOYEE TESTING

If employees are symptomatic or have been exposed to the virus, testing will always be available and covered by insurance, and will follow a different process.

Contact Tracing

Any person who comes to campus agrees to comply with all terms of our Health and Safety Levels protocol and, in the event that they test positive for COVID-19, agrees to share their test result with the University and grants permission for the University to trace their close contacts within the University community and notify them of the test result. The notification will not include the name of the person who tested positive, but in some situations the person notified may be able to determine the identity of the person based on their limited interactions on campus (e.g., there may be only two individuals working within a space on campus).

Michigan Tech is partnering with the WUPHD on case investigation and contact tracing and notification of close contacts. Every close contact of a person who tests positive will be contacted and instructed to quarantine for 14 days from the date of their last exposure to the person who tested positive. In the event that the WUPHD determines there may have been community exposure in a location and sufficient notifications cannot be made individually, additional information will be provided to the University community regarding potential community exposure.

ISOLATION PREPARATION

Students have been asked to pack an isolation kit prior to arriving on campus. Details on these kits can be found at mtu.edu/care-kit. The MTU Flex website also provides information and tips for what to do when you are sick or in isolation or quarantine.

Employees who are able to work remotely may do so while in isolation or quarantine. Employees should reach out to their supervisor to make appropriate arrangements for remote work and set expectations regarding remote work.

Employees who are not able to work remotely while in isolation or quarantine should contact Human Resources at 906-487-2280 for further guidance.

Both the WUPHD and Michigan Tech follow CDC guidance regarding when it is safe to return to the community from isolation.

Flex Portal: Reporting a COVID-19 Test

If you have received a COVID-19 test, regardless of a positive or negative result, you are expected to inform the University of the date of the test, the result of the test, the date you first experienced symptoms, and your last date on campus using the Report a COVID-19 Test Form.

The Report a Test form can be accessed on the MTU Flex Portal: mtu.edu/flex/portal/
Visitor Symptom Tracking

Guests must fill out the Visitor Symptom Tracking Form, located in the MTU Flex Portal, before their arrival on campus. Students are not required to get prior approval before receiving guests.

Visitors will enter their name, email address, phone number, and reason for the visit. The form also tracks any symptoms the visitor may have and asks if, in the past 14 days, they have been in close contact with anyone they know or suspect to be infected with COVID-19.

Once filled out, the form will generate an email sent to the visitor, which includes a confirmation number. They will need to have that confirmation number available when they are on campus. The form will be used to record and monitor the number of visitors on campus.

Visitors will be expected to follow the same procedures as the campus community.
Michigan Tech will maintain six-foot social distancing in all teaching spaces this fall, and this will substantially reduce the number of students that classrooms and labs can hold.

Scheduling

As of July 31, 2020, the University had 2,152 sections* listed, including graduate research, special topics, physical education, and field-based courses. Some departments and colleges may add extra sections for remote students in order to keep them fully separate from students who are attending classes in person.

Of the 2,152 sections:

- 55 percent are face-to-face (including field-based, physical education, special topics, and graduate research courses in addition to courses that are truly “classroom-based”)
- 18 percent are hybrid, meaning face-to-face with staggered attendance
- 18 percent are remote
- 9 percent are online

As of July 31, 2020, 6,629 students were enrolled for the fall semester.

Of these 6,629 students:

- 1 percent are attending remotely due to medical concerns or other extenuating circumstances
- 12 percent have all face-to-face or hybrid classes
- 17 percent have some remote/online classes, but those classes will make up less than 25 percent of their total course load
- 63 percent have 26 percent to 75 percent of their classes remote/online
- 3 percent have more than 75 percent of their classes remote/online
- 4 percent have all remote/online classes due to University decisions

*Please be aware that the actual number of sections that end up having students enrolled for fall may be different than the number currently listed.

Instructor Face Shields

Instructors are permitted to wear specially designed face shields while teaching credit-bearing courses where six feet of distance can be maintained. Instructors will be expected to wear cloth face coverings to and from class. The face shields will allow for better airflow, allow students to see the instructor’s face, and will be headset compatible to enable remote learning for those students who are not able to be in the classroom.

The shields will also allow faculty members the flexibility to move and instruct in their traditional manner versus being locked in behind a plexiglass barrier. The team working on these classroom-based mitigations will continue to review new information and make changes where necessary.

“More than 85 percent of our students are engaging in some form of hybrid, remote, or online instruction this fall semester.”

Jacqueline Huntoon
Provost and Senior Vice President for Academic Affairs
**Class Type**

**HYBRID CLASSES**

Hybrid classes have face-to-face meeting times, but also offer students the opportunity to complete most activities virtually and/or remotely. In many cases, a class is hybrid because social distancing requirements won’t allow everyone to attend face-to-face simultaneously. Instructors are permitted to accommodate students who wish to avoid any face-to-face requirements.

**REMOTE CLASSES**

Remote classes are offered synchronously, which means they have scheduled meeting times that students attend virtually, usually through a conferencing system like Zoom.

**ONLINE CLASSES**

Online classes are offered asynchronously, which means that although there are deadlines, students can complete class activities with time and place flexibility. There are generally no scheduled full class meetings, though students may need to connect virtually with peers or the instructor at times they arrange, and may need to complete assignments or take exams within specific windows of time.

**Cleaning**

Be responsible for your own safety. Before sitting down at a desk and before you leave any room in which you have been working or participating in class, you must wipe down all work areas with an approved disinfectant. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

We appreciate your help with these precautionary measures and guidelines to prevent the spread of COVID-19 and ensure campus operations continue safely and efficiently. If you are present on campus:

Practice good hand hygiene and be responsible for your own safety.

- Do not assume that high-frequency touchpoints in your residence hall, classroom, laboratory, building, department, or personal office have been recently wiped.
- Department areas and individual offices will not be cleaned or checked by custodial staff. You are responsible for wiping and sanitizing touchpoints in your personal areas.

**Absentee Policy**

**FOR EMPLOYEES**

Those who need to work from home due to health concerns are encouraged to do so, using either a flexible work agreement (mtu.edu/hr/docs/fwo.pdf) with their supervisor or a COVID-19 High Risk Accommodation (mtu.edu/equity/access-disability/request). Please also review paid time off policies on the Human Resources website (mtu.edu/hr/current/benefits/time-off) and reach out to benefits@mtu.edu with questions.

**FOR STUDENTS**

In response to recommendations from the American College Health Association, Michigan Tech has changed our attendance policy so students who become ill will not be required to make unnecessary visits to a health care provider for the purposes of obtaining documentation.

These students will work with the Dean of Students Office for assistance and support. Each situation will be addressed on a case-by-case basis, but we are hopeful that even though a student is ill, symptoms will not be so severe that they are unable to keep up with classes remotely during the full period of isolation.

In addition, students no longer need to contact the Dean of Students Office for excused absences involving fewer than three consecutive days unless they missed a major assignment, examination, or other graded requirements of the class. Students can review the Attendance Policy for more details.
Student Experience

Students and their guests are equally responsible for complying with all Michigan Tech and Residence Education and Housing Services COVID-19 related regulations and policies.

Residence Halls

If a student living in a residence hall tests positive for COVID-19, they will be moved to an isolation space where they will self-isolate for the required time period defined by the WUPHD.

During their isolation, meals will be delivered and a Residence Education staff member will check on the student daily. Additional resources and services will be provided based on the expressed needs of the student.

If the student who tests positive has a roommate, the roommate would be provided with recommendations from the WUPHD. They might suggest a test, self-isolation, or a move to an isolation space as well.

We are securing space to isolate at least 100 COVID-19 positive students at any given point in time. All COVID-19 positive students who are in residential housing will be moved to one of these isolation spaces.

VISITATION, GUESTS, AND CAPACITY LIMITS

As the COVID-19 pandemic evolves, the University must continue to be flexible and adapt to preserve the safety of the community. This could result in a more restrictive visitation/guest policy and capacity limits for residence hall rooms. Common areas in the residence halls will have posted capacity limits to accommodate physical distancing. Visitation and capacity restrictions will be tied to the Health and Safety Levels used on campus.

“Fall 2020 will look and feel different than any semester in recent memory. But by following the health and safety tips and guidelines provided to them, students still have the Husky experience they expect at Michigan Tech.”

Bonnie Gorman
Dean of Students
Student Traditions

Significant effort has been directed toward providing resources and support for the more than 230 clubs and organizations on campus so they can operate responsibly while adhering to six-foot social distancing guidelines. To introduce these clubs to new students, K-Day will be virtual with smaller in-person interest fairs, like a day for club sports or cultural organizations, offered throughout the fall. Similarly, we have purchased a new web-based platform to host our fall Career Fair, allowing employers to host students at specific times over two days. In addition, all of the support we provide students in preparation for the Fair will continue both virtually and in smaller in-person sessions.

Finally, the Parade of Nations will be interactive and allow students to travel around the world without leaving Houghton.

Support Services

We’ve spent decades making Michigan Tech a supportive community for student learning and success. As a student, you have access to an array of support services that have now been made available remotely. Whether you’re learning on campus or remotely, your access to Michigan Tech support services won’t change with your location.

A Pledge to Limit the Spread of COVID-19

Michigan Tech Huskies value Community, Accountability, Scholarship, Possibilities, and Tenacity.

Being a member of the Husky community means I hold myself accountable. By taking this pledge, I promise to take responsibility for my health and do my part to keep the Michigan Tech community safe by limiting the spread of COVID-19.

I pledge to take care of myself, others, and my Husky community by:

- filling out the COVID-19 Daily Symptom Monitoring Form every day I come to campus;
- washing my hands often with soap and water or using hand sanitizer;
- maintaining appropriate social distancing when possible;
- staying home if I feel sick, or if I have been exposed to someone who is sick or has tested positive for COVID-19;
- wearing a face covering and other protective gear as directed by the University;
- being respectful to others around me and understanding that their response to COVID-19 may look different from my own; and
- supporting and encouraging other Huskies to do the same.
Campus Visitors

During Health and Safety Levels 1-3, visitors are allowed on campus. However, during Levels 2-3, all visitors must submit the Visitor Symptom Tracking Form before arriving. The form will be used to record and monitor the number of visitors on campus.

Visitors will enter their name, email address, phone number, and reason for the visit on the form. They will be asked about any symptoms they may have and if, in the past 14 days, they have been in close contact with anyone they know or suspect to be infected with COVID-19.

Once filled out, the form will generate an email sent to the visitor, which includes a confirmation number. They will need to have that confirmation number available when they are on campus, and will be expected to follow the same procedures as the campus community.

During Levels 4-5, further visitor restrictions are in place. For more information, visit mtu.edu/flex/operations/levels.

Visitors are welcome on Michigan Tech’s campus at Health and Safety Levels 1-3. All guests are expected to complete the Visitor Symptom Tracking Form and follow the same procedures as the campus community.

Visitor Symptom Tracking Form
mtu.edu/visitor
Gathering in groups increases the risk of spreading COVID-19. When you’re on campus, please communicate with your peers, colleagues, and supervisors through technology and collaborative tools as much as possible.

Whenever feasible, group gatherings and meetings should be held in whole or part using collaborative tools such as Zoom. In-person meetings are allowed only as permitted by local, state, and federal restrictions, and should not exceed 50 percent of a room’s capacity, with everyone maintaining six feet of separation as required for social distancing.

In meeting rooms, departments should remove or rearrange chairs and tables or add visual cues to support social distancing.

Memorial Union Building (MUB)

The MUB Ballroom is available as a quasi-classroom Monday through Friday from 8 a.m. to 5 p.m. for students to do their remote classes should they need to get to an in-person class either immediately before or after. Seating will adhere to social distancing requirements.

Rozsa Center for the Performing Arts

The Rozsa Center plans for several events for fall. These events may be outdoor, small audience, physically distant, virtual, and/or invitation only. The Center is working to create and present online arts experiences for students and audiences as well.
Be Smart.

Do Your Part.

We got this,

Huskies.
It is important to note that this information is subject to change as the state of Michigan updates their executive orders and additional guidance is received from the MTU Flex Task Force.

For the most up-to-date information regarding MTU Flex, visit: mtu.edu/flex