

Departmental Return-to-Campus Plan

Please provide detailed information about the procedures your department will follow to ensure the safety and health of all employees returning to campus. For guidance, please refer to the [MTU Flex website](#) and the three-step Return to Campus plan. You may also reference CDC guidance. Your plan will be reviewed and you will be notified of plan approval.

Department Name:

Person completing this form:

Locations within scope of plan (building/floor/rooms):

Describe your detailed departmental plan including how you will ensure social distancing of six feet or more with no more than 10 people in a shared space at one time.

A shared space is defined as a space without walls and a door i.e. cubicle spaces, open areas with multiple desks

Be sure to consider traffic patterns within a shared workspace to ensure circulation while appropriately socially distancing

Remember to think about how students, customers, and visitors access your space.

Please include any additional sanitizing measures and use of face coverings

Please provide a sketch of your location's physical layout and traffic pattern (floor plans may be accessed through ASPIRE). Feel free to add an attachment.

Please identify the high-frequency touch points that will require frequent attention in your location(s) and describe how you will implement auditing and compliance (such as use of a visual checklist). We recommend wiping shared equipment after each use and wiping other [high-frequency touch points](#) at least twice a day.

Please provide any additional information which would be helpful in evaluating your department's return-to-campus plan.

Please provide working hours for your department if you will be adjusting start times and/or working multiple shifts to provide social distancing and reduce traffic in your area. This information will help us with scheduling the heating and ventilation systems.

Please identify any physical changes needed to alter your work space and implement your return to campus plan by placing a [Facilities Work Order](#) and choosing "Risk Management" in Step 3 of the work order. These work orders will be put in a campus-wide queue to be aggregated, evaluated, and prioritized.

For the purpose of monitoring compliance and possible contact tracing, supervisors are required to maintain written documentation of the current list of all employees, their on-campus access or remote work status, and their work schedules at all times as we move through Steps 1, 2, and 3 of Return to Campus

Please provide a list of employees approved to return to campus in Step 1: which provides for the limited return of employees to campus as permitted by state mandates and health and safety protocols (remote work remains mandatory for all personnel except when they are scheduled to be on campus by their supervisor)

Please provide a list of additional employees approved to return to campus in Step 2, in which additional employees can return to work if permitted by their supervisor (remote work is still encouraged where and when effective, particularly for vulnerable populations, and those who are caring for defined “at risk” individuals.)

Please provide a list of additional employees approved to return to campus in Step 3, in which most employees can return to campus as permitted by the state (remote work is still encouraged for vulnerable populations).

Please submit your completed plan to Heidi Reid at hereid@mtu.edu

Approval Process:

1. Form is submitted via email to Office of General Counsel, hereid@mtu.edu
2. The departmental plan is reviewed by committee members or designated individual.
 - a. Additional information or clarification may be requested.
3. Formal approval of plan will be provided to department
4. Department will keep plan updated and submit updated plans to the Office of General Counsel.