

## **COVID-19 Guidelines for Academic Facilities**

*(Standard Operating Procedures)*

**Revision Date: July 23, 2020**

**Applies To:** All School, Colleges, and Academic Affairs Units on the Ann Arbor Campus

---

### **About This Document**

---

This document provides minimum public health standards and requirements for spaces within buildings managed by schools, colleges, and academic units on the U-M Ann Arbor campus. The information provided is based on current Center for Disease Control (CDC) guidelines and current State of Michigan Executive Orders and is subject to change at any time. Please note that the university may implement requirements that are stricter than the State of Michigan Executive Orders and/or maintain the requirements set forth in an Executive Order even after that Executive Order is rescinded.

This document complements specific U-M Environmental Health and Safety (EHS) COVID-19 guidelines that exist on the EHS web site. Links to relevant and/or more detailed information and resources are included throughout this document. Units are encouraged to use this document as a reference to ensure consistency across all academic facilities.

For questions about content within this document, please email [\*\*reentryquestions@umich.edu\*\*](mailto:reentryquestions@umich.edu)

---

## Table of Contents

---

About This Document .....	1
COVID-19 Virus Transmission and Health and Safety Measures .....	3
Building-Wide Requirements.....	4
Conference, Meeting, Seminar and Huddle Rooms.....	7
Classrooms, Teaching Labs, Design Studios, Dance Studios, etc. ....	9
Instrument or Vocal Practice Rooms (Single).....	11
Instrument or Vocal Practice Rooms (Multi-Performer).....	12
Band Performance Spaces (Multi-Musician).....	13
Computer Labs (CAEN, ITS, etc.) .....	14
Private Individual Offices .....	15
Open Offices (Grad Student Areas, Shared Offices, Cubicles, etc.).....	16
Common Shared Spaces (Personal or Reflection Rooms) .....	17
Common Shared Spaces (Atriums and Lobbies).....	18
Reception Areas.....	19
Kitchenette and Break Areas .....	20
Restrooms .....	22
Elevators .....	23
Corridors / Stairwells .....	24
Loading Docks.....	25
Food Service and Retail Operations .....	26
Museums and Libraries .....	29
Collections, Storage or Archival Spaces .....	29
Recreation / Fitness Spaces .....	30
Leased Spaces.....	30
APPENDIX A: Disinfection / Sanitation .....	32
APPENDIX B: Relevant Resources and Links.....	39

---

## COVID-19 Virus Transmission and Health and Safety Measures

---

SARS-CoV-2 (the cause of COVID-19) is considered a novel (new) coronavirus, that is, one to which humans had never previously been exposed, so it is different from other corona viruses that display mild symptoms like the common cold. According to the Centers for Disease Control and Prevention (CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>), the virus is spread mainly from person to person and mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. It is also thought to spread easily through “community spread”, which is where the virus is transmitted from person to person in an area and may be transmitted by those who are asymptomatic and are unsure how or where they became infected.

According to the CDC:

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Recent studies have indicated that SARS-CoV-2 may be spread by people who are not showing symptoms.
  - There is a possibility that the virus may also be transmitted via aerosols, which are smaller droplets that can be emitted while talking quietly, can stay suspended and travel in the air for hours, and contain less virus. The evidence currently available suggests that this is likely not the dominant mode of transmission (<https://jamanetwork.com/journals/jama/fullarticle/2768396>).

Given how new this virus is and the limited knowledge that exists in the world about it, it is critical that every member of the U-M community take precautions to protect the health and safety of themselves and of others within the community at this time of such uncertainty.

This document describes the health and safety measures that units can put in place to minimize COVID-19 health and safety risks in academic facilities, but we are also relying on individuals to protect themselves and others by:

- Wearing face coverings
- Consistently practicing physical distancing (i.e., maintaining at least 6 feet of separation from others)
- Practicing good hand hygiene through frequent, thorough handwashing
- Observing posted signs with specific guidance on infection control requirements

For more information on the latest information about COVID-19, visit the CDC web site at <http://www.cdc.gov/coronavirus/2019-ncov/>

---

## Building-Wide Requirements

---

At this time, campus buildings are not open to the public, with the exception of the Michigan Medicine hospital and School of Dentistry clinics.

### Building Entrances and Access

All campus building entrances must have:

- Dedicated entry point(s)
- COVID-19 health and safety signage (for face coverings, etc.) posted accordingly. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document.
- An ingress/egress protocol to reduce congestion at the dedicated entry point(s) (e.g., staggered shifts/start times, rotation of on-site days, assigned in/out doors)

To align with current U-M requirements:

- During normal business hours, units are required to set building access permissions to all valid MCard holders only.
- Units may set more restrictive building access for evenings, weekends, and holidays, as is always the case.

*Note: Buildings with research labs may need to have additional building entrance and screening requirements that apply to research staff versus all other occupants. For more information, please visit the U-M Office of Research (UMOR) Research Re-Engagement [web site](#).*

### Emergency Access

Emergency response situations may necessitate overriding of these requirements in order to facilitate the response quickly. COVID-19 safe work practices will be followed to the extent possible but certain elements such as maintaining adequate distancing, access protocols, etc. may not be able to be followed as dictated by the emergency. Examples of emergency access needs include Department of Public Safety and Security (DPSS) responding to an emergency situation or Facilities and Operations (F&O) maintenance staff responding to a broken pipe/flood situation.

### Physical Distancing and Density Reduction

Physical distancing and density reduction go hand-in-hand and need to be considered together as a pairing, not separately. *Physical distancing* is keeping at least 6 feet from other people as much as possible. *Density reduction* is keeping the number of people in any given space to a minimum.

---

To align with current State of Michigan Executive Orders:

- All work that can be done remotely, must be done remotely; units should think carefully and across the unit as to what work must be done onsite as they prepare for the fall semester (e.g., training, preparation of facilities, access to specific technologies) to balance the needs of the unit while ensuring compliance with applicable Executive Orders.
- Prohibit social gatherings.
- Restrict all non-essential visitors.
- Restrict non-essential use of common spaces (e.g. cafeterias, break rooms). Areas designated for researchers that do not have alternative options would be considered essential in nature.

To align with current U-M requirements and best practices:

- As a guideline to align with the goal of reducing density, indoor occupancy should not exceed 50% in any given academic building space. This will be achieved through density reductions within each space within the facility.
- Use floor decals or other visual cues, where appropriate, as reminders of physical distancing requirements and to manage traffic flow and queuing.
- When anticipating periods of high building traffic, designate corridors and stairwells as one-way, if needed and if approved by the U-M fire marshal.

### **Plexiglass Barriers**

There is a general perception that installing a plexiglass barrier, such as near an instructor lectern, will offer added virus protection (for peace of mind) or reduce or eliminate the need for face coverings or physical distancing. From a public health perspective, plexiglass in most situations offers little benefit. Plexiglass barriers are challenging to implement and clean and inevitably reduce sound transmission, which leads to individuals raising their voices further, which releases more respiratory droplets and aerosols into the air.

Physical distancing is preferred over plexiglass or other barriers, except in circumstances where close contact is unavoidable (as at store checkout registers, for example). Plexiglass is only recommended in the following types of situations:

- At the instructor lectern or podium for band and vocal classes.
- As a barrier between rows of musicians (mainly brass and wind instruments) or singers.
- For very small or tight spaces where there is no possible way to get 6 feet of separation between individuals.
- In settings where an individual is expected to interface with several people over the course of a day.

If plexiglass barriers are used, they must be included in the cleaning and disinfection procedures implemented by the unit. Additionally, since plexiglass reduces sound transmission, it is recommended to use sound amplification strategies (microphones, etc.) to compensate for the reduction.

---

## Hygiene

- Communicate reminders of proper hand hygiene procedures frequently within your unit.
- Ensure that hand washing stations and hand sanitizer are available to building users, as needed.
- Note that per the State of Michigan Bureau of Fire Services (BFS) fire code for classroom buildings, hand sanitizer stations are not permitted at building entry points or in egress paths.

## Disinfection/Sanitization

During the COVID-19 pandemic, Custodial Services teams across campus have increased their cleaning frequency of high-touch surfaces in many spaces using EPA registered disinfectants that are effective against SARS-CoV-2. For details on the type and frequency of cleaning and disinfection for different space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitization,” later in this document.

Procurement of hand sanitizer, disinfecting wipes, and other disinfection and sanitization supplies will be managed centrally through Procurement at unit expense.

## Personal Protective Equipment (PPE)

### *Face coverings*

All faculty, staff, students, and visitors are expected to comply with the [University of Michigan Face Covering Policy for COVID-19](#). Individuals may be exempt from wearing a face covering if such an arrangement has been granted by the university as a reasonable accommodation under the Americans with Disabilities Act.

Student Life has ordered PPE kits that include multiple face coverings for all students (undergraduates, graduates, etc.)

Units are responsible for procuring face coverings for faculty and staff. For more information, refer to “Appendix B: Relevant Resources and Links,” later in this document for EHS face covering resources.

### *Face shields*

Face shields are not a substitute for face coverings but may be used to provide additional protection when worn together with a face covering under certain circumstances (for example, in situations where people must come closer than 6 feet to one another for more than 15 minutes).

### *Hand sanitizer and gloves*

Hand washing or use of hand sanitizer is recommended over using gloves for personal protection. Disposable gloves may be needed or desired when cleaning or disinfecting surfaces, depending on the harshness of any disinfectants used, or manufacturer recommendations.

---

## **HVAC and Air Filtration Modifications**

There is a general perception that increasing HVAC ventilation air changes and adding or upgrading air filtration may reduce the risk of COVID-19 transmission. Our U-M School of Public Health faculty experts have indicated that these types of HVAC modifications result in small reductions in risk. The greatest reduction in risk comes from 1) reduced density, 2) physical distancing, 3) face covering use, and 4) hygiene, which is why these are emphasized repeatedly.

For information on U-M Facilities and Operations approach to HVAC during the COVID-19 pandemic, please visit [COVID-19 HVAC Guidelines for University of Michigan Facilities](#) , available on the EHS COVID-19 web site.

## **Contact Tracing / Isolation**

If a COVID-19 case is suspected, contact EHS at [EHS-COVID-19-Reporting@umich.edu](mailto:EHS-COVID-19-Reporting@umich.edu) to assess the need for additional cleaning and potential isolation.

All positive COVID-19 cases will then be contacted and confidentially interviewed (if medically able) by trained EHS staff to identify potentially exposed individuals. These individuals will be contacted if they may have had close contact with the infected case and instructed on how to prevent further spread of illness.

---

## **Conference, Meeting, Seminar and Huddle Rooms**

While conference, meeting, seminar, and huddle rooms will be available to facilitate collaboration across the university, meetings should continue to be conducted remotely using phone or video conferencing wherever possible. Even while working on campus, employees should communicate as needed by email, instant message, telephone or other available technology rather than in person.

Conference, meeting, seminar, huddle rooms, and other types of meeting space may be repurposed for other high priority needs during the COVID-19 pandemic, if needed. However, repurposing these spaces, even temporarily, requires U-M fire marshal approval in advance. Custodial Services will also need to be notified of the change in use and your unit may be charged for the extra enhanced cleaning and sanitation services.

## **Access Control**

To reduce congestion, coordinate and schedule room reservations (ideally electronically), allowing for egress and entry considerations between meetings. Stagger meeting start and end times to avoid mixing of different meeting groups.

For spaces with multiple doors, designate dedicated one-way entry and exit points to minimize traffic during passing periods, particularly if the meeting or activity has significant numbers of participants. Ensure that both entry and exit points are ADA accessible.

---

## **Physical Distancing and Density Reduction**

Conference room signage, available from U-M Procurement, should be posted to reinforce best practices. Other visual cues (floor decals, tape) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

For meetings less than 90 minutes where participants remain seated for the duration, assume a density of at least 36 sq. ft. per person or more. For meetings longer than 90 minutes and/or where participants will be moving, assume a density of at least 144 sq. ft. per person. However, regardless of the time or space requirements listed in the preceding, under all conditions 6-foot physical distancing should be maintained between occupants.

Adjust furniture in the space, place signs for usable seating, and/or remove excess furniture to accommodate the new room layout and limited capacity.

## **Hygiene**

Room occupants should follow standard hand hygiene procedures. In areas where access to a hand washing station is not readily available, provide local hand sanitizer bottles in the space for use.

Where possible, occupants should avoid shared equipment. Where shared technology or equipment must be used, remind users to follow best practices to wash hands or sanitize before and after using any shared equipment. Post signage to indicate hygiene requirements for shared equipment. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

## **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

## **PPE**

For information on PPE requirements and recommendations for this and other spaces, refer to “Building-Wide Requirements,” earlier in this document.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation for this and other spaces, refer to the “Building-Wide Requirements” section, earlier in this document.

For room use as indicated above, there is no need to track or record logs of activity for contact tracing purposes.

---

## Classrooms, Teaching Labs, Design Studios, Dance Studios, etc.

---

The university plans to have multiple methods of instruction for the upcoming term, including in-person, fully remote, and hybrid/hyflex. Classrooms, teaching labs, and studio spaces will be needed to support this effort. In addition to traditional in-person classes, these spaces will be used heavily to record lectures and support other remote teaching activities. These activities take highest priority over all other needs.

### Access Control

For rooms with one entrance, we recommend having students wait outside the room, at least 6 feet apart, to allow the previous class to exit the room completely before entering.

For rooms with multiple doors, designate dedicated one-way entry and exit points to minimize traffic crossover during passing periods and post directional signage as appropriate. Ensure that both entry and exit points are ADA accessible. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

At this time, classrooms, teaching labs, and studios may only be used for classes and approved and scheduled course-related and non-course activities. Room requests for non-course activities that are deemed an on-site priority by the unit will be handled by the unit that oversees this space and coordinated with the Registrar’s Office. **Classrooms, teaching labs, and studios may not be used for drop-in, unscheduled activities.**

When not in use for classes or approved and scheduled course-related and non-course activities, classrooms, teaching labs, and studios should remain locked to ensure units can control building capacity and density. Units that have other uses for these rooms and want to leave some unlocked will need to describe how they will monitor the rooms and align with needs to reduce building density in their unit reopening plans.

As is always the case, the Registrar’s Office may need to place classes belonging to other units into your unit’s classrooms. For this reason, units may not limit or restrict the Registrar’s Office from scheduling classes or course-related activities in classrooms and may not take classrooms offline to use for temporary work space or other uses at this time.

### Physical Distancing and Density Reduction

Physical distancing, duration, and amount of movement within a space all relate to virus transmission risk. This is an important consideration for classes and requires specific physical distancing requirements.

- Under all conditions 6-foot physical distancing should be maintained between occupants.
- If the class duration is less than 90 minutes and students are seated the entire time, the class requires a density of at least 36 sq. ft. per student.

- 
- If the class duration is greater than 90 minutes and students are seated the entire time, the class requires a density of at least 36 sq. ft. per student, with the recommendation that additional space per student be provided wherever possible.
  - If the class requires students to move or have person-to-person interactions during class (e.g., dance classes, many lab-based classes, classes where students walk around and critique each other's work), the class requires a density of at least 144 sq. ft. per student, regardless of duration.
  - If learning activities (including dance classes) require students to be less than 6 feet from each other for 15 minutes or more, students should be assigned in pairs with a single partner (preferable) or small groupings (if a single partner is not possible) for the duration of the course. Exceptions must be requested for these situations.

Classroom signage, available from U-M Procurement, should be posted at the room entrance and inside the room to reinforce best practices. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

When possible, we recommend posting a floor plan with room capacity and a specific furniture layout that depicts appropriate physical distancing for the room. Ensure that room layouts align with ADA physical accessibility requirements. Consult with the Office of Institutional Equity for further guidance.

Furniture will need to be adjusted (stacked, signed out of service, or removed) to accommodate the new room layout/capacity, and layouts should not be rearranged.

For design studios, dance studios, etc., use visual cues (floor decals, signage, etc.) to denote safe working distances. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

## **Hygiene**

Room occupants should follow standard hand hygiene procedures. Provide an in-room hand sanitizer dispenser for all room occupants.

## **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

Where possible, occupants should avoid shared equipment. Where equipment is shared, ensure that Shared Equipment signage is posted in each space. For items that must be shared (e.g., ballet bars, props, lathe machines) ensure that disinfectant wipes are available in the room so occupants can wipe surfaces before use. Instructors should take note to disinfect teaching equipment between uses.

In teaching lab classes where face shields are shared between users, ensure that they are disinfected after each use.

---

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

Per the [University of Michigan Face Covering Policy for COVID-19](#), faculty, staff, and students are expected to wear face coverings at all times.

Units are expected to make accommodations for hearing-impaired students, which may include use of clear face coverings, microphones, etc.

In dance classes, a student or instructor may remove a face covering if the individual is the only person dancing in the room.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

For room use where physical distancing is able to be maintained, there is no need to do assigned seating or attendance tracking. In the case of exceptions that are granted for classes where contact less than 6 feet apart is sustained for periods greater than 15 minutes, it would be prudent to create seating plans and take attendance or, alternatively and preferably, to assign pairs or small groups of students; A listing of those pairings would suffice for assistance with contact tracing. Note that exceptions allowing contact <6 feet must still meet the classroom density requirements above.

---

## **Instrument or Vocal Practice Rooms (Single)**

---

### **Access Control**

Room reservations (ideally made electronically) should be required to minimize cross-traffic and congestion.

### **Physical Distancing and Density Reduction**

Individual practice rooms should be used as single occupancy. If there are concerns about queueing at the door, visual cues (floor decals, tape) can be used to help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures. Provide an in-room hand sanitizer dispenser for all room occupants.

---

## **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

In individual instrument or vocal practice sessions, a student or instructor may remove a face covering if the individual is the only person performing in the room.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## **Instrument or Vocal Practice Rooms (Multi-Performer)**

---

### **Access Control**

For practice rooms with one entrance, we recommend having students wait outside the room, at least 6 feet apart, to allow the previous users to exit the room completely before entering.

### **Physical Distancing and Density Reduction**

TBD

### **Hygiene**

Room occupants should follow standard hand hygiene procedures. Provide an in-room hand sanitizer dispenser for all room occupants.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

### **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

---

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

## **Band Performance Spaces (Multi-Musician)**

---

### **Access Control**

For performance spaces with one entrance, we recommend having students wait outside the room, at least 6 feet apart, to allow the previous users to exit the room completely before entering.

### **Physical Distancing and Density Reduction**

TBD

### **Hygiene**

Room occupants should follow standard hand hygiene procedures. Provide an in-room hand sanitizer dispenser for all room occupants.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

### **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

### **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## Computer Labs (CAEN, ITS, etc.)

---

The university plans to have multiple methods of instruction for the upcoming term, including in-person, fully remote, and hybrid/hyflex. Computer sites and labs will be needed to support this effort. Those in public/staffed locations should be available to students after hours so that students may print and access critical software.

### **Access Control**

Hours of operation should be posted at the computer lab entrance.

For rooms with one entrance, we recommend having students wait outside the room, at least 6 feet apart, to allow the previous users to exit the room completely before entering.

For rooms with multiple doors, designate dedicated one-way entry and exit points to minimize crossover of traffic and post directional signage as appropriate. Ensure that both entry and exit points are ADA accessible. Refer to “Appendix B: Relevant Resources and Links, at the end of this document for signage information.

### **Physical Distancing and Density Reduction**

Shared computer signage, available for units to print, should be posted at the room entry point to reinforce best practices. Other visual cues (floor decals, tape) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

General computing sites typically involve people circulating throughout the room and therefore require physical distancing and a density of at least 144 sq. ft. or more per person.

Furniture should be arranged with seating adjusted (stacked, signed out of service, or removed) to accommodate the new room layout and limited capacity. Ensure that room layouts align with ADA physical accessibility requirements. Consult with the Office of Institutional Equity for further guidance.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures. Provide an in-room hand sanitizer dispenser for all room occupants.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitization,” later in this document.

Where possible employees should avoid shared equipment.

---

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

If a positive COVID case is identified, EHS will determine if any isolation procedures are necessary. Computer access logs may be used to facilitate identification of COVID clusters should EHS request them.

---

## **Private Individual Offices**

### **Access Control**

No additional requirements are necessary to control access into individual office spaces.

### **Physical Distancing and Density Reduction**

Private offices should be used primarily as single occupancy spaces, and doors kept closed to discourage unplanned visitors.

For in-office meetings or interactions less than 90 minutes where participants remain seated for the duration, assume a density of at least 36 sq. ft. per person. Under all conditions physical distancing of 6 feet should be maintained between occupants.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

---

## Contact Tracing / Isolation

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## Open Offices (Grad Student Areas, Shared Offices, Cubicles, etc.)

---

### Access Control

Units should implement one-way flow through the open office spaces whenever possible to minimize cross-traffic and congestion, assigning dedicated entry and exit points to facilitate flow. Ensure that both entry and exit points are ADA accessible.

Non-essential visitors are not permitted into the open office spaces.

### Physical Distancing and Density Reduction

General signage, available for units to print, can be posted at the room entry point to reinforce best practices. Other visual cues (floor decals, taped off workstations, etc.) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

Open office spaces typically involve people circulating throughout the room and therefore require physical distancing and a density of at least 144 sq. ft. or more per person.

If all internal room divisions (cubicle walls) are 5 feet or greater in height, the maximum density could be increased to allow 36 sq. ft./person, provided that adequate physical distancing of 6 feet can be maintained between all individuals.

### Hygiene

Room occupants should follow standard hand hygiene procedures.

### Disinfection/Sanitization

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

Where possible employees should avoid shared office equipment and use dedicated items for individual use (pens, paper, scissors, etc.).

---

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

Open offices should be evaluated to determine if administrative controls (staggered shifts, partial employee return, continuation of remote work, etc.) can be implemented to avoid the need for engineered controls (e.g., installation of plexiglass or other physical modifications).

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

Employee schedule tracking is encouraged to ensure that COVID clusters can be identified, if needed by EHS.

---

## **Common Shared Spaces (Personal or Reflection Rooms)**

### **Access Control**

Room reservations (made with electronic calendaring that can be accessed remotely wherever possible) should be scheduled to minimize cross-traffic and congestion.

### **Physical Distancing and Density Reduction**

Personal and reflection rooms should be used as single occupancy unless assistance is required as a reasonable accommodation under the ADA.

If there are concerns for queueing at the door, visual cues (floor decals, tape) can be used to help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

---

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## **Common Shared Spaces (Atriums and Lobbies)**

---

### **Access Control**

Atriums, large commons, and lobby spaces may not be used for congregating or social gatherings.

These areas may be used as spaces for workers to take breaks, eat meals or to expand independent work areas.

### **Physical Distancing and Density Reduction**

Stop the Spread of COVID-19 signage, available from U-M Procurement, should be posted in each atrium or lobby to reinforce best practices. Other visual cues (floor decals, tape) can be used to indicate usable spaces and help maintain the required 6-foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document, for signage information.

Atriums involve people circulating throughout the area and therefore require physical distancing and a density of at least 144 sq. ft. or more per person.

Furniture should be arranged with seating adjusted (stacked, signed out of service, or removed) to accommodate the new room layout and limited capacity. Furniture layouts should not be rearranged by occupants. Ensure that room layouts align with ADA physical accessibility requirements. Consult with the Office of Institutional Equity for further guidance.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

---

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## **Reception Areas**

Reception areas are a key point of engagement between departmental operations and the university community. These areas are often settings where an individual is expected to conduct in-person interactions with several people over the course of a day.

### **Access Control**

Units should implement one-way flow through the reception areas whenever possible to minimize cross-traffic and congestion, assigning dedicated one-way entry and exit points to facilitate flow. Ensure that both entry and exit points are ADA accessible.

Signage should be posted asking people not to enter if they have been recently sick. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

### **Physical Distancing and Density Reduction**

General signage, available for units to print, can be posted at the room entry point to reinforce best practices. Other visual cues (floor decals, taping of queueing areas, etc.) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

Reception areas involve people circulating throughout the room and therefore require physical distancing and a density of at least 144 sq. ft. or more per person. As frequent in-person interactions may occur in these areas, the use of an engineered solution (plexiglass partition) is advisable as well. Since Plexiglass reduces sound transmission, it is recommended to use sound amplification strategies (e.g. Microphones) or other means to compensate for the reduction.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures and have hand sanitizer available for use.

---

## **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitization,” later in this document.

Where possible occupants should avoid shared office equipment, for items that must be shared (copiers, etc.) users should disinfect before use.

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

The flow of traffic should be evaluated to determine spaces where public interaction will occur and the need for engineered controls (physical barriers or partitions). Particular emphasis should be placed on identifying areas where it is difficult for individuals to remain at least 6 feet apart.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## **Kitchenette and Break Areas**

While kitchenettes and break areas can be used to store or heat-up food, these spaces are considered non-essential common space and must be restricted from being used for longer periods of time, such as eating. Instead, individuals should opt to eat at their desks or other locations away from others.

### **Access Control**

No additional requirements are necessary to control access into kitchenettes or break areas.

Food deliveries should be arranged to occur outside of the building.

### **Physical Distancing and Density Reduction**

Kitchenette signage, available for units to print, can be posted at the room entry point to reinforce best practices. Other visual cues (floor decals, tape, etc.) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

---

Any furniture should be adjusted (stacked, signed out of service, or removed) to indicate that it should not be in use.

## **Hygiene**

Room users should follow standard hand hygiene procedures.

Kitchenette sink faucets are a primary component of hand hygiene and will be used for hand washing stations.

## **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitization,” later in this document.

Due to the shared nature of these rooms, Custodial Services will clean and disinfect high-touch surfaces in the room daily (tabletops, light switches, door handles, etc.). To minimize spread throughout the day, room occupants should also perform additional cleaning and disinfection of the high-touch surfaces before use (refrigerator handles, microwave buttons, etc.).

The use of shared ice scoops is prohibited. Occupants should avoid the use of other shared kitchen utensils, and if other utensils are used they should be cleaned and disinfected before each use.

Any departmentally managed water filters should be replaced prior to use (coffee machines, water coolers, etc.)

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

If a positive COVID case is identified, EHS will determine if any isolation procedures are necessary. Should a kitchenette be taken out of service for cleaning, signage would need to be provided to direct occupants to the nearest open hand washing station.

---

## Restrooms

---

All restrooms will be open to serve the university community

### **Access Control**

No additional requirements are necessary to control access into restrooms.

### **Physical Distancing and Density Reduction**

Physical distancing of 6 feet should be maintained while in restrooms. There is no need for occupancy indicators, but signage can be added to direct individuals to the locations that have additional bathrooms if the particular one is crowded.

Per code requirements, sinks, stalls or urinals should not be blocked from use.

### **Hygiene**

Room occupants should follow standard hand hygiene procedures.

Signage should be posted to reinforce personal hygiene recommendations. Signs required at the restroom entry point and on mirrors between sinks. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

Restroom sink faucets are a primary component of hand hygiene and will be used for hand washing stations.

Paper toweling for hand drying is preferred over air dryers, but air dryers are allowable.

No modifications to university toilets are required.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

### **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

### **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

If a positive COVID case is identified, EHS will determine if any isolation procedures are necessary. Should a restroom be taken out of service for cleaning, signage would need to be provided to direct occupants to the nearest open restroom facilities.

---

## Elevators

---

Elevators are available to building occupants; however, individuals should limit elevator use and try to use the stairs as much as possible.

### **Access Control**

No additional requirements are necessary to control access into elevators.

### **Physical Distancing and Density Reduction**

Elevator signage, available from U-M Procurement, should be posted at the call button for the elevator on each floor to reinforce best practices and indicate elevator car capacity.

Capacity should be restricted to the number of individuals that can reasonably distance 6 feet apart, with a maximum allowed occupancy of 4, having each individual standing in a corner.

Visual cues (floor decals placed in the elevator corners) should be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

### **Hygiene**

Elevator occupants should follow standard hand hygiene procedures.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

### **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

### **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

If a positive COVID case is identified, EHS will determine if any isolation procedures are necessary.

---

## Corridors / Stairwells

---

As the primary means of circulation, these areas will be open for circulation throughout the buildings.

Individuals should not linger in hallways and stairwells in order to minimize periods of contact with others, and reduce congestion. Specific attention should be given to avoiding corridors and stairwells in classroom buildings during class passing times, to minimize the density of people.

### **Access Control**

If a corridor or stairwell use is constantly congested, directional signage may be needed.

Restricting the flow of traffic throughout a building will require approval of EHS and Fire Safety inspectors, and also should be coordinated with a building facilities manager. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document.

### **Physical Distancing and Density Reduction**

Momentarily passing by another person does not significantly increase an individual’s risk and is not considered “close contact.” For longer periods in proximity within corridors (queueing between classes) individuals should be encouraged to maintain physical distancing of 6 feet.

Other visual cues (floor decals, tape) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

If necessary, stairwells will be designated as up/down, and corridors as one-directional with EHS and Fire Marshall approval.

Individuals should be encouraged to minimize traffic during class passing times when in buildings with classrooms present.

### **Hygiene**

Building occupants should follow standard hand hygiene procedures.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

Users should limit the use of handrails when safe and possible to reduce the number of touchpoints.

---

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

If a positive COVID case is identified, EHS will determine if any isolation procedures are necessary. Should a stairwell be taken out of service for cleaning, signage would need to be provided to direct occupants to the nearest open stairwell.

---

## **Loading Docks**

### **Access Control**

Loading docks are available to building occupants for the delivery of university materials and supplies.

External vendors and delivery personnel will be able to get access through loading docks if coordinated with the Building Manager.

External vendors and delivery personnel will have to agree to meet university and building specific COVID safety processes and complete a health screening attestation.

### **Physical Distancing and Density Reduction**

Anyone using the loading dock area, including vendors/delivery personnel, is expected to maintain physical distancing of 6 feet.

Momentarily passing by another person does not significantly increase an individuals’ risk and is not considered “close contact,” but should be minimized.

### **Hygiene**

Dock users should follow standard hand hygiene procedures, and signage should be posted to reinforce best practices. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

---

Where possible employees should avoid shared dock equipment and use dedicated items for individual use (work gloves). When equipment is required to be shared (moving carts, dollies, etc.) users should disinfect the equipment before use.

## **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

Units should have face coverings available for visitors and vendors who do not have one readily available.

## **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## **Food Service and Retail Operations**

---

Food service and retail operations can open, but adjacent seating areas must be closed.

Employees must eat at their desks or other locations away from others.

Food service and retail operations that are managed by outside vendors are required to develop their own COVID-19 plans per State of Michigan requirements. In addition, they will be required to follow any stricter U-M policies (e.g. face covering policies) as well. There is no need for the academic unit to be involved in the operational details with the exception of access control requirements listed below. EHS will audit food selling establishments during regular food safety inspections to include ensuring COVID-19 safe work practices are being followed and will follow up on complaints accordingly.

Food service operations/cafes managed by MDining are covered under MDining’s COVID-19 Plan and similarly do not need involvement from the academic unit with the exception of managing access control. EHS will be involved as indicated above.

Units with self serve food establishments must ensure COVID-19 safe practices are in place, particularly disinfection and hygiene.

*NOTE: The Access Control subsection below applies to all food service and retail operations. All other Food Service and Retail Operations subsections apply to self-serve food establishments only. (By “self-serve food establishments” we mean 24/7 self-serve markets/convenience stores.)*

### **Access Control**

Directional flow of user traffic must be established throughout the site.

---

External vendors and delivery personnel will be able to get access through loading docks if coordinated with the Building Manager.

External vendors and delivery personnel will have to agree to meet university and building specific COVID safety processes and complete a health screening attestation.

### **Physical Distancing and Density Reduction** *(self-serve food establishments only)*

General signage, available for units to print, can be posted at the room entry point to reinforce best practices. Other visual cues (floor decals, taping of queueing areas, etc.) can be used to indicate usable spaces and help maintain the required 6 foot physical distancing between occupants. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

Signage must be posted to ensure physical distancing and a maximum occupancy based on a density of at least 144 square feet or more per person should be posted.

Momentarily passing by another person does not significantly increase an individual’s risk and is not considered “close contact,” but should be minimized.

Furniture should be adjusted (stacked, signed out of service, or removed) to indicate that it should not be in use.

### **Hygiene** *(self-serve food establishments only)*

Employees and patrons should follow standard hand hygiene procedures, and signage should be posted to reinforce best practices. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

The university will provide departments with hand sanitizer at the start of the fall semester and one should be placed in the space.

### **Disinfection/Sanitization** *(self-serve food establishments only)*

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitation,” later in this document.

### **PPE** *(self-serve food establishments only)*

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

### **Contact Tracing / Isolation** *(self-serve food establishments only)*

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.



---

## Museums and Libraries

---

These areas fall under different State of Michigan Executive Order requirements and will follow a separate process defined by the Provost's Office.

## Collections, Storage or Archival Spaces

---

This refers to spaces outside of museums and libraries. Collections, Storage, and Archival spaces will be open for controlled use by faculty, staff, and students with demonstrated need.

### Access Control

No additional requirements are necessary to control access into these spaces.

### Physical Distancing and Density Reduction

Storage spaces involve people circulating through the site and therefore require a density of at least 144 sq ft or more per occupant, providing that adequate physical distancing of 6 feet can be maintained between all individuals.

### Hygiene

Employees and patrons should follow standard hand hygiene procedures.

### Disinfection/Sanitization

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to "Appendix A: Disinfection/Sanitation," later in this document.

Where possible employees should avoid shared dock equipment and use dedicated items for individual use (work gloves). When equipment is required to be shared (moving carts, dollies, etc.) users should disinfect the equipment before use.

### PPE

For information on PPE requirements and recommendations, refer to "Building-Wide Requirements," earlier in this document.

### Contact Tracing / Isolation

For information on contact tracing and isolation, refer to the "Building-Wide Requirements" section, earlier in this document.

---

## Recreation / Fitness Spaces

---

### **Access Control**

These spaces may not be opened under the current State of Michigan Executive Order. Additional details will be provided at a future date.

### **Physical Distancing and Density Reduction**

TBD

### **Hygiene**

TBD

### **Disinfection/Sanitization**

For details on the type and frequency of cleaning and disinfection for this and other space types, and unit versus Custodial Services disinfecting responsibilities, refer to “Appendix A: Disinfection/Sanitization,” later in this document.

### **PPE**

For information on PPE requirements and recommendations, refer to “Building-Wide Requirements,” earlier in this document.

### **Contact Tracing / Isolation**

For information on contact tracing and isolation, refer to the “Building-Wide Requirements” section, earlier in this document.

---

## Leased Spaces

---

Units occupying leased space are required to follow the same university guidelines as on campus.

Since responsibilities for access control, custodial and janitorial services, etc., vary greatly from lease to lease, units should contact the U-M Real Estate Office to determine how to appropriately address any areas of concern or confusion.

If public health compliance is not possible due to landlord issues, consider moving employees out of leased space into university space temporarily, if in-person activities are required.

---

## **Access Control**

Refer to the requirements for specific space types listed in this document.

## **Physical Distancing and Density Reduction**

Refer to the requirements for specific space types listed in this document.

## **Hygiene**

Refer to the requirements for specific space types listed in this document.

## **Disinfection/Sanitization**

Refer to the requirements for specific space types listed in this document.

## **PPE**

Refer to the requirements for specific space types listed in this document.

## **Contact Tracing / Isolation**

Refer to the requirements for specific space types listed in this document.

## APPENDIX A: Disinfection / Sanitation

*As of 7/11/20*

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Conference, Meeting and Huddle Rooms	Cleaning and disinfection of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Individuals using the rooms should ensure that high-touch surfaces are cleaned/disinfected before each use of the space.
Event Spaces	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Event staff should ensure that high-touch surfaces are cleaned/disinfected in between sessions if individuals are rotating between rooms or at least once for every 4 hours of use.
Classrooms	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> <li>• Desks/Tables</li> <li>• Chair Arm rests</li> <li>• Light switches</li> </ul> Cleaning - 3 x per week	Students should wipe down their desks at the start of each class session with provided disinfection materials.  Instructors should disinfect any teaching surfaces or equipment before use.

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Teaching Labs	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> <li>• Desks/Tables</li> <li>• Chair Arm rests</li> <li>• Light switches</li> </ul> Cleaning - 3 x per week	Students should wipe down their work station at the start of each class session.  Shared equipment should be disinfected after each class session and students should be instructed to wash their hands after using shared equipment or use hand sanitizer.
Computer Labs	No additional services beyond current cleaning/disinfection standards	Each computer user should wipe down their computer, keyboard, mouse and desks at the start to their computing session with provided disinfection materials.
Research Labs – Wet or Dry	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> <li>• Door knobs/Entry Levers</li> <li>• Light switches</li> </ul>	Lab users are responsible for disinfection of their work stations 2 x per day and to develop protocols for shared equipment
Shared Equipment Rooms – (Core, Machine Shops, Lab support equipment)	No additional services beyond current cleaning/disinfection standards	Users are responsible for disinfection of their work stations 2 x per day and to develop protocols for shared equipment
Private Individual Offices	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Individual assigned to office should clean/disinfect their work station at least 2 times per shift

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Open Offices (Grad Student Areas, Shared/Cubicle Offices, etc.)	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Each Individual in the work area should clean/disinfect their work stations at least 2 times per shift  Protocols should be developed to disinfect shared equipment (copiers, office equipment) and high touch surfaces within the area – 2x per day
Public Engagement Spaces (Museum, Libraries)	Cleaning and Disinfecting of high touch surfaces - 1x per day <ul style="list-style-type: none"> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> <li>• Desks/Tables</li> <li>• Chair Arm rests</li> </ul>	Protocols should be developed to disinfect shared equipment and high touch surfaces within the area – 2x per day
Dance Studios	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Students should wipe down their areas at the start of each class session.  Instructors should disinfect any teaching surfaces or equipment before use.
Band performance spaces (multi-musician)	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Students should wipe down their areas and instruments at the start of each class session. If spit valves are emptied, the area should be disinfected between individuals  Instructors should disinfect any teaching surfaces or equipment before use.

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Vocal performance spaces (multi-performer)	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Students should wipe down their areas at the start of each class session.  Instructors should disinfect any teaching surfaces or equipment before use.
Instrumental or vocal Practice Rooms (single musician)	Cleaning and disinfecting of high touch surfaces – 3 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Students should wipe down their areas at the start of each class session.  Instructors should disinfect any teaching surfaces or equipment before use.
Reception Areas	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	Individual assigned to reception area should clean/disinfect their work station and reception desk at least 2 times per shift

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Restrooms	Cleaning and Disinfecting of high touch surfaces - 2x per day <ul style="list-style-type: none"> <li>• Fixtures</li> <li>• Mirrors</li> <li>• Partitions and Floors</li> <li>• Light switches</li> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> </ul>	No additional services required.
Common Areas (Mailrooms, Personal, or Reflection Rooms)	No additional services beyond current cleaning standards	Protocols should be developed to disinfect shared equipment (copiers, office equipment) and high touch surfaces within the area – 2x per day  Each Individual using a personal room should clean/disinfect before and after use.
Common Areas (Atriums, Building Entrances)	Disinfection of high touch surfaces - 2x per day <ul style="list-style-type: none"> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> </ul>	No additional services required.
Break / Eating Space (Lounges, Kitchenettes,etc)	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Chair Arm Rests</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul> Clean microwave and refrigerators doors daily.	Each Individual using the area should clean/disinfect before and after use.  Protocols should be developed to disinfect high touch surfaces within the area – 2x per day

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Retail Operations	Responsibility of retail operation.	Protocols should be developed to disinfect high touch surfaces including restrooms, credit card machines, keypads, counters, carts/baskets and other surfaces – 2x per day.
Cafes	Responsibility of café management.	Protocols should be developed to disinfect high touch surfaces including restrooms, and other surfaces at – 2x per day.
Loading Docks	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> <li>• Door Knobs/entry Levers</li> <li>• Push Plates/Push Bar</li> <li>• Desks/Tables</li> <li>• Light Switches</li> <li>• Vacuum/Sweep/Mop Floor</li> </ul>	An Individual assigned to work at the loading dock should clean/disinfect their work stations at least 2 times per shift  Protocols should be developed to disinfect shared equipment (copiers, office equipment) and high touch surfaces within the area – 2x per day
Corridors and Stairwells	Disinfection of high touch surfaces - 2x per day <ul style="list-style-type: none"> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> </ul>	No additional services required.
Elevators	Disinfection of high touch surfaces - 2x per day <ul style="list-style-type: none"> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> </ul>	No additional services required.
Collections Storage/Archival	No additional services beyond current cleaning standards	Protocols should be developed to disinfect high touch surfaces– 2x per day.

Space Type	Custodial Services Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning and Disinfection- <b>Departments must provide disinfection materials for these spaces.</b>
Recreation / Fitness Spaces	Disinfection of the following high touch surfaces in Locker room - 2x per day <ul style="list-style-type: none"> <li>• Fixtures</li> <li>• Mirrors</li> <li>• Partitions and floors</li> <li>• Door Knobs/Entry Levers</li> <li>• Push Plates/Push bars/Pull Handle</li> <li>• Benches</li> <li>• Lockers/pull handles</li> </ul>	Disinfectant materials should be provided throughout the space for users to clean/disinfect their equipment before and after use.  Departments should disinfect equipment 2 x daily (midday and end of day)
Leased Spaces	Refer to the Building Lease Agent for details on their cleaning protocol.	Refer to space type indicated above for direction.

Notes:

1. Custodial services only reflect general fund facilities.
2. Custodial services is not currently resourced to support this level of services indicated and is currently only providing M-F service with exception of research areas which may be impacted when more buildings return in the fall.
3. Disinfection materials will be available for departments and classrooms spaces through Procurement.

---

## APPENDIX B: Relevant Resources and Links

### **University COVID Resources**

[U-M Public Affairs COVID-19 Information](#)

[U-M Human Resources FAQs](#)

[U-M Office of Research FAQs](#)

[U-M Office of Institutional Equity](#)

[U-M Environmental Health and Safety \(EHS\) COVID-19 information](#)

### **Campus Fall 2020 Reopening Plans**

[Campus Maize and Blueprint](#)

[Campus Blueprint-Faculty & Staff Guiding Principles](#)

### **COVID My LINC Safety Training**

[COVID Safety Training](#)

### **Campus Signage (to download)**

[Primary COVID Building Signage](#)

[Other Optional EHS COVID-19 Campus Signage](#)

### **Cleaning and Disinfection**

[General Cleaning and Disinfection for the Prevention of COVID-19](#)

### **Face Coverings**

[University of Michigan Face Covering Policy for COVID-19](#)

[U-M FAQ on face coverings](#)

[U-M YouTube Video- How to Properly Wear and Care for Your Cloth Face Covering](#)

### **Exposure and Contact Tracing**

[COVID-19 Daily Self Screening Protocol](#)

[EHS Exposure and Testing Guidance for Staff and Supervisors](#)

[EHS Contact Tracing Guideline](#)

### **Procurement**

[Procurement Services COVID-19 Supplies](#)

### **HVAC**

[COVID-19 HVAC Guidelines for University of Michigan Facilities](#)