



COVID-19 Guidelines for Campus Facilities

(Standard Operating Procedures)

Issue Date: June 18, 2021

Updated: August 26, 2021

Applies To: Ann Arbor Campus

About This Document

This document provides minimum public health standards and requirements for spaces within buildings on the U-M Ann Arbor campus. The information provided is based on current Center for Disease Control (CDC) guidelines, Department of Education guidance, MDHHS guidance, Federal OSHA COVID-19 Emergency Temporary Standard adopted by reference by MIOSHA, and the Federal OSHA Guidance: Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace. This document is subject to change at any time due to changing conditions. Please note that the university may implement requirements that are stricter than the MDHHS Orders and/or maintain the requirements set forth in an Order even after that Executive Order is rescinded.

This document complements specific U-M Environment, 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 campus.

For questions about content within this document, please email ehsanwers@umich.edu

For questions regarding Flint and Dearborn campus, please contact:

UM EHS Flint at 810-766-6763; flint.ehs@umich.edu

UM EHS Dearborn at 313-583-6679; umdehs-email@umich.edu

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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.

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

- Wearing face coverings and practice physical distancing as required per [U-M face covering Policy](#)
- Getting a [COVID-19 vaccine](#)
- 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 <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Building-Wide Requirements (applies to all except Michigan Medicine and other Healthcare settings that fall under Federal OSHA ETS)

Building Entrances and Access

Maintain current level of access; Buildings are expected to be open to the public for the Fall semester. In advance of the fall semester, units are able to open their facilities as needed provided they have approval from their unit leadership.

For units that maintain MCard Access:

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

All:

- Designated building entry and exit points are no longer required.
- Units that provide patient care should have limited points of entry to areas where direct patient care is provided and should screen those that enter the area.
- Other areas on campus are not required to do designated entry screening, but may choose to do so in situations where it may be warranted (e.g. exercise facilities, gatherings where feasible)

Vaccination Requirements

The University of Michigan's COVID-19 vaccination requirement is an important and effective step to return to an in-person campus for Fall 2021 and to protect our community from COVID-19. All U-M faculty, staff, and students – including Michigan Medicine – are required to receive the COVID-19 vaccination, with limited exemptions. This policy is effective immediately, and is subject to change as the pandemic and public health guidance continue to evolve. It will be regularly reviewed as public health guidance dictates.

[University of Michigan COVID-19 Vaccination Policy](#)

As stated, the policy only applies to U-M faculty, staff and students and therefore does not apply to visitors, or third party vendors. Michigan Medicine has additional policies for the Health System. Units are only expected to notify non-um entities of the requirement to fill out ResponsiBlue Guest on a daily basis. If units want to require vaccination status for affiliated groups of programs not covered by the current policy, they should contact the Office of the General Counsel who will provide information and support about the approval process. There is not a centralized process for tracking non- U-M individuals.

See the gatherings section for more information as it pertains to vaccination status.

Emergency Access

Emergency response situations may require overriding these requirements to facilitate the response quickly. COVID-19 safe work practices will be followed to the extent possible but it may not be possible to follow all proscribed practices, such as maintaining adequate distancing, access protocols, etc.in each case as dictated by the emergency. Examples of emergency access needs include Division 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.

Fire Safety and Changes of Room Use

All buildings must be compliant with fire safety rules, particularly around room use, instructional use, and egress. Generally speaking, spaces should not be repurposed for other uses (particularly instructional use) without U-M fire marshal approval in advance.

Physical Distancing and Density Reduction

Physical distancing is keeping at least 6 feet from other people. *Density reduction* is keeping the number of people in any given space to a minimum. Density reductions may be necessary in order to facilitate physical distancing, however there are no longer building-wide occupancy targets as a percentage of overall occupancy.

Spaces should be evaluated to determine if administrative controls (staggered shifts, partial employee return, continuation of remote work, etc.) can be implemented to facilitate physical distancing.

Faculty, staff, students, and visitors who are not fully vaccinated are recommended to continue to distance 6 ft from others.

Plexiglass Barriers

There is a general perception that installing a plexiglass barrier will offer added virus protection or reduce or eliminate the need for face coverings or physical distancing. However, from a public health perspective, plexiglass is not a substitute for face coverings or distancing.

Physical distancing is preferred over plexiglass or other barriers, except in circumstances where close contact is unavoidable (such as at store checkout registers and reception desks, for example). Plexiglass is only recommended for settings where an individual is expected to interface with several people over the course of a day in close proximity. This would not be needed if individuals are vaccinated.

If plexiglass barriers are used, they must be included in cleaning protocols.

Hygiene and respiratory etiquette

- Communicate reminders of proper hand hygiene procedures and respiratory etiquette frequently within your unit. Individuals should be reminded to always cover their cough or sneeze with a tissue or the inside of their elbow, throw away all tissues and immediately wash their hands with soap and water for 20 seconds or use hand sanitizer that contains at least 60% alcohol.
- Ensure that hand washing stations and hand sanitizer are available to building users, as needed.
- Where shared technology or equipment must be used, remind users to follow best practices to wash hands or clean before and after using any shared equipment.
- 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.

Cleaning and Disinfection

Custodial teams across campus have increased their cleaning frequency of high-touch surfaces in common spaces to meet current CDC guidelines. Building occupants should also perform additional cleaning of high-touch surfaces and shared equipment within their work areas not performed by custodial teams. Additional cleaning and disinfection guidance from the CDC can be found [here](#). 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,” later in this document.

Units will be expected to procure their own cleaning materials and room occupants will be expected to clean their respective areas and shared equipment/tools/spaces.

In the event an individual that was present recently in a UM facility tests positive for COVID-19, supervisors are expected to contact EHS for further guidance. EHS protocols are in place to evaluate the situation and determine the need for additional cleaning and disinfection of the worksite per CDC guidance.

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.

Units are responsible for procuring face coverings for faculty and staff. Units should have face coverings available for visitors and vendors who do not have one readily available. For more information, refer to “Appendix B: Relevant Resources and Links,” later in this document for 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). Sharing of face shields should be avoided but if they are shared, ensure thorough disinfection between users.

Hand sanitizer and gloves

Hand washing or use of hand sanitizer is recommended instead of 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.

Other PPE

Normal job tasks that require the use of this PPE from a safety or workplace requirement perspective should continue to be followed. EHS can be consulted for more information.

Signage

Primary signage as indicated on the [EHS COVID-19 web site](#), should be posted to reinforce best practices. Such signage is available through MiPrintOrder from PrintCopyMail. Other visual cues (floor

decals, tape) can be used to indicate usable spaces and help maintain physical distancing between occupants, but are not required or generally necessary. Refer to “Appendix B: Relevant Resources and Links,” at the end of this document for signage information.

Employee/Supervisor Requirements

General Workplaces (not health care or University of Michigan-Health)

- Continue to follow guidance in the [U-M COVID-19 plan](#). While some requirements are no longer in effect, we are still obligated to provide a safe and healthy workplace and therefore, still will provide guidance to units to follow.
- Units are no longer required to have a unit-specific plan for COVID-19 or to have a COVID-19 supervisor. Training is still recommended and available.

Health care settings (outside of University of Michigan-Health)

- See the [U-M Covid-19 plan](#) for specific requirements that units must follow. Some healthcare patient settings will be exempt from the full requirements if they meet certain criteria and conduct patient screening. Otherwise the following must be in place: Follow the [U-M COVID-19 plan](#), have an [OHS ETS Template](#) in place, [COVID-19 training](#), COVID-supervisor, hazard assessments, standard and transmission-based precautions, additional PPE requirements, etc.
- EHS will work with impacted units to see if they are in scope and to develop a site specific plan for compliance.

HVAC and Air Filtration Modifications

Updates to HVAC systems on campus have been implemented to increase outdoor air ventilation rates and increase filtration for our indoor spaces. 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 website.

Although rare on campus, there are a few areas without ventilation or spaces that have poor ventilation. The recommendation for these spaces is to open windows/doors in the rooms, if feasible.

Contact Tracing / Isolation

If a COVID-19 case is known or suspected, contact EHS as soon as possible at EHS-COVID-19-Reporting@umich.edu.

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

For gatherings that occur on campus, including classrooms, it is recommended to keep a log of attendees if possible to provide upon request from EHS. If there is assigned seating, that information would also be helpful.

General Room Guidance (excludes special room types below)

The following rooms should follow all the building-wide requirements listed above. These room types are:

- Research Laboratories
- Conference, Meeting, Seminar and Huddle Rooms
- Computer Labs (CAEN, ITS, etc.)
- Private Individual Offices
- Open Offices (Grad Student Areas, Shared Offices, Cubicles, etc.)
- Common Shared Spaces (Personal or Reflection Rooms)
- Common Shared Spaces (Atriums and Lobbies)
- Reception Areas
- Elevators
- Loading Docks
- Museums and Libraries
- Storage, Collection, or Archival Spaces
- Recreation and Fitness Spaces

Classrooms, Teaching Labs, Design Studios, Dance Studios, Music and Performance Spaces, etc.

General purpose classrooms and class labs will typically have no distancing requirements in place for the Fall 2021 semester. This is based on a risk assessment involving many factors including a stated seating capacity for the room, building ventilation in these spaces that meet or exceed the CDC guidance, vaccination status, current COVID-19 conditions, and classroom guidance.

Units may choose to implement distancing for specific needs of the activity or for constituents. For example, but not limited to, classes and activities where aerosols may be generated by an individual (e.g. singing, shouting, exercising, dancing, playing wind/brass instruments) should consider distancing and/or additional controls such as bell covers, face shields, etc. Also consider implementing distancing if instruction is being considered in a location that is not a designated classroom. EHS is available to assist in reviewing specific planning details with departments for non-standard instructional activity and for non-designated classroom locations.

Units should have contingency plans in place for changing conditions and requirements in case community covid levels increase and classroom transmission becomes a concern due to variant issues, etc.

Clinical Healthcare Areas (not part of University of Michigan- Health)

Federal OSHA has implemented an Emergency Temporary Standard (OSHA ETS) that is expected to be published as final soon that applies to clinical healthcare settings providing healthcare services or support services. Michigan Medicine -Health is covered by their own COVID-19 plan. However, some campus operations such as University Health Services would be required to follow this standard. EHS will facilitate questions for units that have questions about applicability to their operation. Please refer to the [U-M COVID-19 plan](#) for more details.

Kitchenette, Break Areas, and Eating spaces

There is no need to designate specific areas within a building for eating. Common areas such as kitchenettes, break areas can be used for food prep, storage and eating. Shared resources such as coffee pots and water coolers can be used.

For students, classroom spaces should still not be used for eating/drinking. Students may eat at other locations within buildings adhering to distancing requirements according to their vaccination status.

For additional guidelines on catering, see “Food Service and Catering Advice,” later in this document.

Restrooms

Physical Distancing and Density Reduction

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

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

No modifications to university toilets are required.

Corridors and Stairwells

Physical Distancing and Density Reduction

Momentarily passing by another person does not significantly increase an individual’s risk and is not considered “close contact.” Individuals should be encouraged to minimize traffic during class passing times when in buildings with classrooms present.

Food Service and Retail Operations

Food service and retail operations are currently able to be open per state requirements. Currently take out options are in place as the standard. MDining is allowing dine-in at select locations for the spring/summer.

Fall 2021 M-Dining operations will include the following:

- Students will be able to eat in the dining halls with all meal stations open.
- Campus visitors and guests will be allowed access to dining halls.

- Students (both those living on and off campus) who enter the dining halls will be required to comply with the [UM Face covering and distancing policy](#) and will not be asked to show proof of vaccination.
- Seating throughout the dining hall will be available, and students can choose to sit with their friends or individually in accordance with their vaccination status and comfort.
- Various food stations will return to self service.
- All global cuisine and plant-based food stations will be open, and dietitians will be available to assist students in person with their dietary needs. For additional information or questions, students can email eatsmart@umich.edu
- Meals-to-go option is available for those that do not feel comfortable eating in the dining halls.

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) on our premises. EHS will audit food selling establishments during regular food safety inspections to ensure COVID-19 safe work practices are being followed, and they will follow up on complaints accordingly.

Food service operations/cafes managed by MDining are covered under MDining’s COVID-19 Plan. EHS will be involved as indicated above.

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

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.

Residence Halls and Student Life Facilities

Residence halls and living-learning communities are planning to be open to welcome and serve students. U-M students planning to live on campus this fall will be required to be fully vaccinated for COVID-19 (or obtain a religious or medical exemption waiver.)

The following will be in place for FALL 2021:

Residence Hall Visitors

- Residents will be able to have visitors from other residence halls.
- Residents will also be able to have visitors from off campus. This includes but is not limited to students, family and friends. Masking will continue to be required for visitors.

Community Spaces

- In-person and hybrid programming opportunities will be offered.

- Outdoor recreation amenities will be available.
- Students will be able to use community kitchens where available.
- Munger Fitness Center will return to use by Mcard access, with students no longer required to check out cards through the Community Center.
- Community Centers will be able to check out shared equipment such as vacuums, board games, etc.
- The Connector and Multicultural Lounges will have all day open hours, where residents can swipe in at any time to study or hang out.
- Student staff will work in the spaces to program and ensure the spaces are maintained in an appropriate fashion for all community members to utilize comfortably.
- Student staff will conduct in person active/passive programs for residents in the space
- Both spaces can be reserved for in person programs, meetings, and workshops.
- Students will be able to reserve the Multicultural Lounges or study rooms for group meetings.
- Reflection rooms will be open for use by residents without reservation.
- Multicultural councils will conduct in person meetings/events for residents.

Visitors and Tours

Visitors and tours are allowed, at a unit's discretion. Departments should consult with unit leadership prior to arranging tours. All tours or visits by the public must follow the following guidance:

- Tours and visits must be scheduled in advance.
- All participants must follow U-M COVID-19 requirements, including ResponsiBlue screening.
- It is preferable to keep the majority of the tour outdoors versus indoors.
- If an indoor tour is essential, you will need to coordinate with the building owner/unit in advance to ensure that 1) the unit is willing to bring staff on-site to accommodate the tour (they may or may not want to do this) and 2) the facility meets public health requirements (COVID signage, available hand sanitizer, cleaning schedule aligns with higher use of the facility due to the tours, etc.).

Public Transportation

Traveling on public transportation increases a person's risk of getting and spreading COVID-19 by bringing people in close contact with others, often for prolonged periods, and exposing them to frequently touched surfaces. On January 29, 2021, CDC issued an Order that required face masks to be worn by all people while on public transportation (which included all passengers and all personnel operating conveyances) traveling into, within, or out of the United States and U.S. territories. Public transportation conveyance is any mode of transportation other than a private vehicle. Types of public transportation conveyances include airplanes, trains, subways, buses, taxis, ride-shares, maritime transportation, trolleys, and cable cars. University fleet vehicles are not considered public transportation. Below are the recommendations that have been implemented for University Blue Busses and should be considered for other university owned or rented public transportation.

University Blue Busses

- Placement of hand sanitizer where feasible for riders upon entering the bus.
- Requirement to wear face coverings while on the bus and signage posted.
- Daily cleaning and disinfection of busses

- Weather permitting, keeping windows open while the vehicle to increase air circulation
- Limit trip duration to 15 minutes or less.

Other university owned public transportation or rentals

- All passengers must wear face coverings including the driver regardless of vaccination status (driver does not need to wear a face covering if she/he is the only one in the vehicle).
- When feasible, windows and vents on the vehicle should be opened to allow for ventilation.
- Should be cleaned once per day when they are in use.
- Have hand sanitizer readily available

Gatherings

Units are no longer restricted for capacity of events. Units should continue to request approval of events through their leadership. Units should strive to plan events utilizing best infection control practices for minimizing the potential for spread of COVID-19.

The following should be considered when planning an event:

- Smaller gatherings are preferable to larger gatherings.
- Outdoor events are preferable over indoor events.
- Enclosed structures (tents) should not be used; canopies are acceptable.
- All outdoor events, activities, and structures (e.g. canopies) must be coordinated through [Facilities & Operations Outdoor Events](#).
- Where feasible, ResponsiBlue should be used for indoor events to indicate compliance with testing, and screening requirements, as applicable.
- Signage must be posted to remind those that are not vaccinated to continue to distance and mask, if indoors.
- Keeping a log of names and contact information for attendees is helpful to aid in case investigation and contact tracing (if feasible).
- Refer to the section on food and catering advice for gatherings involving food.

Vaccination and Gatherings

Generally, the UM COVID-19 Vaccine Policy does not apply to guests, visitors, or third parties. Certain circumstances may warrant requiring the vaccine as a condition of participation in an event, and it is important to fully understand the constraints around this and to obtain approvals for mandating this through your Executive Leadership with General Counsel review. As an initial matter, if a UM unit were to require the COVID-19 vaccine for an event or gathering, the unit must also allow for medical and religious exemptions. Further, the UM centralized processes for collecting vaccine information and providing exemptions generally do not support third parties. General Counsel contacts would be Kelly Cruz (khcruz@umich.edu) or Gloria Hage (ghage@umich.edu).

The main requirement for gatherings is to have individuals fill out ResponsiBlue guest. At this time, the face covering policy requires masking indoors regardless of vaccination status. Units are not expected to manage vaccination status of attendees. Units should be prepared to provide seating for those that wish to socially distance from others.

Food and Catering Advice

Prior to providing catering for any events, please check with your unit leadership for approval given current financial restrictions on this type of spending. Refer to the section on gatherings for further details.

Generally speaking, catering on campus should follow the following as **guidance** for infection prevention:

- Outdoor events are preferred over indoor events.
- Pre-portioned and pre-packaged/prepared items are preferable, such as boxed lunches or boxed salads. Caterers can pre-package entrees that would normally be served on a buffet.
- Social distancing is preferable but if distancing is not feasible, groupings of individuals at 6 per table with distancing between tables is preferred over open seating.
- Hand sanitizer must be available for all participants / servers.
- In general, disposable/single-use disposables are preferable.
- For more formal catering:
 - Plated, served meals are acceptable.
 - Buffets are permitted but utilizing a server to portion out food for each person is preferred over "self-serve." options. If self-serve is used, implement other controls to minimize potential for spread like use of sanitizer for each person, enhanced cleaning etc.
 - Utilizing individually packaged food/beverage items is preferred over self-serve food or beverage stations, such as a "build your own" salad bar or sundae bar.
 - Touch-free options for beverage stations or condiments are preferred over shared surfaces. Servers can also be used for this with individual packets being preferred over shared condiments/dispensers.
 - Catering items that increase contact between servers and guests are discouraged, such as action stations or hand-passed hors d'oeuvres.

APPENDIX A: Disinfection/Cleaning Standards *(Updated as of 6/14/2021)*

The virus that causes COVID-19 can land on surfaces. It's possible for people to become infected if they touch those surfaces and then touch their nose, mouth, or eyes. In most situations, the [risk of infection from touching a surface is low](#). The most reliable way to prevent infection from surfaces is to [regularly wash hands or use hand sanitizer](#).

Space Type	Custodial Services/Student Life Responsibilities for COVID-19 Enhanced Cleaning and Disinfection	Departmental/Staff Responsibilities for COVID-19 Enhanced Cleaning - Departments must provide cleaning (as indicated in guidance) for these spaces.
Conference, Meeting and Huddle Rooms Private Individual Offices Open Offices (Grad Student Areas, Shared/Cubicle Offices, etc.) Reception Areas	Cleaning and disinfection of high touch surfaces – 1 x week <ul style="list-style-type: none"> ● Door Knobs/entry Levers ● Push Plates/Push Bar ● Desks/Tables ● Chair Arm Rests ● Light Switches ● Vacuum/Sweep/Mop Floor 	Areas should be cleaned at least daily as used
Common Areas (Atriums, Building Entrances) Corridors and Stairwells Elevators	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> ● Door Knobs/Entry Levers ● Push Plates/Push bars/Pull Handle 	No additional services required.
Restrooms (including Residence Halls)	Cleaning and Disinfecting of high touch surfaces - 1x per day <ul style="list-style-type: none"> ● Fixtures ● Mirrors ● Partitions and Floors ● Light switches ● Door Knobs/Entry Levers Push Plates/Push bars/Pull Handle	No additional services required.
Classrooms Teaching Labs	Disinfection of high touch surfaces - 1x per day <ul style="list-style-type: none"> ● Door Knobs/Entry Levers ● Push Plates/Push bars/Pull Handle ● Desks/Tables ● Chair Arm rests ● Light switches Cleaning - 3 x per week	Optional to provide normal cleaning products in classrooms but not required.

<p>Computer Labs Shared Equipment Rooms – (Core, Machine Shops, Lab support equipment) Common Areas (Mailrooms, Personal, or Reflection Rooms) Collections Storage/Archival</p>	<p>No additional services beyond current cleaning/disinfection standards</p>	<p>Areas should be cleaned at least daily as used</p>
<p>Dance Studios Band performance spaces (multi-musician) Vocal performance spaces (multi-performer) Instrumental or vocal Practice Rooms (single musician)</p>	<p>Cleaning and disinfecting of high touch surfaces – 3 x week</p> <ul style="list-style-type: none"> ● Door Knobs/entry Levers ● Push Plates/Push Bar ● Desks/Tables ● Chair Arm Rests ● Light Switches <p>Vacuum/Sweep/Mop Floor</p>	<p>Areas should be cleaned at least daily as used</p>
<p>Research Labs – Wet or Dry</p>	<p>Disinfection of high touch surfaces - 1x per day</p> <ul style="list-style-type: none"> ● Door knobs/Entry Levers ● Light switches 	<p>Areas should be cleaned at least daily as used</p>
<p>Public Engagement Spaces (Museum, Libraries)</p>	<p>Cleaning and Disinfecting of high touch surfaces - 1x per day</p> <ul style="list-style-type: none"> ● Door Knobs/Entry Levers ● Push Plates/Push bars/Pull Handle ● Desks/Tables ● Chair Arm rests 	<p>Additional cleaning is optional.</p>
<p>Event Spaces</p>	<p>Cleaning and disinfecting of high touch surfaces – 1 x week</p> <ul style="list-style-type: none"> ● Door Knobs/entry Levers ● Push Plates/Push Bar ● Desks/Tables ● Chair Arm Rests ● Light Switches <p>Vacuum/Sweep/Mop Floor</p>	<p>Areas should be cleaned at least daily as used</p>
<p>Break / Eating Space (Lounges, Kitchenettes,etc)</p>	<p>Cleaning and disinfecting of high touch surfaces – 1 x week</p> <ul style="list-style-type: none"> ● Door Knobs/entry Levers ● Push Plates/Push Bar ● Desks/Tables ● Chair Arm Rests ● Light Switches ● Vacuum/Sweep/Mop Floor 	<p>Areas should be cleaned at least daily as used</p>

	Clean microwave and refrigerators doors daily.	
Retail Operations Cafes	Responsibility of retail operation.	Areas should be cleaned at least daily as used
Loading Docks	Cleaning and disinfecting of high touch surfaces – 1 x week <ul style="list-style-type: none"> ● Door Knobs/entry Levers ● Push Plates/Push Bar ● Desks/Tables ● Light Switches ● Vacuum/Sweep/Mop Floor 	Areas should be cleaned at least daily as used
Recreation / Fitness Spaces	Disinfection of the following high touch surfaces in Locker room - 1x per day <ul style="list-style-type: none"> ● Fixtures ● Mirrors ● Partitions and floors ● Door Knobs/Entry Levers ● Push Plates/Push bars/Pull Handle ● Benches ● Lockers/pull handles 	Areas should be cleaned at least daily as used
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. Cleaning guidance is subject to change based on updated guidance or as needed based on the following factors:
 - a. High transmission of COVID-19 in your community,
 - b. Low number of people wearing masks,
 - c. Infrequent hand hygiene, or
 - d. The space is occupied by certain populations, such as people at [increased risk for severe illness from COVID-19](#)
3. If there has been a positive COVID-19 person in a campus building within the last 24 hours, clean and disinfecting of the spaces they occupied will be conducted in consultation with EHS.

APPENDIX B: Relevant Resources and Links

University COVID Resources

[U-M Campus Maize & Blueprint](#)

[U-M Human Resources FAQs](#)

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

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

[U-M Environment Health & Safety \(EHS\) COVID-19 information](#)

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](#)

Exposure and Contact Tracing

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

[EHS Exposure, Testing and Mandatory Contact Tracing Guidance for Employees and Supervisors](#)

Procurement

[Procurement Services COVID-19 Supplies](#)

HVAC

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