

MICU

MICHIGAN
INDEPENDENT
COLLEGES & UNIVERSITIES

CHECKLISTS for COVID-19 Response & Reopening

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Checklist: Student health, safety, and wellness

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Develop comprehensive student training program.

Establish a system for on going communication with students around new protocols and/or developments around COVID-19 and the response to COVID-19.

Develop protocols for students who identify as high risk, who are living with individuals who are high risk, or who are in quarantine or isolation due to COVID-19.

Prepare for increased mental health needs among students.

Develop protocols for delivery of emotional and mental health services including both individual and group counseling.

Checklist: Employee health, safety, and wellness

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Develop comprehensive employee training program in compliance with Executive Order 2020-91.

Establish a system for on going communications with faculty and staff around new protocols and/or developments around COVID-19 and the response to COVID-19.

Develop protocols for employees who identify as high-risk or who are living with individuals who are high-risk, or who are in quarantine or isolation.

Develop policies and procedures to address the work environment including workflow, faculty/staff meetings, and shared spaces.

Establish a system for the distribution of PPE to on-campus employees where needed.

Develop a plan that requires face coverings to be worn when faculty and staff cannot consistently maintain six feet of separation from other individuals in the workplace.

Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

Checklist: Community safety and wellness

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Develop policies and procedures to limit and register on-campus guests.

Develop protocols for monitoring symptoms and temperatures of on-campus guests.

Identify low-risk ways to continue to provide high-quality engagement with the broader community.

Develop strong partnerships with local health systems and the local health department.

Checklist: Monitoring, testing, contact tracing, and surveillance

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Protocols developed for daily entry self-screening of all employees or contractors entering the workplace that includes symptom monitoring and suspected or confirmed exposure to people with possible COVID-19.

Protocols developed for temperature and symptom monitoring of all faculty, staff, students, and visitors.

On-campus capability to obtain/provide testing.

Testing agreements are in place with a CLIA certified laboratory.

Expanded contact tracing through local health departments to identify and isolate positive institution-related cases.

Protocols developed in conjunction with the local health department and other relevant bodies to develop a reporting system in compliance with Executive Order 2020-91.

Institutional liaison to local health authority to assist with contact tracing.

Collection of surveillance data in collaboration with the local health department.

Checklist: Instruction, clinical training, and learning spaces

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Physical distancing protocols in place for all in-person instructional spaces.

Disinfection protocols in place for all instructional spaces.

Disinfection sprays and wipes available in all instructional spaces.

Clear communications and trainings are provided regarding in-person instructional expectations.

All in-person courses are offered in a hybrid format to allow students at risk, living with a person at risk, and/or quarantined to successfully continue/complete their courses.

Faculty at risk or living with someone at risk are given (1) the option to teach a course exclusively online, or (2) an alternative assignment.

In-person instructional models should be developed in consultation with the local health department and/or with other non institutionally-affiliated public health experts.

Checklist: Residential halls & other residential spaces

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Identify isolation and quarantine locations on campus.

Close or develop physical distancing protocols in common lounges and gathering places in residence halls and other residential facilities.

Require face coverings outside of living quarters (e.g., dorm rooms, on-campus suites and apartments).

Regularly disinfect common areas.

Develop protocols regarding room configurations.

Work in close collaboration with local public health officials to make all decisions related to on-campus housing.

Develop housing protocols for students who have been exposed to someone who has tested positive for COVID-19.

Develop protocols for shifting student housing or removing students from campus, should the health situation or state policy require it.

Checklist: Dining halls & other food services

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Develop protocols for dine-in services.

Install signage and sanitation stations.

Collaborate with contracted dining services provider to develop staff policies and procedures specific to COVID-19.

Implement mobile ordering/delivery or other methods of food distribution.

Checklist: Events & large gathering spaces

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Develop risk assessment and mitigation tools for holding group gatherings.

Develop protocols for holding large events.

Identify innovative ways to gather and hold “mass events” without in-person contact.

Develop protocols for meeting with prospective and admitted students and their families.

Checklist: Student activities & varsity athletics

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Protocols for new student orientation.

Guidance for student organizations.

Policies and procedures identified for use of training facilities by student athletes.

Policies and procedures for athletic practices.

Protocols in place for athletic event scheduling and travel in accordance with institution's athletic association, and related guidance.

Checklist: Supplies & equipment

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

Plan for distribution of PPE to staff and students and/or communications on what must be provided by the individual.

Adequate supply of preventative materials and PPE procured.

Plan for continued procurement of preventative materials and PPE.

Plan to provide non-medical grade face coverings to faculty and staff, with supplies of N95 masks and surgical masks currently reserved for health care professionals, first responders, and other critical workers.

Plan for providing cleaning supplies to faculty and staff at the workplace and for providing time for faculty and staff to wash and/or sanitize hands frequently.

Checklist: Facilities operations

COMPLETE IN PROGRESS NOT STARTED NOT APPLICABLE

All common/shared areas are assessed and adjusted to account for physical distancing of at least six feet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prior to opening, the entire institution is cleaned and disinfected in accordance with current CDC and EPA guidance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Installation of physical barriers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased ventilation rates where possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air filters replaced, possibly with high efficiency filters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deep cleaning and disinfection plans are established for when there is a person who tests positive for COVID-19 on campus.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning and disinfection plans are continually updated to reflect changes in CDC and EPA guidance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop and implement an on going cleaning and disinfection plan in accordance with current CDC and EPA guidance that pays particular attention to high-touch surfaces and shared equipment and areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop signage about the importance of personal hygiene.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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