**Guidance for all community members who wish to enter West Hall**

Before entering the building

* All faculty, staff, and students are expected to complete this daily online health screening before entering the building: <https://responsiblue.umich.edu/>.
* Face coverings are required to be worn everywhere on campus, inside and outside, including West Hall. Anyone not wearing a mask will be asked to put one on or leave the building. Please see the [policy](http://ehs.umich.edu/wp-content/uploads/2020/07/U-M-Face-Covering-Policy-for-COVID-19.pdf) for a description of allowable face coverings and limited exceptions (approval required). Instructors, please see the [recommended language](https://docs.google.com/document/d/1qMQ-cW8e-vWj8l3dD6oWzkK-eydSChz_ApLowAtl6YQ/edit?usp=sharing%3E) to add to course syllabi regarding the required face coverings and the consequences of not adhering to the policy.

**Who may enter the building and when**

* Entry into all LSA buildings is restricted to MCard holders affiliated with LSA or with classes held in LSA buildings.
* Standard building hours are 8:00 a.m. – 5:00 p.m., Monday through Friday.
* The Department of Anthropology access will be restricted to Department affiliated faculty, staff, and graduate students during non-standard hours. Those who can work remotely should continue to do so.
* Short-term visitors are not permitted at this time.

**Limit building use to instruction and critical work**

To provide a safe learning and work environment for those who do need to be in the building, we must reduce density of people in the space:

* Faculty and staff who can work remotely should continue to work remotely, if possible.
* All meetings, including office hours, should be conducted virtually.

**Health, Safety, and PPE**

#### Wolverine Culture of Care

The [Wolverine Culture of Care](https://campusblueprint.umich.edu/uploads/Wolverine_Culture_of_Care%20sign_8.5x11_UPDATED_071520.pdf) is our collective commitment to keeping the U-M campus community as healthy and safe as possible by caring for ourselves and to being respectful of our impact on the health of others.

#### Face Coverings and Social Distance Requirements

* All faculty, staff, and students are expected to complete a daily online health screening before entering the building. The online screening can be found here: <https://responsiblue.umich.edu/>  
    
  If you receive a red screen on the survey, you cannot enter the building. Follow the directions on the red screen to contact Occupational Health Services. If you receive a green check, you can enter the building.
* In additional to completing the daily health screening, individuals should complete the [google form](https://docs.google.com/forms/d/e/1FAIpQLScLsZP6tUoOlYlVewVKoU-XxVMxLz5Xlj3b0IS8ZvZzY-UAuQ/viewform?pli=1) attesting the screening has been completed and you received a green check.
* Face coverings are required to be worn everywhere on campus, inside and outside. Anyone not wearing a mask will be asked to put one on or leave the building. Please see the [policy](http://ehs.umich.edu/wp-content/uploads/2020/07/U-M-Face-Covering-Policy-for-COVID-19.pdf) for a description of allowable face coverings and limited exceptions (approval required).
* All people in the building need to maintain a minimum of 6 feet of physical distance at all times. All classrooms have been modified to allow for required physical distancing. As a result, we have had to reduce the occupancy of each classroom.

#### Cleaning

* Custodial Services will clean and disinfect the high touch points daily, including in offices, classrooms, and other spaces. Classroom cleaning will include wipe down of desks, chairs, door handles, and commonly used equipment (i.e. podium, keyboard, mouse).
* The LSA will provide two cloth masks to all faculty and staff.
* There will be hand sanitizer in all classrooms.
* There will be disinfectant wipes in all classrooms. Students and instructors should all wipe down desks and chairs before and after each class meeting. Cleaning and disinfection supplies will also be provided in conference rooms and available for employees to clean their workstations and shared equipment.

#### Signage

There is signage throughout the building; we have posted

* Signs on all exterior doors to remind everyone that masks are required in the building.
* Floor decals in heavily trafficked areas to remind us to maintain required physical distancing.
* Signs in restrooms (on mirrors and on doors) to remind users of proper hygiene.
* Signs outside all classrooms to remind everyone of precautions to take as well as to indicate the current capacity.

#### Department of Anthropology Virtual Office

The Department staff will continue to work remotely. Should you need to contact staff, feel free to email or leave them a voice message.

In addition, the Department has created a virtual office that will be managed by Darlinda Flanigan. The office will be “open” Mon-Fri from 10 am – 2 pm.

Here is the [link](https://umich.zoom.us/j/94448689146) for the Anthropology Virtual Office.

**Contacts**

If you have a need and are uncertain who to contact, please call the Department’s main phone line at 734-764-7274.

IT/Technology Services & issues with classroom equipment:  
 [LSATechnologyServices@umich.edu](mailto:LSATechnologyServices@umich.edu)  
 734-615-0100

Facilities/Maintenace: Paul Thurmond 734-763-4473

DPS: 734-763-1131

**What to do if you test positive for COVID-19, or suspect that you have been exposed**

### **What to d**

* Please stay home if you are sick, are showing symptoms of COVID-19, or have been in close contact with someone who has tested positive for COVID019, or you have tested positive for COVID-19.
* Seek immediate medical attention if your symptoms are severe.

Nurse Advice is available day or night. When UHS is closed, nurses cannot give test results, renew prescriptions, or make or cancel appointments.

UHS is testing patients who have symptoms concerning for COVID-19. They are also testing patients without symptoms in specific circumstances, which include:

* Testing is required before a medical or dental procedure or surgery.
* They have been, or suspect they have been, exposed to COVID-19.
* They are in a profession that places them at high risk for exposure to COVID-19.
* The Health Department recommends testing.

**You can find other local test sites on the**[**Washtenaw County Public Health website**](https://www.washtenaw.org/3158/Testing)**.**

If you were tested for COVID-19 outside of University Health Service or Michigan Medicine, [please report test results here](https://uhs.umich.edu/covid-results).

#### Faculty and Staff

**Call the**[**Occupational Health Services**](https://hr.umich.edu/benefits-wellness/health-well-being/occupational-health-services)**(OHS) Hotline at (734) 764-8021.**

* Do not come to work if you are sick, are showing symptoms of COVID-19, have been in close contact with someone who has tested positive for COVID-19, or yourself have tested positive for COVID-19.
* Seek immediate medical attention if your symptoms are severe.
* Notify your supervisor via phone or email.

Phone lines are available from 6:00 a.m. – 8:00 p.m. each day for employees who are sick and/or have questions related to COVID-19. Screeners will ask questions to determine next steps:

* Whether you need to seek COVID-19 testing and where to get tested.
* Whether you need to quarantine.
* In all cases, follow the guidance of your healthcare provider and local health department.
* If you receive COVID-19 testing from outside of Michigan Medicine, report results (positive or negative) to the OHS Hotline at 734-764-8021.

#### Contact Tracing

Responsibility for contact tracing is vested in the [Washtenaw County Health Department](https://www.washtenaw.org/3102/Prevention-Risk-Reduction), which delegates authority for U-M to our Environment, Health and Safety (EHS) Department. EHS performs contact tracing for all U-M employees and students and has been doing so throughout the pandemic. It is not an LSA employee’s or supervisor’s responsibility to notify anyone of an individual testing or diagnosis. This is a violation of people’s confidentiality and must be left to health professionals. In collaboration with the county and University Health Service, EHS is organizing and training a mix of professional contact tracers and professional students from our School of Public Health who will assist with student contact tracing.