



**WAYNE STATE
UNIVERSITY**

FP&M CAMPUS RESTART PLAYBOOK

**Response to COVID-19
and
Guidelines for Returning to Campus**

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CONSTRUCTION

The health and safety of our employees, vendors, customers and the Wayne State community is Design and Construction Services' foremost priority.

Michigan's governor issued Executive Order 2020-70 on May 1, 2020, allowing construction workers to resume activities effective May 7, 2020. The university requires all construction contractors, vendors, architects and engineers to comply with safety guidelines from the federal government, such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC); State of Michigan, Wayne County and City of Detroit executive orders; and university guidelines to help reduce the risk of exposure to COVID-19.

Wayne State University's guidelines are as follows:

OFFICE PROCEDURES

Construction Meetings

- Meetings with architects, engineering and contractors, as well as site visits, should be held virtually whenever possible. Only essential visitors are allowed on campus. No sales calls are allowed.

Document Processing

- Contracts, change orders, invoices and pay applications are now processed electronically to avoid passing paper documents.

Construction in Occupied Buildings

- Contractors must provide to the university their updated safety plan, which includes their response to COVID-19, before they are

allowed on campus as required by the [Executive Order](#) for *construction restart (Executive Order 2020-70 (COVID-19), 2020)*.

- These plans require on-site employees to participate in a daily health screening before they are allowed on location. Their employer is responsible for collecting this information and making it available to the university when requested for audit. The contractor is responsible for informing the university when an employee fails the screening. The project manager is to be contacted and will in turn contact their director, who will follow the university's notification process.
- D&CS has developed a key sign-out/sign-in process to limit in-person interaction as well as instituted daily cleaning and disinfecting.
- Project managers are required to visit active construction sites as part of their standard job responsibilities, though some may be accomplished virtually through video visits. All safety guidelines mentioned above, as well as those established by the contractor, are to be adhered to.
- The project manager will contact the project contact or the building coordinator — whichever has been deemed the proper party — to notify them of when contractors will be working in the building.
- Contractors are to restrict unnecessary movement outside of the construction area. A separation between the area the contractor is working in and the building's occupants will be installed whenever possible. Building occupants should not enter this area. The separation can be created in any of the following ways:
 - In a separate room, the door can be closed.
 - In open areas or rooms without a door, a simple plastic barrier will be installed when possible.

- When the construction requires a fire separation by code, a wall with a door will be constructed.
- Contractors working in occupied spaces shall sanitize the work area before leaving at the end of the day and at the end of the project.

Installation of Barriers

- Masks and physical distancing should be the first line of defense against COVID-19. There are sustainability, liability and code issues with Plexiglas and other materials used to construct barriers.
- Plexiglas shields (precut, self-assembled furniture pieces) and barriers **must be** evaluated by FP&M and approved by Procurement regardless of size or application, including but not limited to work stations, office common areas, conference rooms and reception areas. A project request can be submitted through the campus network using [this link](#) or by calling the Service Center at 313-577-4315.

Areas that will be considered for barriers:

- High-volume reception areas
- Areas where individuals must work closer than six feet

Not all work stations will receive barriers.

- Break rooms and conference rooms should use physical distancing recommendations and [Be Warrior Safe](#) training protocols.

CUSTODIAL SERVICES

Health and Safety Pandemic and Post-pandemic Activities

EQUIPMENT AND CHEMICALS

Custodial Equipment

- Microfiber cloths
- Rope mops
- Dusting mops
- Buckets (clean product and used product)
- Carts
- Spray bottles
- Auto scrubbers
- Power-washing equipment

Custodial Materials**

- BNC-15; Alkaline disinfectant cleaner concentrate (Spartan Chemicals)
 - EPA Reg No: 6836-348; EPA solution dwell time: Five minutes
 - Sanitizing disinfectant spray and bucket solutions
- "TB-Cide QUAT" tuberculocidal, virucide cleaning disinfectant (Spartan Chemical)
 - EPA Reg No: 1839-83; EPA solution dwell time: 10 minutes

- Spray cleaner and sterilizer
- Spartan 103-2; Neutral disinfectant cleaner (Spartan Chemical)
 - EPA Reg No: 1839-169; EPA solution dwell time: 10 minutes
 - General-purpose cleaning spray and bucket solutions
- NAB Hard Surface Disinfecting Wipes (Spartan Chemical)
 - EPA Reg No: 1839-190; EPA solution dwell time: 10 minutes
 - Wipes for hard-surface cleaning of public spaces; custodial staff.
- PROTECT Health care Disinfecting Wipes (Spartan Chemical)
 - EPA Reg No: 88494-2; EPA solution dwell time: One minute
 - Public wipes for hard-surface cleaning of public spaces; strategically placed.

**EPA reference: [EPA Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

S/C/D Chemicals and Materials Procurement

- [WSU Procurement Office](#)
- [WSU Sciences Stores](#)
- Cleaning wipes (non-facilities related)
 - Office and user department-purchased cleaning wipes with bleach or peroxide-based solution
 - Cleaning step one; used before sanitizing solution BNC-15
- Lab wipes (non-facilities related)
 - Laboratory specialty-purchased cleaning wipes with bleach, peroxide or quaternary-based solution

- Cleaning step one; used before sanitizing solution BNC-15 or lab specialty sanitization solution

Specialties

- NanoSeptic films
- Clorox 360 electrostatic fogging sanitization machines
- Victory electrostatic battery backpack and hand-held fogging machines

TRAINING (CUSTODIAL/JANITORIAL STAFF)

Clean Check Training System by Spartan Chemical Company

- *User-specific login, guided training and technician certifications for chemicals, PPE, surfaces and applications, post-clean material handling, and equipment clean-up*
- *Job cards, task-driven work*
- *Incorporation of EPA disinfectant list-N-published dwell durations for all chemistry, overriding manufacturer labeling*
- *Two-part process for soiled areas: cleaning and disinfecting*
 - *Specific training areas of focus*
 - *Pandemic and post-pandemic cleaning*
 - *Carpeting*
 - *Classrooms*
 - *Hard-surface floor care*
 - *Offices*
 - *Restrooms*
 - *Hazard communication and blood-borne pathogen standard*

Custodial Training Manual v.2

- *Primary functions defined across multiple classifications*
 - *Custodian*
 - *Janitor*
 - *Handyman*
 - *Lighting technician*
 - *Pest control*

AREA TYPES AND RESPONSIBILITY

Shared Responsibilities

Each person is responsible for cleaning and disinfecting their private office and all shared equipment before and after each use. Users of common areas such as supply and copy rooms, kitchenettes, or breakrooms share a responsibility to disinfect and sanitize high-touch surfaces.

Areas, Touch Points/Service Types

Classrooms

Touch point	Service type
Desk	User
Trash	Custodial Services
Doors	Custodial Services
A/V Equipment	User
Boards	User
Floors	Custodial Services

Offices

Touch point	Service type
Desk	User
Trash	User
Doors (Inside)	User
PC/Phone Equipment	User
Floors	Custodial Services

Office Common Areas

Touch point	Service type
Trash	Custodial Services
Counters	Office personnel
Reception desk	Office personnel
Floors	Custodial Services
Kitchenettes	Office personnel
Furniture	Office personnel
Copiers and printers	Office personnel
Pens/pencils, sign-in tools	Office personnel
Staplers, punches	Office personnel
Date-stamp clocks	Office personnel
Mailboxes	Office personnel

Labs

Touch point	Service type
Sink bases/counters	Lab personnel
Equipment	Lab personnel
Trash	Lab personnel
Doors (inside)	Lab personnel
Floors	Custodial Services

Common Areas/Hallways

Touch point	Service type
Trash	Custodial Services
Doors	Custodial Services
Floors	Custodial Services
Swipe-card readers	Custodial Services
Fountains	Custodial Services

Elevators

Touch point	Service type
Outside panels	Custodial Services
Inside panels	Custodial Services
Walls and rails	Custodial Services
Floors	Custodial Services
Door tracks	Custodial Services

Stairwells

Touch point	Service type
Doors	Custodial Services
Handrails	Custodial Services
Landings and stairs	Custodial Services

Restrooms

Touch point	Service type
Trash	Custodial Services
Doors	Custodial Services
Sinks/counters	Custodial Services
Partitions	Custodial Services

Porcelain	Custodial Services
Dispensers	Custodial Services
Floors	Custodial Services

Vehicles, heavy equipment and tools

Touch point	Service type
State vehicles	User
UTV	User
Mowers	Groundskeeper
Walkie-talkie radios	User
Power and hand tools	User

Athletic facilities

Touch point	Service type
Training rooms	Custodial/training staff
Locker rooms	Custodial/athlete/user
Showers	Custodial Services
Weight/strength training	Custodial/staff/user
Natatorium (Pool)	Custodial/athletic staff
Gyms/Courts	Custodial/athletic staff
Intramural/activity rooms	Custodial/user

TASKS AND FREQUENCY MATRIX (ACTIVE CAMPUS BUILDINGS)

Space Types	Services	Process	Chemicals	Frequency
Classrooms	Desk	Wipe and disinfect	PROFECT™ Wipes	As needed, user
	Trash	Corridor receptacle	---	---

	Doors	Microfiber and disinfect	BNC-15	1x a day
	Lighting switch plate	Wipe and disinfect	BNC-15	1x a day
	A/V equipment	Wipe and disinfect	PROFECT™ Wipes	As needed, user
	Boards	Wipe and disinfect	PROFECT™ Wipes	As needed, user
	Sweep floors	Dust mop	---	1x a Week
	Mop floors	Rope mop / auto scrubber	103-2	1x a Week
	Spot sweep floors	Straw broom	---	4x a week
	Spot mop floors	Rope mop	103-2	4x a week
College specialty classrooms/ labs	Refer to “Office Common Areas/Suites” and “Vehicles, Heavy Equipment, Tools”			
Offices	Desk	Wipe and disinfect	Cleaning Wipe/ BNC-15	As needed, user
	Trash	Central	---	As needed, user
	Doors (Inside)	Wipe and disinfect	BNC-15	As needed, user
	PC/Phone	Wipe and disinfect	BNC-15	As needed, user
	Lighting switch plate	Wipe and disinfect	BNC-15	As needed, user
	Vacuum floors	Electric vac	---	Scheduled
Office common areas/suites Office common areas/suites (continued)	Trash	Remove and replace bag	---	1x a day
	Counters	Wipe and disinfect	Cleaning wipe/ BNC-15	Office personnel
	Reception desk	Wipe and disinfect	Cleaning wipe/ BNC-15	Office Personnel
	Vacuum floors	Electric vac	---	1x a week
	Mop floors	Rope mop / auto scrubber	103-2	1x a week
	Spot clean floors	Straw broom/rope mop	103-2	As needed

	Kitchenettes	Wipe and disinfect	Cleaning wipe/BNC-1	Office personnel
	Furniture	Wipe and disinfect	Cleaning wipe/BNC-15	Office personnel
	Copier/printers	Wipe and disinfect	Cleaning Wipe/BNC-15	Office personnel
	Pencil/pens, Sign-in tools	Wipe and disinfect	Cleaning wipe/BNC-15	Office personnel
	Staplers, hole-punches	Wipe and disinfect	Cleaning wipe/BNC-15	Office personnel
	Date-stamp clocks	Wipe and disinfect	Cleaning wipe/BNC-15	Office personnel
	Mailboxes	Wipe and disinfect	Cleaning wipe/BNC-15	Office personnel
Labs	Sink base/counters	Wipe and disinfect	Lab wipe/BNC-15	Lab personnel
	Equipment	Wipe and disinfect	Lab wipe/BNC-15	Lab personnel
	Trash	Central	---	Lab personnel
	Doors (inside)	Wipe and disinfect	Lab wipe/BNC-15	Lab personnel
	Lighting switch plate	Wipe and disinfect	BNC-15	Lab personnel
	Mop floors	Rope mop / auto scrubber	103-2	Scheduled
	Sweep floors	Dust mop	---	Scheduled
	Strip/wax floors	Stripper/wax	Varies	Scheduled
Common areas/hallways	Trash	Remove and replace bag	---	1x a day
	Doors	Microfiber and disinfect	BNC-15	1x a day
	Sweep floors	Dust mop	---	1x a week

	Mop floors	Rope mop / auto scrubber	103-2	1x a week
	Spot-sweep Floors	Straw broom	---	4x a week
	Spot-mop Floors	Rope mop	103-2	4x a week
	Id card readers	Wipe and disinfect	BNC-15/Alcohol Wipe	2x a day
	Fountains	Microfiber and disinfect	BNC-15	1x a day
Elevators	Outside button panels	Microfiber and disinfect	BNC-15	2x a day
	Inside button panels	Microfiber and disinfect	BNC-15	2x a day
	Walls and rails	Microfiber and disinfect	BNC-15	1x a day
	Sweep floors	Straw broom	---	1x a week
	Mop floors	Rope mop	103-2	1x a week
	Spot-clean Floors	Spray bottle	103-2	4x a week
	Clean door tracks	Spray bottle	103-2	1x bi-weekly
Stairwells	Doors	Microfiber and disinfect	BNC-15	1x daily
	Handrails	Microfiber and disinfect	BNC-15	3x a week
	Stairs/landings	Swept and rope mopped	103-2	1x a week, as needed
Restrooms	Trash	Remove and replace bag	---	1x - 2x a day
	Doors	Microfiber and disinfect spray bottles	103-2/BNC-15	1x - 2x a day
	Sinks/counters/mirror	Microfiber and disinfect	103-2/BNC-15	1x a day

		spray bottles		
	Partitions	Microfiber and disinfect spray bottles	103-2/BNC-15	1x a day
	Porcelain	Microfiber and disinfect spray bottles	103-2/BNC-15	1x a day
	Dispensers	Microfiber and disinfect spray bottles	103-2/BNC-15	1x a day
	Sweep floors	Dust mop	---	1x a week
	Mop floors	Rope mop	103-2	1x a week
	Spot-clean Floors	Spray bottle	103-2	4x a week
Vehicles, heavy equipment, tools	State vehicles cab	Spray bottle	BNC-15	As needed, user
	UTV cab	Spray bottle	BNC-15	As needed, user
	Ride-on mowers	Spray bottle	BNC-15	As needed, user
	Walkie-talkie radios	Spray bottle	BNC-15	As needed, user
	Power & hand tools	Spray bottle	BNC-15	As needed, user
Athletic facilities Athletic facilities (continued)	Training plunge pools	Spray bottle	BNC-15	Training Staff
	Training sweep floors	Dust mop	---	1x a week
	Training mop floors	Rope mop	103-2	Scheduled
	Training switch plate	Wipe and disinfect	BNC-15	Training Staff
	Locker benches	Microfiber and disinfect	BNC-15	1x a day
	Lockers	Wipe and disinfect	PROFECT™ Wipes	As needed, user
	Lockers sweep floors	Dust mop	---	1x a week
	Lockers mop floors	Rope mop / Auto scrubber	103-2	1x a week
	Locker spot sweep floors	Straw broom	---	4x a week
	Locker spot mop floors	Rope mop	103-2	4x a week

	Showers	Power wash/ electro- static disinfect	103- 2/BNC-15	1x a day
	Locker switch plate	Microfiber and disinfect	BNC-15	1x a day
	Weight sweep floors	Dust mop	---	1x a week
	Weight mop floors	Rope mop / Auto scrubber	103-2	1x a week
	Weight spot clean floors	Rope mop	103-2	4x a week
	Weight switch plate	Microfiber and disinfect	BNC-15	1x a day
	Weight equipment	Electro- static disinfect	BNC-15	1x a week
	Pool sweep floors	Dust mop	---	1x a week
	Pool mop floors	Rope mop / auto scrubber	103-2	1x a week
	Pool spot clean floors	Rope mop	103-2	4x a week
	Pool switch plate	Microfiber and disinfect	BNC-15	1x a day
	Gym sweep floors	Dust mop	---	As needed, custodial/athletic staff
	Gym mop floors	Microfiber and Specialty Mop	Specific cleaner, Athletics defined	1x a week
	Gym wipe bleachers	Microfiber and disinfect spray bottles	103- 2/BNC-15	As needed, event
	Gym lighting switch plates	Wipe and disinfect	BNC-15	1x a day
	Activity room sweep floors	Dust mop	---	1x a week
	Activity room mop floors	Rope mop	103-2	1x a week
	Activity room switch plate	Wipe and disinfect	BNC-15	As needed, user

	Activity room equipment/mats	Wipe and disinfect	BNC-15	As needed, user
	Doors common and exterior handles	Microfiber and disinfect	BNC-15	1x a day

PRODUCT SUPPLY

- General purpose areas will have cleaning stations strategically placed in corridors.
- Cleaning supplies for specialty classrooms and facilities controlled by S/C/D must be requested by submitting a work order to coordinate product pick-up from the FP&M Stockroom (IE: Studios, Training Facilities, Workshops).
- Specific products may change based on market availability, but their use and frequency will be coordinated to remain consistent.

CLASSROOM TURNOVER

Shared Responsibilities

- Each person is responsible for cleaning the personal space and furniture they use or with which they engage.
- PROTECT disinfectant wipes will be strategically located in corridors for use.
- Trash disposal will be in the trash receptacles located in the corridors.

ATHLETIC FACILITIES

Shared Responsibilities

- Each staff member and athlete is responsible for cleaning the personal space, furniture and equipment with which they engage.

- PROTECT disinfectant wipes will be strategically located in corridors for use.
- Disposal of personal office and suite trash will be in the trash receptacles located in the corridors.
- Implementation of electrostatic sterilization fogging equipment for heavy-use areas will be deployed.

LUNCH ROOMS/KITCHENETTES/FOUNTAINS

Lunch/Break Rooms

- Remove all loose and shared cutlery or condiments.
- Wipe tables and chairs before and after every use.
- Discontinue use of microwaves.

Kitchenettes

- Remove all loose condiments.
- Discontinue use of microwaves.
- Clean out and limit refrigerator use to bagged lunches only.
- Wipe counters and sinks after every use.
- Eliminate any shared cutlery, plates and bowls.

Fountains

- Fountains are not to be used for direct drinking.
- Water bottle or cup use is mandatory.

MECHANICAL DIFFUSER CLEANING (*HVAC DUCTS*)

Dirty Ducts vs. Diffuser Visible Deposits?

- Visible dirt on ceilings is nearly always the result of atmospheric dust and dirt in rooms and not transmitted through duct work.

- Deposits on working surfaces should be reported to the building coordinator or facilities service center for site-specific investigation; older ducts may have interior sound attenuation that can break down over time. Duct cleaning will not resolve this situation.
- Ceiling smudging white paper
https://www.krueger-hvac.com/files/white%20papers/white_paper_ceiling_smudging.pdf
- Black Particles and the HVAC System
<https://healthybuildings.com/black-particles-and-the-hvac-system/>

Custodial Services

- Scheduled with departments through custodial supervisors
- Nine-foot ceiling diffusers
- Offices and suites

Engineering Services

- Scheduled with departments through building engineer or engineering associate director
- Greater than nine-foot ceilings diffusers
- Corridors, labs, high bays, lobbies

OEHS and testing

- Requests for mold testing and lab analysis must go through the Office of Environmental Health and Safety
(research.wayne.edu/oehs)
- Testing fees may apply

EXPOSURE LOCATION CLEANING

Suspect Exposure

- Isolation of the space for two hours
- High-touchpoint sanitization of all flat surfaces, doors, handles, switch plates, furniture and devices (phones, keyboards, control panels)

Confirmed Exposure

- Isolation of the space for 24 hours
- High-touchpoint cleaning of all flat surfaces, doors, handles, switch plates, furniture and devices (phones, keyboards, control panels)
- Use of electrostatic fogging sterilization machinery (Clorox 360 machine)

SPECIAL NEED OR BARRIER CONSIDERATIONS

Students

- [Student Disability Services](#)
- SDS Phone: 313-577-1851
- The SDS Office in the David Adamany Undergraduate Library will offer improved and hand-free fixtures and facilities for persons seeking support.

Faculty/Staff

- [Office of Equal Opportunity](#)
- OEO Phone: 313-577-2280

HUMAN RESOURCES

REMOTE/TELEWORKING AND FLEXIBLE WORK ARRANGEMENTS

Due to the COVID-19 pandemic, employees are currently exercising a version of teleworking to limit the number of employees on campus in order to ensure their safety as well as the safety of students, faculty, staff and fellow employees. For more information about teleworking, please visit the [HR webpage](#).

PPE GUIDELINES

The Campus Health Center reminds all Wayne State University employees who have returned to campus or who plan to return that they must wear a cloth face covering while on campus. The university will provide cloth face coverings for each faculty and staff member, but employees may also bring their own from home. Face coverings must be properly secured and worn over the mouth and nose at all times while on campus.

We understand that wearing a face covering may feel uncomfortable or awkward at first; however, they play a vital role in preventing the spread of COVID-19 and keeping campus safe. We thank everyone for doing their part to protect their fellow Warriors.

BEFORE RETURNING TO CAMPUS

Your part to keep campus safe begins before you come to Midtown.

- **Talk to your supervisor:** Understand how your unit is phasing team members back in and discuss when it's appropriate for you to return.

- **Take the Be Warrior Safe training:** Take the [three training modules](#) to learn more about COVID-19 and how to Be Warrior Safe on campus.
- **Complete the Campus Daily Screener:** Beginning 48 hours before your return, complete the [online screener](#) each day before coming to campus.
- **Know before you go:** Before you leave, visit the [Parking website](#) to know which lots and structures are open, and the status of campus shuttles.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The [Families First Coronavirus Response Act \(FFCRA\)](#) is a federal law that establishes certain paid benefits to help employees cope with changes in their lives brought on by the COVID-19 pandemic. These provisions apply from **April 1, 2020, through Dec. 31, 2020.**

Emergency Paid Sick Leave

The Emergency Paid Sick Leave payment is currently calculated at the regular hourly rate, which exceeds the minimum requirement as outlined in the FFRCA, which is two-thirds of the employee regular pay. At this time, the university has decided to pay employees their full amount, but reserve the right to revert back to the minimum requirement as specified by FFRCA guidelines.

Please note: You may only take up to two weeks — or 10 days — (75 hours/80 hours for a full-time employee; for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of emergency paid sick leave for any combination of qualifying reasons. **However**, the total number of hours for which you receive paid sick leave is **capped** at 75 hours/80 hours under the Emergency Paid Sick Leave Act.

Expanded Family and Medical Leave Expansion Act

- Although the Family and Medical Leave Act (FMLA) traditionally has provided unpaid leave for qualifying circumstances, the FFCRA expanded the FMLA to include a paid leave component for employees caring for a **dependent child under the age of 18** whose school or child care facility is closed (or child care provider is unavailable) due to COVID-19 related reasons. The period of public health emergency leave is for up to the remainder of the 12 weeks of FMLA entitlement.
- Requests for intermittent leave will be reviewed on a case-by-case basis.

How to Request a Paid Sick Leave and/or Expanded Family and Medical Leave due to *qualifying* reasons related to COVID-19

FMLASource will administer both the emergency paid sick leave and expanded family and medical leave on behalf of WSU. Please reach out to FMLASource directly to request an Emergency Paid Sick Leave and/or Expanded Family and Medical Leave.

FMLASource Contact Information:

- **Website:** fmlasource.com
- **Email:** FMLACenter@fmlasource.com
- **Phone:** 877-462-3652 (live service 7:30 a.m.-9:30 p.m. CST; 24-hour automated phone system)
- **Smartphone App:** FMLASourceNow

U.S. Department of Labor Resources:

Families First Coronavirus Response Act: Employee Paid Leave Rights

[Families First Coronavirus Response Act: Questions and Answers](#)

Additional Information

For more information and frequently asked questions, please visit the Wayne State University [Human Resources website](#).

INDOOR AIR QUALITY

Information for Offices, Research Areas, Classrooms, and Other Occupied Areas

Mission: Indoor air quality is an essential function of the heating, ventilation and air conditioning of the variety of occupied spaces on the campus.

Wayne State University follows the federal, state and local guidelines for indoor air quality. Buildings are designed per the American Society of Heating, Refrigeration, and Air-Conditioning Engineers' (ASHRAE) standards, which include the quantity of fresh air required for each person in the building. The standards are based upon the functions performed in the building and the number of people occupying the building.

WSU will follow the ASHRAE's pandemic guidelines for all occupied areas to the extent possible.

Operations of heating, ventilation and air conditioning (HVAC) equipment will be reviewed on a regular basis to ensure the safety and health of the persons occupying the building.

HVAC RUN SCHEDULES

- Buildings will be purged with fresh air for at least 24 hours before being occupied.
- HVAC hours of operation are based upon the function and occupancy of the building.
- Many HVAC systems operate continuously in areas such as medical research areas, which need high levels of fresh air and filtration.
- HVAC system operation for offices, classrooms, libraries and similar functions is based primarily upon the building occupancy schedule

- Buildings that are closed for use during the pandemic will be maintained to minimum standards for heating, cooling and fresh air for such buildings.
- Air circulated in the buildings will continue to be filtered to meet indoor air quality requirements.

MAKEUP AIR %

ASHRAE pandemic guidelines are followed to the extent possible. Makeup air is the amount of fresh air entering the building on a continuous basis while people occupy the spaces.

- Fresh-air systems in each building are designed based upon the function of spaces and the projected number of people occupying the space.
- During the times of social distancing, the number of students occupying a classroom will be reduced by 60-75%. This effectively means that each classroom will receive three to four times more fresh air than originally designed without changing any HVAC operating parameters.
- Select areas on campus were designed to have 100% fresh air on a continuous basis to meet the health and safety requirements for research. These areas have specialized functions and will continue to operate with 100% fresh air.

FILTER PRODUCT AND REPLACEMENT SCHEDULES

Every HVAC system has filters to remove environmental contaminants from the incoming outdoor air. The filters also remove indoor air contaminants from air recirculated within the building.

- Filters are selected to match the functions for each of the 12 building types on campus, including traditional offices, classrooms, chemistry, mortuary science facilities, medical research areas, data

centers, theatres, pools, gymnasiums, areas where industrial fume is intensive, vehicle parking decks, garages, etc.

- Filters have been reviewed to ensure COVID-19 requirements are met.
- The frequency at which filters are replaced complies with health guidelines.
- As research on the effects of COVID-19 airborne contaminants reveal new methods to control the disease, WSU will review the applicability of use within our occupied spaces.

AIR SUPPLY DIFFUSER CLEANING

- Conditioned air is moved to each research space, classroom and office through a supply vent or diffuser generally located in the ceiling. There may be several of these in each room. Although every effort is made to filter the incoming air, some vents may not appear clean.
- Contact the Facilities department if you have concerns of cleanliness of the air ducts.

DUCT CLEANING

- Duct cleaning is performed as needed to ensure the indoor air quality meets ASHRAE standards.

INDOOR AIR QUALITY

Indoor air quality is important to maintaining healthy workspaces. Our cleaning crews are in the buildings daily and monitor the basic air quality and report unusual odors to the appropriate department in facilities.

- We rely on the building's occupants to report any unusual odors, humidity issues, smoke, etc. to FP&M.

- Newly renovated areas or those reopened for occupancy are purged with fresh air for several days to remove airborne contaminants from new carpeting, furniture, paint and chemicals.

ADDRESSING CHRONIC PROBLEMS AT CERTAIN SITES

WSU Facilities, in conjunction with the WSU Office of Environmental Health & Safety (OEHS), investigates and resolves indoor air quality issues where identified.

- Environmental engineers and other specialists review HVAC problems that persist in specific areas.
- Root-cause analysis is performed to ensure the chronic problem is identified.
- An appropriate solution to the problem is implemented.

PARKING AND TRANSPORTATION SERVICES

EMPLOYEES

Training

- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors. WSU-provided [Be Warrior Safe](#) training is required.
- Train workers who need to use PPE on the use and context of their current and potential duties.

Warrior Safety Strategies

- **Wellness checks:** All staff is required to complete the Campus Daily Screener in accordance with Public Health Emergency Order #20-02 from the Wayne County Department of Health, Human and Veterans Services Division 48 hours before their return to campus and each day they will be on campus. This should be done electronically through [the online form](#) or via paper copy. Paper copies will only be accepted if the electronic version cannot be completed. Paper copies must be filled out and turned in to the operations manager or another designated individual prior to starting their shift.
- **Illness:** If a staff member is experiencing any illness or COVID-19-related symptoms such as: fever, cough, shortness of breath, diarrhea, loss of taste or smell, or they have been exposed to someone who has tested positive, they must complete the daily screener and are NOT to report to work. Staff members are still required to call off via normal call-off procedures.

- **Personal Protection Equipment (PPE):** WSU-issued or employee-provided PPE must be worn at all times when around or near other individuals or in spaces frequented by others while on campus until further notice. All staff will be issued masks prior to working.
- **Social distancing:** In adherence with social-distancing protocols, all staff is required to remain at least six feet apart at all times throughout their time on campus. Staff is to follow the markings on the floor for proper distancing when arriving and leaving the office.
- **Clocking in/out:** The office will have a “one-way” traffic pattern. Employees must enter through the main door, clock in/out, grab/return keys to vehicle and exit out of the back door. Mobile bags will stay stationary in state vehicles until further notice.
- **Sanitation and cleanliness:** Parking and Transportation Services (PTS) has reduced access to the operations and structure offices. All personnel are to enter only for essential job functions. When using any restroom, staff is required to contribute to maintaining a clean and sanitary environment. Staff will wipe down all contacted surfaces after using the restroom.
- **Hand washing:** Use CDC guidelines and wash hands frequently for at least 20 seconds with soap and hot water as hand sanitizer is in high demand and may not always be available.
- **Communications:** Most PTS communications will be made via radio or phone.
 - Tasks with specific instructions will be delivered by radio or phone through management personnel or the Parking Command Center controllers.
 - In-person communications will take place at least six feet apart and in an open space.

- Written communications will be distributed in person, connected to time cards, interoffice mail or other postal services.

PARKING FACILITIES

The following is to be performed during regular rounds (gloves should be worn while performing these tasks):

- COVID-19 sanitation protocols during each shift will be completed at each location every four hours using BNC-15 or other disinfectant as determined appropriate by EH&S:
 - Pedestrian door handles
 - Elevator buttons
 - Commend intercom buttons
 - Card readers/express park readers
 - Pay stations
- Mobile maintenance units will perform regular trash duties at locations assigned by management during the first half of their shift and resume sanitation protocols for the remainder of the shift.
- Daily work reports, in addition to sanitizing reports, are to be completed and turned in at the end of every shift.
- Parking structure doors will be propped open where possible to reduce touch points. Considerations of removing doors where appropriate are underway.

TRANSPORTATION SERVICES

- WSU shuttle services have been suspended until further notice.
- Discussions with our current shuttle provider will continue and may be re-established if funding and social-distancing protocols allow.

- Public transit is our preferred method currently to traverse on and around campus.
 - Public transit provides separate entrance and exits, as well as larger internal space for patrons to remain six feet apart.
- MoGo bikes are still available for patrons to use at their discretion. More info regarding MoGo can be found at parking.wayne.edu or MoGo Detroit.
- ZipCar has reduced their fleet on campus; however, they are still fully functional on campus for students, faculty and staff. More info can be found at parking.wayne.edu or Zipcar at Wayne State University.

STATE VEHICLES/MOBILE UNITS

The following guidelines will need to be performed at the end of each shift (gloves should be worn while performing these tasks):

- PTS mobile units will conduct proper cleaning protocol on all touch points in the PTS vehicles at the beginning and end of their shifts, specifically in the following areas:
 - Seats and armrests
 - Radio, climate control, window and lock buttons
 - Gear shifts and turn-signal arm
 - Door handles (inside and outside)
 - Steering wheel
 - Handheld two-way radio

Departments

- State-leased vehicle holders are to continue following standard operating procedures. Should you need general maintenance or

experience an accident, you should follow normal protocol by reporting to Wheels Inc. at 800-937-8149 and provide information to PTS.

- Departmental vehicles should be cleaned as mentioned above by all departmental drivers.
- New/replacement vehicle orders have been delayed due to COVID-19. Units will be notified as soon as the state receives updates.

Mobile Unit Services

PTS will continue to provide the services listed below with the following guidelines:

- Battery jumps – Patrons must remain in their vehicle
- Lockouts – Patrons must practice social distancing by standing six feet from the mobile unit driver

EVENTS

- Events that need parking accommodations can be submitted via the [Parking Event Request Form](#). Safety and availability will be taken into consideration while working to best accommodate each event request.

PARKING PASS SALES

- Parking passes will continue to be available for purchase online. This is the preferred method for all new pass sales and renewals.
- The Welcome Center remains closed and locked; however, the OneCard/Parking Service Center has staff available to assist in person Monday through Thursday from 8:30 a.m. to 5 p.m. by appointment only. Patrons requiring assistance with OneCard or parking issues should call the office at 313-577-2273 or email onecard@wayne.edu. If it is determined they cannot be helped remotely, the staff will set up an appointment with the patron.

- Affiliates who are unable to purchase their first parking pass online should call or email to make an appointment. When reporting for their appointment, patrons should call 313-577-2273 upon arrival, so that a staff person may let them into the building and escort them to the office.
- Handicapped students requiring a pass will be instructed to email their class schedule and a current copy of their handicapped placard to the OneCard/Parking Service Center. We will determine the number of days a week they are on campus and will provide them with the cost of the pass. This amount will need to be deposited onto their OneCard so that we can deduct it and sell them their pass remotely. New RFIDs will be mailed to the students.

PLANNING AND SPACE MANAGEMENT

The goal of this playbook is to provide guidance for the use of university spaces in order to align with the Warrior Safe is Warrior Strong principles in response to COVID-19. In all cases, the guidelines issued by the Public Health Committee have and will continue to inform this document. This playbook will be updated as necessary to follow university policy and procedures.

PHYSICAL DISTANCING

For the purposes of this playbook, the term “physical distancing” (also called social distancing) is defined via the [Be Warrior Safe](#) training as:

- Staying at least six feet (about two arm lengths) from other people
- Not gathering in groups
- Staying out of crowded places and avoiding mass gatherings

In order to maintain safe physical distancing, this playbook makes recommendations for furniture layouts, traffic flow and overall use for university spaces. For graphic representations of specific spaces on campus, contact PlanSpaceMgmt@wayne.edu.

Classrooms

- Following the recommendations of the Public Health Restart Committee, classroom capacity will be analyzed using an assumed maximum of 30-person occupancy.
- General-purpose classrooms were analyzed using either tablet-arm chairs or tables and chairs.
 - Assumptions made with regards to furniture are noted where applicable.

- Departmentally assigned classrooms and lab classrooms were analyzed using data available to the Planning & Space Management team and field verified where possible.
- All classrooms assume a minimum eight-foot-wide instructional area at the presumed front of the classroom to allow for instructor movement and accommodations for technology.
- All classrooms assume an egress corridor of six-foot minimum width.
- Where there are two entrances to a classroom, one should be designated as “in” and one should be designated as “out.”
- Queuing areas will be designated outside of classrooms to accommodate queuing between classes.

General Office

- For the foreseeable future, conference rooms should be locked and not used. Meetings should be conducted virtually via web-conference or telephone. No meetings should occur in person.
- Lunchrooms and copy rooms should be contained for use by one (1) person at a time unless physical distancing can be accomplished.
- In most cases, cubicles are sized to allow for appropriate physical distancing between occupants (one person per cubicle).
- Directional signage may be appropriate to indicate one-way traffic flow where possible, keeping in mind that in cases of emergency, all COVID-19-related directional signage is moot — occupants should comply with life-safety signage.

Restrooms

Note: Guidelines for restrooms come from the [Be Warrior Safe](#) training.

- Always stay at least six feet from others both outside and inside restrooms. This may require creating a line prior to entry into a restroom.
- Do not go into a crowded restroom. To ensure social distancing, small restrooms (three stalls) should be limited to one to two individuals.
- Avoid gathering with others outside of the restroom.
- As with all other prevention recommendations, always wear a face covering and follow the signage on each restroom facility.

Corridors/Lobbies

- Building occupants navigating through building corridors and hallways should follow the right side of these passageways and avoid congregating.

Elevators

Note: Guidelines for Elevators come from the [Be Warrior Safe](#) training.

Everyone, especially those with physical disabilities, must have access to a clean and safe elevator to move throughout a campus building. Everyone in the building should:

- Keep six feet between yourself and others, whenever possible.
- Follow the limit of one person in a standard elevator unless the others are in a household group to avoid crowding. Consider only riding the elevator with your own party, taking the stairs or waiting for the next elevator.
- Floor decals will be placed to suggest where occupants should stand.
- Avoid gathering with others outside of the elevator.

- As with other prevention recommendations, always wear a face covering and follow the signage on each elevator.

TRAFFIC FLOW

Note: In cases of emergency, all life-safety and emergency egress signage shall supersede any temporary or COVID-19-related signage/directions. No signage shall be directed that directly contradicts life safety or emergency egress.

Main corridors

- Main corridors in high-traffic areas (such as classroom buildings) may be designated as directionally two-way to aid in the safe passage of occupants.

Stairwells

- Stairwells in high-traffic areas may be designated as directionally one-way to aid in the safe passage of occupants.
- Occupants are encouraged to use stairs for vertical circulation through buildings and should follow the right side of stairways.

Defining limited entrance points to buildings

- Where possible, main entrances may be designated as the primary/limited entrance to a building.
 - In these instances, secondary or other entrances may be designated as exit only.

Ingress/egress: classrooms and other similar areas

- Classrooms with multiple entrances may have one entrance designated for ingress (enter only) and one entrance for egress (exit only).

- Where classrooms or other large gathering spaces only have one entrance, physical distancing recommendations should be followed.
- Areas for queuing outside classrooms may be designated with appropriate signage to designate safe physical distancing.

ADDITIONAL INFORMATION

If you have additional questions regarding planning and space management, please contact PlanSpaceMgmt@wayne.edu.

SUSTAINABILITY

Sustainable initiatives are imperative because the quality of the environment impacts the etiology and epidemiology of the context of the situation, including but not only in a pandemic. The quality of the environment impacts the health of the city, campus and individuals. In the COVID-19 crisis, it is known that air pollution correlates with a higher death rate. As we return to the campus, we are mindful of responding to the crisis in both the short and long terms, with an eye toward sustainable resources and sustainable practices. We urge the campus community to consider the three pillars of sustainability — social, environmental and economic — and how these are impacted upon return.

GREEN OFFICE PROGRAM

Virtual Meetings

Shift meetings to a virtual platform instead of in-person. This is an effective way to save time, money and energy without risking efficiency. Virtual meetings also embrace the tenets called for as part of social distancing in response to the COVID-19 pandemic. Additional factors such as the high costs of travel and the time it takes to get to meetings can be wasteful and costly to departments. The carbon emissions from cars, trains and planes resulting from this travel are also harmful to the environment. As a result, a single meeting can add up to an expensive, time-consuming trip that has significant impact on the environment and public health.

To avoid these issues, we recommend:

- Prioritizing virtual meetings to reduce in-person contact, avoid unnecessary expenses and minimize negative impacts on the environment.

- Sending invites and information through email and calendar invites instead of using paper.
- Utilize leading applications for virtual meetings:
 - Microsoft Office Teams
 - Zoom
 - Skype
 - Other video conferencing applications

Engagement

Creating virtual engagement activities is important in maintaining contact with coworkers, students and the campus community. As today's society changes to a more virtual world, creating engagement opportunities online makes programs more reachable to a wider community. Below are recommendations on how to interact with a larger group of people through virtual engagement:

- If a department holds student, faculty, or staff engagement activities, brainstorm ideas on how these events can be held online, such as:
 - Virtual workshops
 - Online chatrooms
 - Create a social media page
- Finding new ways to send out information is a great way to engage with audiences not previously reached. Consider:
 - Social media posts
 - Academica posts
 - Wayne State website
 - Collaboration with other departments

Personal workspace cleaning/sanitizing as published by the CDC

Below are general guidelines provided by the CDC on how you can manage your workspace's cleanliness:

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, and then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places — such as shopping carts and point of sale keypads — should be cleaned and disinfected before each use.
- High-touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Sanitary Restroom Equipment

Prioritizing the creation of touchless restrooms will reduce the amount of germs passed by touching equipment and surfaces. Restrooms are notorious for being unclean but are essential for everyday use. Equipping our bathrooms to be as minimally cross-contaminated as possible should be a priority for all departments.

Below are recommendations for how to create a touchless restroom:

- Motion-activated faucets

- Motion-activated lighting
- Motion-activated toilets
- Touchless paper towel dispensers

If the above recommendations are not possible, consider these CDC recommendations:

- Shared bathrooms should be cleaned regularly using EPA-registered disinfectants at least twice per day (e.g., in the morning and evening or after times of heavy use).
 - If the bathroom shows significant signs of uncleanliness, a phone number can be left for users to request a cleaning.
- Make sure bathrooms are continuously stocked with soap and paper towels or automated hand dryers. Hand sanitizer could also be made available.
- Make sure trash cans are emptied regularly.
- Provide information on how to wash hands properly. See hand-washing posters hanging in restrooms. See [this CDC link](#) for additional guidance.
- Residents should be instructed that sinks could be an infection source and should avoid placing items directly on counter surfaces. Totes, jackets, books and other items should limit their contact with other surfaces in the bathroom.

Pilot Programs

In support of the restart initiative, the following innovative programs are either in progress or being considered for implementation:

- Outdoor classrooms
- Composting – 20% in progress, 80% complete
- Food Bank supporting the City of Detroit

- Transportation dashboard (SEMCOG)

Greening the Restart — Reduce/Reuse/Recycle Program Modifications

- Reusable PPE masks will be distributed to faculty, staff and students.
- Soap and water are preferred over hand sanitizer.
- Gloves are not recommended.
- Do what is necessary, while considering an environmentally friendly approach, e.g. using soap and water instead of hand sanitizer; avoid overuse of toxic cleaning products.

Transit Restart

- [Refer to virtual meeting section](#)
- [Shuttle service](#)
- [Bicycles](#)
- [SMART bus](#)
- [DART](#)

SUSTAINABILITY RESOURCES

For questions related to sustainability, please email sustainability@wayne.edu.

- goleansixsigma.com/8-wastes/
- mogodetroit.org/mogo-for-all/adaptive-mogo/
- smartbus.org/About/News/COVID-19-updates
- hsph.harvard.edu/news/hsph-in-the-news/air-pollution-linked-with-higher-COVID-19-death-rates/
- un.org/sustainabledevelopment/sustainable-development-goals/

WATER MAINTENANCE

DOMESTIC WATER SYSTEMS

The following industry guidelines were consulted related to building re-opening:

- [Centers for Disease Control and Prevention \(CDC\) — Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)
- [American Water Works Association \(AWWA\) — Shutoffs and Return to Service Guidance](#)
- [U.S. Environmental Protection Agency: Information on Maintaining or Restoring Water Quality in Buildings with Low or No Use](#)
- [ASHRAE Standard 188-2018: Legionellosis: Risk Management for Building Water Systems](#)
- [Guideline 12-2020 — Managing the Risk of Legionellosis Associated with Building Water Systems](#)
- Departments of health — Building owners and operators should be aware of information provided by their state or local departments of health.
- Water utility providers — Building owners and operators should coordinate with water utility providers.

In general, fresh water should be drawn into building water systems and stagnant water flushed out before they are reopened.

[CDC](#) guidelines are followed and include:

1. Review existing water management plan or program documents and execute steps for system startup.
2. Flush your water system.

3. Clean all decorative water features, such as fountains.
4. Ensure hot tubs/spas are safe for use.
5. Ensure safety equipment including eye wash stations, and safety showers are clean and well-maintained.

In accordance with the CDC and ASHRAE guidelines to ensure domestic water systems are flushed in unoccupied buildings and all plumbing devices are properly functioning, the following guidelines have been implemented and are being documented:

- Water systems are run for a minimum of 10 minutes.
- Aerators have been removed, cleaned and reinstalled.
- All toilets and urinals are cleaned and flushed.

HVAC/ COOLING TOWER WATER SYSTEMS

Cooling tower water is an outdoor system separate from drinking water systems, toilets and sinks.

Due to its exposure to the outside environment, a cooling tower is susceptible to contamination.

A preventative maintenance (PM) program is utilized to control biological growth and scale. The PM program includes the use of corrosion inhibitors, white rust preventatives and microbiological inhibitors to create a stable and safe environment.

In accordance with ASHRAE guidelines to ensure HVAC water systems are properly functioning, cooling towers are maintained (as noted above) and cleaned seasonally to prevent contamination. Finally, industry standard testing is employed to verify compliance.