



IPF Return to Work Procedures and Protocols

Please note that this document will be updated as necessary.

A. Introduction

The novel coronavirus outbreak continues to have significant impacts on the world. At MSU Infrastructure Planning and Facilities, we have taken several steps to mitigate the risks to our employees and our campus community through increased safety measures, increased cleaning and sanitation protocols, and adjusting our operations at the guidance of the university administration and federal, state, local governments.

At IPF, we care about people. The safety of our employees is the top priority and will always be at the forefront of decision making, especially in response to this public health crisis. We are committed to the safety and support of our partners. We will continue to support their safety and be reliable in all that we do. Finally, we are responsible for the many facilities across our campus, and must ensure that what we do what is right, that we find solutions, and that we think about the future of this institution as we serve MSU in these unprecedented times.

On May 15, 2020, the state of Michigan's Stay Home, Stay Safe executive order is expected to be lifted. However, in accordance with university expectations our return to "normal" operations will take a slow, phased approach to put safety and protection against the spread of COVID-19 as the priority. Various staffing plans have been developed to meet the service levels necessary by our campus, while keeping employees and partners safe.

Utilizing various inputs to develop guidance and best practices, this document outlines a set of specific procedures and protocols for each employee to follow as they return to work. The intent of these is to provide expectations and best practices of how to stay safe and keep others safe while working on campus at Michigan State University.

B. Overview of Return to Work Procedures and Protocols

As a matter of health and life safety, MSU and IPF have reviewed several inputs to ensure the protection of our employees, their health, and further spread of COVID-19. The inputs to the procedures and protocols outlined include:

- Guidelines from federal entities including, but not limited to:
 - CDC
 - WHO
 - Federal government executive orders and recommendations
- Guidelines from state entities including, but not limited to:
 - State of Michigan executive orders and recommendations
 - MDHHS
- Guidelines from local entities including, but not limited to:
 - Ingham County Health Department
 - Michigan State University
 - Local authorities
- Guidelines and expertise from industry practice:



- Practices gathered from construction and service industry partners/contractors
- Internal expertise from IPF Safety Officer, MSU EHS
- Internal expertise from IPF Learning and Development team
- Feedback and experience from several weeks in COVID-19 operations

Outlined in this document are the procedures and protocols that all IPF employees will be expected to follow. Virtual training sessions will be offered explaining the meaning and impact of these protocols, with time to gain clarification on anything necessary.

C. Return to Work Procedures and Protocols

All IPF employees will review this documentation in detail. To ensure understanding, IPF employees are expected to participate in a virtual training session with the IPF Safety Officer, department supervisor and IPF Learning and Development team to fully understand what is expected of them when they return.

Per CDC and additional guidelines, all IPF employees who may have been exposed, have travelled internationally or domestically in the last 14 days, or are showing [symptoms of COVID-19](#) must stay home. IPF will routinely review the health department return-to-work requirements and communicate regularly with employees.

Additionally, IPF will maintain necessary signage on campus to ensure staff members are informed of updated guidelines.

I. Screening program

a. Employee procedures:

All employees entering campus must participate in the IPF employee screening system.

IPF will maintain any required postings under the government order as indicated and also maintain required postings at entryways to all buildings. IPF departments are required to verify that contractors and vendors have a screening program in place for their employees to continue work at Michigan State University.

b. Contractor procedures:

Contractors returning to construction projects at MSU are expected to send their COVID-19 return-to-work safety plans in advance of construction resuming. Plans are required to specifically address how they will work safely and follow any CDC and Ingham County return-to-work guidelines.

IPF employees working at a construction site will review electronic versions of all contractor site-specific safety plans. The plans also will be available for review from the respective project managers. IPF employees entering construction sites should be aware of contractor signage and protocols that will be put in place and follow the guidelines accordingly.



II. Cleanliness and sanitation

a. Employee procedures:

i. Office equipment and tools:

Each person is responsible for cleaning and disinfecting their offices and all shared equipment before and after each use. Common use office equipment includes:

- Thin-client computer stations, Keyper kiosk, and radios
- Printers, copy machines, plotters
- Personal mobile devices, tablets, laptops, keyboards and computer mouse
- Staplers and paper cutters
- Any other tools, machines, materials and resources

ii. Office common areas:

Users of common areas such as supply and copy rooms, kitchenettes or breakrooms share a responsibility to disinfect and sanitize high touch surfaces in between the formal cleanings completed by Custodial Services. High touch surfaces to be disinfected and sanitized include:

- Front desks, counters, service windows, pens and pencils set out for shared use
- Conference room mice and keyboards, chair arm rests, table surfaces, and other shared supplies
- Kitchenette sinks, soap and paper towel dispensers, refrigerator handles
- Door handles, light switches, handrails, push plates, drawer and cabinet handles

iii. Drinking fountains

IPF employees are no longer permitted to drink directly from fountains and are required to only fill cups and containers from drinking fountains.

iv. Vehicles:

It is required that the operator of any IPF vehicle or equipment such as, but not limited to aerial lifts, fork trucks or mowers clean and disinfect all touch surfaces before and after use.

See Appendix C: Transportation Services procedures for more information

b. Building/facility procedures:

IPF Custodial Services will continue the increased cleaning of touch surfaces in all IPF common areas with a goal of two cleanings per day. Additionally, the department will supply spray bottles of disinfectant for each person.



With regard to equipment owned and maintained by IPF, all tools checked in and out of the tool room will be disinfected when checked in and checked out. This does not negate the expectation that IPF employees must continue to clean and disinfect tools before and after each use.

All bathrooms will be cleaned regularly using disinfectant, at least twice per day, in the morning and evening or after times of heavy use. IPF Custodial Services will ensure bathrooms are continuously stocked with soap and paper towels, and ensure trash cans are emptied regularly. Proper hand-washing protocols will be posted in each bathroom location across campus.

Move trash can closer to the door so employees can use the paper towel that they dried their hands with to open the door and then drop it in the waste.

IPF Custodial Services will regularly clean drinking fountains as part of their cleaning operation.

See Appendix A: Custodial cleaning procedures for more information

III. Personal protective equipment

a. Employee procedures:

i. Face coverings

In accordance with the governor of Michigan's executive order effective April 26, 2020, any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space.

Michigan State University defines public spaces as “any enclosed space in which two or more people occupy at the same time. Examples would include meeting rooms, breakrooms, stairwells, elevators, and hallways.”

IPF employees who do not comply with this requirement may be sent home. If an IPF employee is medically unable, the employee should determine an appropriate alternative in coordination with their supervisor.

ii. Eye protection

It is recommended that IPF employees use protective eye covering such as prescription glasses or safety glasses when in occupied spaces to protect the Ocular Mucous Membrane. Eye coverings are especially important when social distancing is not possible, such as mechanical rooms and small conference rooms.

iii. Gloves

It is recommended that employees utilize disposable gloves during assigned tasks to clean and sanitize common areas.



IV. Social distancing program

a. Employee procedures:

It is required that employees stay at least 6 feet (2 meters) from other people whenever such distance is possible. Social distancing best practices include but are not limited to:

- Office spaces and workstations should not be shared.
 - If space sharing is unavoidable, social distancing and/or PPE requirements must be followed.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Use face coverings at all times regardless of social distancing when in any enclosed public space.
- If group face-to-face meetings are required,
 - Keep groups to 10 people or fewer
 - Maintain 6 feet of separation between participants
 - Require face coverings and consider eye protection
 - Host the meeting in a space large enough for all participants to safely social distance from one another
- Plexiglass barriers should be added to service desks, help counters, or other areas of high walk-up traffic.

i. Hallways and Elevators

Employees using hallways and elevators will maintain at least 6 feet (2 meters) from other people.

- Please stay to the right side of the hallway when passing others.
- Self-regulate the number of people in an elevator to allow for social distancing.
- MSU IPF will restrict the direction of travel on the three stairways to help control distancing.
 - The stairway on each end of the building will be used for going up and the stairway in the middle will be used for going down.

ii. Lunchrooms

To prevent large gatherings and close contact with people in and between units at MSU IPF will:

- Reconfigure the lunchrooms by removing some seating to help with social distancing.
- Provide hand sanitizer at each entry with the expectation that every person entering the space will use it upon entry and exit.



- Assign a custodian to clean all touch surfaces in the lunchrooms on a regular and frequent schedule.
- Make available cleaning supplies in lunchrooms so each individual can clean and sanitize surfaces and areas for their own safety.
- Remove all utensils and condiments. Employees must bring their own.
- Not serve food or coffee until further notice.

iii. Transportation

To ensure social distancing, IPF will only allow one person in a vehicle at a time.

Departments should discuss alternative methods of transportation and distribution to abide by this expectation.

D. Summary

All IPF employees, at minimum, are expected to adhere to these divisional expectations and guidelines. As necessary, each IPF department can create more restrictive procedures and protocols for specific job functions or tasks. Employees who do not follow these procedures and protocols may be subject to a progressive discipline process. IPF employees are asked to sign the **COVID-19 Return to Work Safety Commitment** upon physically returning to work. This will be presented to employees in a format that works best for their respective departments. Employees should consult with their supervisors to best understand how to sign the agreement.

IPF Learning and Development will provide instructional resources and learning opportunities related to equipment, procedures, and information necessary to adhere to the outlined expectations. Communication of these resources will happen via virtual training sessions, informational emails, and individual outreach, as necessary.

IPF will monitor the effectiveness of the implementation of these protocols and procedures on a weekly basis over the course of the next six to twelve months.

Additional indicators of progress that will be monitored include, but are not limited to:

- Assessment and evaluation components via training
- Reporting and incident rate associated with RTW expectations
- Results of IPF screening program
- Rate of illness
- Natural feedback mechanisms

As measures of effectiveness and guidelines from the identified inputs shift, IPF will make changes to expectations of employees. Any of these changes will be communicated in a timely manner. Additional training and instructional resources will be provided, if necessary.



IPF employees may be experiencing high amounts of anxiety and stress related to the COVID-19 pandemic and associated changes to work and personal lives. It is recommended that each employee have access to the resources necessary to ensure the mental and emotional challenges are managed appropriately.

IPF is committed to employees accessing resources, such as:

- Employee Assistance Program and MSU Health4U for counseling (<https://eap.msu.edu/>)
- MSU WorkLife Office for tips and resources on taking care of yourself (<https://worklife.msu.edu>)

Please work with your supervisor to understand how to participate with these services.

E. References

Please find references and sources of information listed below.

[Centers for Disease Control and Prevention](#)

[Ingham County Health Department - Coronavirus](#)

[Michigan State University - Coronavirus](#)

[MSU Environmental Health and Safety](#)

[Occupational Safety and Health Administration](#)

[State of Michigan - Coronavirus](#)

[State of Michigan - Executive Orders](#)

[World Health Organization](#)

F. Appendices

Please find additional supplemental information, as called out in previous sections.

- a. Custodial Services
- b. Power and Water
- c. Transportation Services
- d. Employee Form



Appendix a

IPF CUSTODIAL SERVICES SPECIAL WORK PROVISIONS:

Custodial staff have made the following additions to its normal cleaning efforts:

1. Providing spray bottles with disinfectant for an office suite and lab areas to be used for cleaning of the space by the occupants. Custodial Services will refill the bottles as requested by the occupants.
2. Spot checking heavily used restrooms and cleaning touchpoints with quaternary, germicidal disinfectant as well as checking item stock and trash.
3. Misting classroom space if in use with disinfectant during off-shifts weekly as well as disinfecting touchpoints.
4. Setting up cleaning stations for self-service use.
5. Installing and maintaining hand-sanitizer dispensers in public gathering areas and entranceways.
6. Disinfecting touchpoints, spot-wiping door glass and, during off-shifts weekly, disinfectant misting of public gathering areas and entranceways.
7. Following [CDC guidelines](#) for cleaning a non-health care facility in response to a symptomatic individual.
8. Normal custodial services are as follows:

Space Type	Level I (Normal Services)	Frequency of Service
Offices	Dust all corners and horizontal surfaces	1 X a Week
	Wipe down horizontal surfaces and touchpoints with Portion Pac 102 Degreaser/Cleaner	1 X a Week
	Empty trash and recycling	1 X a Week
	Spot check recycling and trash	4 X a Week
	Mop hard floors	1 X a Week
	Vacuum floors	1 X a Week
Labs	Empty trash	5 X a Week
	Vacuum floors	1 X a Week
	Mop hard floors	1 X a Week
	Dust corners and window ledges	1 X a Week
	Spot vacuum floors	4 X a Week
	Spot mop floors	4 X a Week
Hallways	Vacuum floors	1 X a Week
	Mop hard floors	1 X a Week
	Spot vacuum floors	4 X a Week
	Spot mop floors	4 X a Week
	Dust corners and ledges	1 X a Week
	Empty trash and recycling	1 X a Week
	Spot check recycling and trash	4 X a Week



Space Type	Level I (Normal Services)	Frequency of Service
Restrooms	Disinfect all surfaces	5 X a Week
	Dust all corners and horizontal surfaces	1 X a Week
	Check and replace stock, such as paper products and soap	5 X a Week
	Removal of rust and hard water deposits	1 X a Week and as needed
	Mop floors	5 X a Week
	Clean mirrors	5 X a Week
Classrooms	Clean chalkboards/white boards	5 X a Week
	Vacuum Floors	1 X a Week
	Mop Hard Floors	1 X a Week
	Spot vacuum floors	5 X a Week
	Spot mop floors	5 X a Week
	Reset Classroom	5 X a Week
	Empty trash and recycling	5 X a Week
	Dust all corners and horizontal surfaces	1 X a Week
Public Gathering Areas and Entranceways	Dust all corners and horizontal surfaces	1 X a Week
	Spot Dust all corners and horizontal surfaces	5 X a Week
	Wipe down Horizontal Surfaces and Touchpoints	1 X a Week
	Spot wipe down horizontal surfaces and touchpoints	5 X a Week
	Empty trash	5 X a Week
	Vacuum floors	1 X a Week
	Mop hard floors	1 X a Week
	Spot vacuum floors	5 X a Week
	Spot mop floors	5 X a Week
	Wipe down door glass	1 X a Week
	Spot wipe door glass	5 X a Week



Appendix b:

MSU IPF POWER AND WATER SPECIAL WORK PROVISIONS:

The below requirements are to help prevent the spread of the COVID-19 virus:

1. P&W facilities and site access is limited to those individuals identified as essential to perform business or critical infrastructure functions. The number of workers on site is restricted to no more than is strictly necessary to perform the business or critical infrastructure functions.
2. Check in at the T.B. Simon Power Plant front office with your P&W contact / P&WEHS.
3. Take temperature with non-contact thermometer at the front desk and fill out the COVID-19 questionnaire. If you answer yes to any of the COVID-19 screening questions or have a measured temperature greater than or equal to 100.4°F, you will be directed to leave the premises immediately.
4. Notify your foreman immediately if you develop COVID-19 symptoms while on-shift. Foremen are to immediately remove from the site individuals who develop COVID-19 symptoms while on-shift, or are otherwise suspected of having COVID-19, and to report the incident to your P&W contact.
5. Face coverings are required to be worn while inside IPF P&W facilities. You will be asked to leave the premises if there is not 100% compliance. Face coverings are considered Personal Protective Equipment (PPE) and to be provided by the contractor.
6. Maintain at least 6-foot social distance from others, to the maximum extent possible.
7. Safety or work coordination huddles may be conducted but must be conducted via tele- or video-conferencing, or in such a way as to comply with the 6-foot social distancing requirements.
8. It is recommended to wash or disinfect your hands before and after breaks, donning/removing face coverings, and using the restroom following CDC guidelines. Avoid touching eyes, nose and mouth.
9. Disinfect shared tools / equipment / vehicles / items before and after use.
10. Know your own COVID-19 risk factor and take the necessary precautions to prevent exposure.
11. Each contractor and supplier is responsible for providing training and is responsible for the safety of their employees.
12. Each contractor and supplier shall provide any PPE, in addition to the basic required PPE, required to perform their job function safely.
13. Contractors **will not be allowed** to use plant bathrooms, locker rooms or breakroom facilities. Portable restrooms are located outside, and temporary wash sinks are provided for contractor use close to their designated work areas.
14. Contractors are encouraged to take scheduled breaks and lunches outside as conditions allow, or in personal vehicles.
15. T.B. Simon Power Plant is restricted to contractor travel (no wandering the plant). All contractors are expected to travel directly to their designated work area and travel directly back out of the plant.



Appendix c:

IPF TRANSPORTATION SERVICES SPECIAL WORK PROVISIONS:

Transportation Services staff will follow [CDC guidelines for disinfecting vehicles](#), including:

1. Wiping down all the touch points with disinfectant first thing before checking vehicles in after rental returns, and prior to working on them in the Service Garage.
2. Having Custodial Services or a contractor do a thorough disinfecting cleaning if a vehicle had a known COVID-19 passenger.
3. Requiring the use of gloves and facial coverings for staff.
4. Having one person per vehicle unless staff can maintain adequate social distancing in a larger vehicle.



Appendix d:

EMPLOYEE ACKNOWLEDGEMENT FORM TEMPLATE:

Available [on the IPF Hub](#):

**MICHIGAN STATE
UNIVERSITY**

Date _____

I, _____ have read and understand the IPF Return to Work Procedures and Protocols document. I agree to follow all of the expectations outlined within guidelines for returning to work. I also agree to review any and all future communications regarding updates return to work guidelines and adapt to any necessary procedure or protocol changes.



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Employee Signature
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Michigan State University
(Blank) Department

Revised May 2020

Print name of manager/submitter
and sign/print name of employee

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