

COVID-19 Work & Safety Checklist for Common Workplace Activities

Guiding Principles:

- 1) This Work and Safety Plan is for common workplace activities under Gov. Gretchen Whitmer's MI Safe Start Plan.
- 2) SMTD has developed our work plans around activities rather than individual buildings because the spaces in our buildings are multi-use.
- 3) Safeguarding the health of students, faculty, and staff is of paramount importance.

I. Signage

For all SMTD buildings:

1. Doors to classrooms, practice rooms, rehearsal rooms, shops, and auditoria will be posted with occupancy signs.
2. All elevators will be posted with appropriate occupancy and social-distancing signage.
3. All doors to stairwells will be posted with appropriate signage reminding of social distancing and no lingering (e.g. Social Distancing in Stairwells).
4. All restrooms will be posted with appropriate signage (e.g. Exiting the Restroom).

II. Shared Tools and Equipment

1. Common work tools from the SMTD inventory (e.g. hammers, crescent wrenches, safety helmets) will be labelled and assigned to individual staff members.
2. Before use, shared tools and equipment will be cleaned and disinfected.

III. Lunches in Offices and Shops

1. Shop staff members who also have desks will be asked to eat lunches at their desks or to find another location away from other staff members.
2. Shop staff members who do not have desks will be asked to eat lunches at other locations, or to social distance at least 6 feet away from other staff members.
3. Office staff members should eat at their desks or outside, weather permitting, as common areas shall be closed or repurposed for class activities.
4. Staff who wish to store their lunches in a common refrigerator should place their food into one bag with their name and date marked on the bag. Commonly shared items such as bottles of mustard or catsup shall not be permitted. Such items must be in individual packets.

IV. Vehicles

1. Disinfection wipes will be placed in each vehicle so that staff members may disinfect touch points before and after each use (e.g. door handles, steering wheel, radio buttons, gear shifts, seat-belt buckles).
2. When two people ride in shop cargo van or shop truck (both have max. capacity of two people), staff must wear face coverings.
3. Staff should avoid using the option for recirculating air when the air-conditioner is in use. Staff should open the windows to bring in fresh outside air.

V. Shared Office Equipment

1. In each location where there is shared office equipment, one office staff member will be assigned the daily tasks of cleaning and disinfection the touch points of shared office equipment. Disinfection should occur at the start of the business day, midday, and close of business. Typical shared equipment includes copier/scanners, spigots of water coolers, staplers, paper cutters, three-hole punches, refrigerator door handles.
2. A bottle of hand sanitizer will be placed next to each copier/scanner, and staff members will be asked to use it before making copies.
3. Staff members will be asked to bring their own water, coffee, and tea when possible in order to avoid sharing beverage-preparation equipment.

VI. Signing-In and Out of Virtual Timeclock

1. For temporary, part-time staff members (lobby, work-study students, stage crew) who enter their hours via common keyboards placed throughout the venues, they will be required to sanitize their hands with sanitizer left at each keyboard location before they sign in.

VII. Department Meetings/Huddles

1. The use of online meeting programs is required, especially for departmental meetings among faculty and/or students.
2. If one staff member needs to get a document signed by another staff member, signatures should be done electronically whenever possible. If not possible, the staff must maintain at least six feet of social distance and wear masks. Many of the offices in the Moore Building are very small and do not allow six feet of social distancing.
3. Weather permitting, having a two-person huddle lasting less than 15 minutes and taking place outside of a building is allowable. Six feet of social distance should be maintained outside.