**WMU Process to request access to buildings for essential purposes under a State of Michigan Stay at Home EXECUTIVE ORDER No. 2020-21**

1. While all of the work done by WMU faculty, students and staff is critical to our mission, this process is intended to address specific activities that are essential to continue research and teaching until the period of stay at home and remote access to WMU ends. Examples of research activities that require periodic access to physical facilities include: necessary monitoring and maintenance of sensitive equipment, animal husbandry (but not experiments without written approval from ORI), necessary access to servers, or unique research resources such as cells that must be maintained in a growth state. Academic examples of essential work that requires periodic access to physical facilities include streaming and/or videotaping simulation activities or filming in a specialized facility for instructional purposes.
2. Employees engaging in research or academic activities that require access to physical facilities must complete the request for building access form (see below) and submit it to their supervisor for approval. Requests must indicate exactly what building(s) and rooms the requestor needs to access; a brief justification of the need for access; and information regarding how often facility access is anticipated.
3. The request will be reviewed by the requestor’s supervisor, who must determine if the requested access is essential for teaching or research; if the requested amount of time for access is appropriate; and if some activities can be shared among laboratories, staff or instructors to reduce the number of people who must access facilities.
4. The requestor’s supervise will then send the request to the college Dean, or their designee, who will approve and collect all requests for each college and forward them to the VP for Research and Innovation or Provost for final approval.
5. The VP for Research and Innovation or Provost will review all requests and will submit approved requests to Public Safety so that appropriate access may be granted to the requestor.
6. Please note that the ORI WMU animal facility in Haenicke Hall is open for the maintenance of animals, but labs with animals in the facility should request building access to help provide back up support.
7. \*\*Under no conditions should anyone enter any WMU facility when ill. Anyone entering a WMU building should wear a homemade type mask, avoid entering any additional space unless it is essential including bathrooms and breakroom as well as any space they did not request.

**Complete the following self-check prior to coming to campus to enter a university building, do not come to campus if you answer yes to any item.**

o Do I have a fever at or above 100.4 F degrees?

o Do I have symptoms of respiratory infection (fever, cough, shortness of breath or difficulty breathing)?

o Do I have any sudden loss of taste or smell?

o Have I been exposed to someone with confirmed COVID-19?

o Have I been advised to quarantine either by a health care provider or public health recommendation (i.e. Centers for Disease Control and Prevention, Health Department) and still under that advice?

Testing and Screening available at Sindecuse- <https://wmich.edu/healthcenter/clinic/covid-19/covid-testing>

Research FAQs:

*If labs go into hibernation and equipment needs to be monitored or checked periodically, who is responsible for checking it?* Any monitoring of essential equipment should be done in a coordinated way by each unit (e.g., department, school, center or institute), once approval for essential access has been granted by the VP for Research and Innovation, and in such a way as to maintain social distancing and minimize the number of people who must access facilities.

*Will faculty be able to get into buildings to check their labs, or do they need to designate an individual who will be allowed on campus?*  The above process will determine who has access; if a research group wants to periodically check their facility periodically, they must submit the form for approval identifying those who will have access.

**Request for access to WMU facilities under essential function only**

Name and WIN number of requester:

Email:

Unit:

College:

Building and rooms requested:

Number of hours and days per week of access requested:

Justification for access:

Please submit the completed form to your supervisor, dean and Provost (for academic requests) or VP ORI (for research requests) for approval, electronic signatures allowed:

Supervisor Name Supervisor Signature Date

Dean Name Dean Signature Date

VP for Research and Innovation Date

**OR**

Provost Date