Safe Return Plan

Safe Campus Strategy

August 2020
WMU has **four strategies** for keeping the campus community safe in the time of COVID-19.

Effective protection from the disease, and our ability to remain maximally open, will require everyone’s commitment.

This document summarizes the plan, starting with a **1-page summary for each** strategy, followed by the full details of the plan.

**Protect**

**Monitor**

**Test**

**Isolate**

**Be Smart.  Be Safe.  Be Broncos.**
Protect

Keeping our community safe requires 100% vigilance all the time, on and off campus.

- Wear a mask.
- Maintain 6 feet of physical distance.
- Wash your hands frequently.
- Get tested for COVID-19 at Sincere.
  wmic.edu/get-tested
- Stay home if you have symptoms.

Complete the self-monitoring survey every day.
wmich.edu/survey

Be Smart.  Be Safe.  Be Broncos.
Everyone should be tested before rejoining the WMU community.

No-cost*, rapid-result antigen testing for COVID-19 is available to the entire WMU community. Get tested Aug. 27-31 during a five-day testing event. Call (269) 387-3287 to make an appointment.

On-campus residents tested at move-in.

No-cost*, rapid-result antigen testing available to temporary employees Aug. 27-31 only.

Be Smart. Be Safe. Be Broncos.
Test

Schedule a test or visit at Sindecuse when:

• the semester starts,
• if you have even mild COVID-19 symptoms,
• if you answer ‘yes’ to any self-monitoring survey question,
• if you are directed to do so because you are a close contact of an infected individual, or
• as directed by a health care professional.

Always get tested at Sindecuse

Think of WMU as a small city. Counting all students, faculty, staff, and visitors WMU approximates the size of Plymouth, MI. Sindecuse offers an advantage in our fight against COIVD-19 with dedicated testing, contact tracing and care just for the WMU Community. That means faster isolation of outbreaks. We only get that protection if Sindecuse knows all the cases.

Be Smart. Be Safe. Be Broncos.
WMU will balance communicating information necessary to keep individuals and the community safe, while also protecting privacy and abiding by federal law (HIPAA). All four strategies in this plan are designed to limit COVID-19 exposure. Case communication is one of many protections.

Notifications when Sindecuse identifies a case

**Patient**
- Notifications—**not close contacts**
  - If the patient is a student
    - Student’s, name and isolation dates communicated to the Dean of Students (DOS). If student consents, diagnosis also shared with DOS.
    - Student’s name and isolation dates communicated to faculty. If student consents, diagnosis also shared with faculty.
    - Director of Housing notified if the student lives on-campus.
    - Sindecuse directs facilities management on spaces and university vehicles that require special cleaning, if any.
  - If the patient is an employee
    - Employee’s name, positive test result, and isolation dates confidentially communicated to supervisor.
    - Sindecuse directs facilities management on spaces and university vehicles that require special cleaning, if any.
    - Depending on the circumstances, colleagues who share a space with the employee may be notified that a colleague tested positive. No other information will be shared.

**Patient’s Close Contacts**

**Local & State Health Officials**
Appendix
Full Plan Detail
Safe Campus Strategy

Be Smart.  Be Safe.  Be Broncos.
Protect

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On-campus residents tested at move-in.

No-cost*, rapid-result antigen testing available to temporary employees Aug. 27-31 only.

Everyone must complete the self-monitoring survey each day they come to campus, before arrival.

Always use Sindecuse Health Center for COVID-19 testing to ensure effective contact tracing and protection for all.

wmich.edu/survey

Be Smart.   Be Safe.   Be Broncos.
Monitor

Everyone must complete the survey each day they come to campus, before arrival.

**Survey Questions: Yes or No?**

1. Do you have any of the following symptoms (in the last 24 hours, not due to a chronic condition)?
   Fever, Chills, Cough, Difficulty breathing, Sore throat, Muscles aches, Diarrhea, Severe fatigue, Nasal congestion, Loss of sense of taste smell.

2. Have you had a COVID-19 test in the last 14 days that was positive?

3. Does a member of your household have a confirmed COVID-19 infection?

4. Are you currently avoiding shared spaces due to illness or because you have been directed by your medical provider or your public health official to quarantine?

The survey can be completed on any internet-enabled laptop or smart phone.

Students without devices must be provided alternative paper versions.

A separate process that does not require a device has been established for AFSCME employees.

Be Smart. Be Safe. Be Broncos.
Everyone must complete the survey each day they come to campus, before arrival.

- All questions must be answered accurately.
- A survey with all ‘no’ responses results in a green badge which may be requested by:
  - faculty of students for admission to class,
  - event organizers for admission to an event, or
  - supervisors of employees who report to work.
- In all cases, individuals may not be singled-out. Badge requests must be applied equally to everyone in a group.
- Refusal to provide a badge or an alternative survey is grounds to be sent home or turned away.
- The badge does not reveal protected information. The technology does not track locations.
- A survey with one or more ‘yes’ responses is sent to Sindecuse for follow up.

Be Smart.  Be Safe.  Be Broncos.
Individual has completed the required survey today and is clear to be on campus.

Individual needs to complete the survey today in order to be on campus. Screening questions have not been answered.

Individual has an increased likelihood of having COVID-19, but has not been diagnosed with the illness—quarantine required.

Individual has been diagnosed with COVID-19—isolation required.
Test

Schedule a test or visit at Sindecuse when:

- the semester starts,
- if you have even mild COVID-19 symptoms,
- if you answer ‘yes’ to any self-monitoring survey question,
- if you are directed to do so because you are a close contact of an infected individual, or
- as directed by a health care professional.

Always get tested at Sindecuse

Think of WMU as a small city. Counting all students, faculty, staff, and visitors WMU approximates the size of Plymouth, MI. Sindecuse offers an advantage in our fight against COVID-19 with dedicated testing, contact tracing and care just for the WMU Community. That means faster isolation of outbreaks. We only get that protection if Sindecuse knows all the cases.

Be Smart. Be Safe. Be Broncos.
Isolate

WMU will balance communicating information necessary to keep individuals and the community safe, while also protecting privacy and abiding by federal law (HIPAA). All four strategies in this plan are designed to limit COVID-19 exposure. Case communication is **one of many protections**.

Notifications when Sindecuse identifies a case

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| Local & State Health Officials |

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# Student Case—Lives On Campus

WMU will balance communicating information necessary to keep individuals and the community safe, while also protecting privacy and abiding by federal law (HIPAA). All four strategies in this plan are designed to limit COVID-19 exposure. Case communication is one of many protections.

## Diagnosed Student (Patient)
- Ordered to isolate: home preferred, or designated on-campus housing
- Monitor symptoms
- Identify close contacts

## Sindecuse Follow Up
- Daily text check-in
- Telehealth appt. 7 days after test at Sindecuse

## Residence Hall Director Follow Up
- Daily check-in

## Campus Community
- Case added to campus counts, updated each Friday.

## Campus Notifications
- Dean of Students (DOS) receives name, isolation dates. Only if student consents, diagnosis also shared with DOS.
- DOS notifies student’s faculty of name and isolation dates. Only if student consents, diagnosis also shared with his/her faculty.
- Director of Housing receives diagnosis, name, isolation dates.
- All information must be kept confidential.

## Facilities Management
- Directed by Sindecuse to intensify cleaning in specific spaces and university vehicles. No other information shared.

## Contact Tracing
- Notified and ordered to quarantine for 10 days.
- Dean of Students (DOS) receives name, isolation dates.
- Director of Housing notified (only for contacts who live on campus).
- DOS notifies student’s faculty of name and quarantine dates.
- Letter posted to close contacts’ Sindecuse Patient Portal.
- On-campus residents preferred to quarantine at home. If not, moved to quarantine room.
**Student Case—Lives Off Campus**

WMU will balance communicating information necessary to keep individuals and the community safe, while also protecting privacy and abiding by federal law (HIPAA). All four strategies in this plan are designed to limit COVID-19 exposure. Case communication is one of many protections.

### Diagnosed Student (Patient)
- Ordered to isolate
- Monitor symptoms
- Identify close contacts

### Sindecuse Follow Up
- Daily text check-in
- Telehealth appt. 7 days after test at Sindecuse

### Facilities Management
- Directed by Sindecuse to intensify cleaning in specific spaces and university vehicles. No other information shared.

### Campus Notifications
- Dean of Students (DOS) receives name, isolation dates. Only if student consents, diagnosis also shared with DOS.
- DOS notifies student’s faculty of name and isolation dates. Only if student consents, diagnosis also shared with his/her faculty.
- Director of Housing receives diagnosis, name, isolation dates.
- All information must be kept confidential.

### Campus Community
- Case added to campus counts, updated each Friday.

### Contact Tracing
- Notified and ordered to quarantine for 10 days.
- Dean of Students (DOS) receives name, isolation dates.
- Director of Housing notified (only for contacts who live on campus).
- DOS notifies student’s faculty of name and quarantine dates.
- Letter posted to close contacts’ Sindecuse Patient Portal.
- On-campus residents preferred to quarantine at home. If not, moved to quarantine room.
Faculty/Staff Case
WMU will balance communicating information necessary to keep individuals and the community safe, while also protecting privacy and abiding by federal law (HIPAA). All four strategies in this plan are designed to limit COVID-19 exposure. Case communication is one of many protections.

Diagnosed Patient
- Ordered to isolate.
- Monitor symptoms.
- Identify close contacts.

Sindecuse Follow Up
- Telehealth appt. 7 days after test at Sindecuse.

Campus Notifications
Supervisor Notified
- What’s shared: name, date of test, isolation dates.
- Sindecuse will perform contact tracing and notify supervisor / department chair if additional employees are impacted.

Campus Community
- Case added to campus counts, updated each Friday.

Facilities Management
- Directed by Sindecuse to identify intensified cleaning in specific spaces. No other information shared.
- If the patient is part of a staff bargaining unit, Director of Staff Labor Relations will be copied on notification of a case, but no other information.

Contact Tracing
- Ordered to quarantine for 10 days.
- Letter posted to close contacts’ Sindecuse Patient Portal.
- Supervisor / department chair of close contact notified.
- What’s shared: name, quarantine dates.
- This information must be kept confidential.
Positive COVID-19 Case Checklist for Faculty, Staff or Student

Informational handout on quarantine/isolation and emotional well-being posted on patient portal
SHC staff request consent to share a positive test result with the Dean of Students and student’s faculty.
SHC staff to perform contact tracing (complete COVID-19 positive test result screener template in patient record, or PnC)
WMU close contacts are notified via phone call and have letter placed onto their portal including dates of quarantine (PnC > Letters > COVID-19 close contact notice)
SHC provider to schedule follow up appointment with patient greater than or equal to day 7 post + test
PC staff to notify Gayle Ruggiero, Medical Director and Jessica Slates, Nursing Director of COVID-19 + patient
SHC staff to submit information to Kalamazoo County Health & Community Services Department and Michigan Disease Surveillance System (Michigan Department of Health and Human Services)

FACULTY/STAFF: Jessica Slates and/or Gayle Ruggiero to send notices:
- **Supervisor (E1)** (Call/Email)
  - If Department/Building includes >25 people, send notice **Department and/or Building (E2)**, as appropriate (via Supervisor)

FACILITIES MANAGEMENT: Jessica Slates and/or Gayle Ruggiero to send notices:
- **Pete Strazdas, Associate Vice President for Facilities Management (F1)** (text/email)
  - If patient or close contacts are staff bargaining unit employees, Pete Strazdas will send notice to **Kurt Graham, Director of Staff Labor Relations, (F2)** as appropriate (email)

STUDENT: Jessica Slates and/or Gayle Ruggiero to send notice:
- **Dean of Students PROVIDE WIN** (Nagel-Bennett, Adams, (text/email)) (S1)
  - If student has provided consent, include positive test result
- **Dean of Students will send notice SSto** relevant faculty members to excuse student (This step and letter are the same for positive cases and close contacts)
  - If student has provided consent, include positive test result
- **Director of Housing and Residence Life, (S2)** as appropriate include only students who live on campus (Palmer, Porter: text/email)
  - Steve Palmer send notice **Building or Floor Residents (S3)**, as appropriate (email)
- Send notice **Facilities Management (S4)**, as appropriate (e-mail)

If patient occupied an office that serves identifiable visitors to campus, Jessica Slates and/or Gayle Ruggiero to contacted MarCom (Proudfoot, Davis (text/email) to determine if notices are possible and appropriate.
STUDENT NOTICES

- Sindecuse notice to Dean of Students (S1)
- Sindecuse notice to Director of Housing and Residence Life, (S2) as appropriate
- Housing notice to Building or Floor Residents, (S3) as appropriate
- Housing notice to Facilities Management, (S4) as appropriate
- Dean of Students Notice to Faculty of Patient/Close Contact (S5)

Sindecuse Notice to Dean of Students (S1)

Note: this letter is for both COVID positive patients and close contacts.

Date

Dear Dr. Nagel-Bennett,

I am writing to notify the Dean of Students that a student, _______(name) will need to be excused from class from ____(date) to _____(date). The student lives [on campus in ____ /off campus].

[Include Paragraph When It Applies]

We have received permission from the patient to share with you and appropriate faculty that the student has received a positive COVID-19 diagnosis. Please share the diagnosis only with faculty who are teaching the student this semester/term. This specific information must be kept confidential. It may not be shared by you or faculty members in compliance with FERPA. The student is sharing this information with the expectation that doing so will enable the university to provide support.

All information in this letter must be kept confidential. I will notify Steve Palmer of only those students who live in residence halls so that Residence Life may handle isolation, quarantine and student support.


Gayle Ruggiero, MD
Medical Director

Jessica Slates, MSN, RN
Director of Nursing
Sindecuse Notice to Director of Housing and Residence Life, as appropriate (S2)
Include only students who live in residence halls

Date

Dear Mr. Palmer,

I am writing to notify Director of Housing and Residence life that a student, _______ (name and WIN) who lives in ___ residence hall/apartment ___ has tested positive for COVID-19. This student needs to be isolated from ___(date) to ____ (date).

Close contacts to this individual were assessed. Below you will find the list of the students who are close contacts. They are ordered to quarantine for 10 days. Only those who are close contacts should consider themselves at elevate risk at this time.

Name/quarantine dates/lives in ___ residence hall ___
Name/quarantine dates/ lives in ___ residence hall ___

This information must be kept confidential. You must share only the information on a need-to-know basis within Housing and Residence Life to isolate, quarantine and support the student. I have included here a notice that you may find helpful to share with residents of ___ residence hall ___.


Gayle Ruggiero, MD
Medical Director

Jessica Slates, MSN, RN
Director of Nursing
Dear Residents of ___residence hall___,

Please be aware that a student in the ___residence hall___ community has tested positive for COVID-19. The student is being isolated, and close contacts are being notified and quarantined. Notification will be provided directly to those individuals who are assessed as close contacts to the infected individual. This is often done in a matter of hours. **If you do not receive a notification from Sindecuse that you are a close contact, there is nothing to suggest you are at an elevated risk at this time.**

Nonetheless, we believe that acknowledging that a positive case has been identified, that we are isolating the patient, and quarantining close contacts is information that you may find helpful and that may quell rumors.

You may find these reminders reassuring as well:

- WMU has several strategies in place that are designed to limit COVID-19 exposure. They include protections like masking and social distancing, daily self-monitoring, barrier-free testing and sophisticated contact tracing. This communication is a protection in addition to those strategies.
- We are isolating COVID-19 infected individuals and placing all close contacts into quarantine.
- Remember, all WMU students, faculty and staff should be doing their part in protecting the safety of the campus: wash your hands frequently, socially distance, wear a mask and self-monitor for symptoms.

If you are concerned, please contact your hall director. Appointments to be seen at Sindecuse may be booked on our website or by calling the number listed below.


Gayle Ruggiero, MD
Medical Director

Jessica Slates, MSN, RN
Director of Nursing
Sindecuse Notice to Facilities Management, as appropriate (S4)

Date

Dear Mr. Strazdas,

I am writing to inform you that a resident in ___residence hall/apartment___ hall has tested positive for COVID-19. If you need to access that building for any reason in the next 14 days, please contact Steve Palmer prior to doing so.


Gayle Ruggiero, MD
Medical Director

Jessica Slates, MSN, RN
Director of Nursing
Dean of Students notice to faculty (S5)

Date

Dear __faculty member__,

I am writing to notify you that _____(name and WIN), a student in your ______ class will need to be excused from class from ____ (date) to ____ (date).

[Include Paragraph When It Applies]

Sindacuse has received this student’s consent to share with you that [he/she/they] received a positive COVID -19 diagnosis. This information must be kept absolutely confidential. Sharing it with other students, faculty, staff or anyone for any reason is a violation of the federal health privacy law, HIPAA. The student is sharing this information with the expectation that doing so will enable the university to provide support.

[Alternative Paragraph When It Applies]

I understand that in this time of COVID-19, being notified of a student’s absence may create concern. It may also lead you to assume that the individual has contracted the disease, which may or may not be true. We are bound by federal health privacy law, HIPAA that prohibits us from sharing more.

I encourage you to revisit WMU’s multifaceted strategies that are in place and are designed to limit COVID-19 exposure. The fundamental principle that underlies measures like masking and social distancing, daily self-monitoring, barrier-free testing and sophisticated contact tracing is we are all taking precautions in the event we come into contact with a COVID-19 positive individual.

If you are concerned, I encourage you to reach out to the Office of the Provost and Vice President for Academic Affairs.

Sincerely,

Suzie Nagel-Bennett
Dean of Students
Western Michigan University
EMPLOYEE NOTICES

• Supervisor (E1)
• Department and/or Building (E2) as appropriate

Supervisor (Notice E1)
Note: for staff within each respective division within AFSCME, MSEA and POA, supervisor is defined by the list of directors provided by Sindecuse by the Director of Staff Labor Relations.

Note: This letter is used for both COVID positive patients and close contacts

Date

Dear __________,

I am writing to notify (name of supervisor) that an employee, __________ (name) has tested positive for COVID-19 on _______date. __________ (name) will need to isolate from ____(date) to ____ (date).

Close contacts to this individual were assessed. Only those who are close contacts should consider themselves at elevated risk at this time.

The information in this correspondence must be kept confidential. I have included a letter that you may share among those in your department if you feel your employees may benefit from an acknowledgement of this situation. To ensure the privacy of our employees, you must not share any additional information beyond the provided letter.

I will work with Pete Strazdas in Facilities Management to identify additional cleaning that may be needed, if any. He will also coordinate with Mark Weiss in Environmental Health and Safety. Mr. Strazdas will only be made aware of spaces that need to be specially cleaned.

[If the patient is a member of a staff bargaining unit] Kurt Graham, Director of Staff Labor relations, will be notified by Mr. Srazdas that there is COVID-19 case in a staff bargaining unit, however he will not receive personally identifying information.

Sindecuse’s responsibility is to provide testing, contact tracing, and direct care to patients and initial notifications. Individual phone calls hinder our ability to reach the full
measure of these duties. Please find below contact numbers and resources that you may find helpful before calling Sindecuse:

- Pete Strazdas, associate vice president for facilities management, (269) 387-8584, peter.strazdas@wmich.edu
- Mark Weiss, director of environmental health and safety, (269) 387-5588 mark.weiss@wmich.edu
- Warren Hills, associate vice president for human resources, (269) 387-3895 warren.l.hills@wmich.edu
- Visit the Safe Return Plan: w mich.edu/safereturn


Gayle Ruggiero, MD
Medical Director

Jessica Slates, MSN, RN
Director of Nursing

[Attachment: departmental notice]
Dear ______ Department Members // Dear ______ Building Occupants

Please be aware that a colleague has tested positive for COVID-19. Following CDC guidelines and working collaboratively, Sindecuse Health Center and the Kalamazoo County Health Department we will be completing contact tracing. Notification will be provided directly to those individuals who are assessed as close contacts to the infected individual. This is usually done in a matter of hours.

**If you do not receive a notification from Sindecuse that you are a close contact, we do not believe you to be at an elevated risk at this time.** Nonetheless, we believe that acknowledging that a positive case has been identified, that we are isolating the patient, and quarantining close contacts is information that you may find helpful and may quell rumors.

You may find these reminders reassuring:

- WMU has several strategies in place that are designed to limit COVID-19 exposure. They include protections like masking and social distancing, daily self-monitoring, barrier-free testing and sophisticated contact tracing. This communication is a protection in addition to those strategies.
- We are isolating COVID-19 infected individuals and placing all close contacts into quarantine.
- Remember, All WMU students, faculty, and staff should be doing their part in protecting the safety of the campus: wash your hands frequently, socially distance, wear a mask and self-monitor for symptoms.

If you are concerned, please start with your supervisor. Appointments to be seen at Sindecuse may be booked on our website or by calling the number listed below.


Gayle Ruggiero, MD  
Medical Director

Jessica Slates, MSN, RN  
Director of Nursing
Dear Mr. Strazdas,

I am writing to notify you that a member of the WMU community has tested positive for COVID-19. Please intensify cleaning as follows.

- The individual occupied [building name] and [university vehicle/s]
- The supervisor is [name and contact information]
- Last date and time of exposure to this space was [time and date]
- Specific information regarding building space [room number and type of space]
- Specific information regarding university vehicles
- Any special cleaning/high level of area of contact

Please reach out to the supervisor and provide the following guidance:

- Direction on whether spaces need to be secured
- Nature of cleaning to be performed
- Timing for when cleaning will occur
- Any special concerns for supervisor due to space type

[If the space is a residence hall or apartment] Please be aware that the individual who tested positive is a resident in ____________ hall. If you need to access that building for any reason in the next 14 days, please contact Steve Palmer prior to doing so.

[CHOOSE ONE OF TWO OPTIONS] The individual is not a member of any staff bargaining units. [OR] This individual is a member of a staff bargaining unit, please notify Kurt Graham, Director of Staff Labor Relations.

Thank you for your assistance.

Gayle Ruggiero, MD
Medical Director

Jessica Slates, MSN, RN
Director of Nursing
Dear Mr. Graham,

I am writing to notify you that a member of ______ [bargaining unit] in ____[building] has tested positive for COVID-19. Close contacts to this individual were assessed. ____[number] close contacts in the same building were identified as staff bargaining unit employees.

I am sharing this information with you to help provide accurate information to our staff bargaining unit employees. Our colleagues in ___bargaining unit___ may find the following additional information reassuring:

**If you do not receive a notification from Sindecuse that you are a close contact, then health professionals do not believe you to be at an elevated risk.** Nonetheless, we believe that acknowledging that a positive case has been identified, that we are isolating the patient, and quarantining close contacts is information that employees may find helpful and may quell rumors. In addition, please remember that:

- WMU has several strategies in place that are designed to limit COVID-19 exposure. They include protections like masking and social distancing, daily self-monitoring, barrier-free testing and sophisticated contact tracing. This communication is a protection in addition to those strategies.
- We are isolating COVID-19 infected individuals and placing all close contacts into quarantine.
- Remember, All WMU students, faculty and staff should be doing their part in protecting the safety of the campus: wash your hands frequently, socially distance, wear a mask and self-monitor for symptoms.


Pete Strasdaz
Associate Vice President for
Facilities Management