

## Research Appointment Procedures

Updated July 7, 2020



The Michigan SHPO will begin re-opening for research appointments for Federally Qualified Consultants on July 7, 2020. Research will be conducted only for projects requiring large quantities of information and will be by appointment only. Consultants must prepare for the following procedures:

- Only one Qualified Consultants will be permitted in the facility at any one time.
- Guests must check in at the lobby security desk where they will be met by member(s) of the SHPO team who will escort them to the nearby Media Room where materials will be made available for viewing. SHPO staff will remain accessible to assist guests for the duration of the appointment.
- Masks are required to be worn in the facility by staff and Guests alike. Guests must provide their own masks.
- Guests will be “no-touch” temperature tested upon arrival.
- Guests must be able to reply affirmatively to all of the following health questions or will be asked to reschedule their appointment and will not be able to enter the facility:
  - o Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for you (99.5 degrees or greater)?
  - o Are you experiencing any symptoms consistent with COVID-19 (e.g. fever, excessive dry cough, shortness of breath/difficulty breathing, accompanied by chills/repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell)?
  - o Have you been in contact within the last 14 days with someone with a confirmed diagnosis of COVID-19 or have you traveled domestically or internationally?
- Hand sanitizer will be available for use both before and after viewing of the materials in the Media Room.
- Guests will not be able to access the copier/scanner themselves and are encouraged to bring a handheld scanner, camera or some other method to make copies. SHPO Staff will be on hand to make copies/scans of some material on a limited basis.
- Access to facility restrooms will be available on the first floor **only**.
- Guests will be provided with a phone number, if needed, to communicate with assisting SHPO staff.
- The Media Room and 1<sup>st</sup> floor restrooms will be sanitized following each appointment.

*\*This information is subject to revision at any time to maintain compliance with MEDC and State of Michigan health protocols.*