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Morehead State University Campus Community:

As we continually update our University community of students, faculty, staff and others in our region on recent health news, we wanted to provide you with a comprehensive listing of operational procedures and our short-term movement to online instruction to support our Commonwealth's overall efforts in mitigating the risk of the novel coronavirus. We made the decision to wait until today, Thursday, March 12, to communicate to our campus community on this topic so that we had the most up-to-date and accurate information from the Commonwealth going into Spring Break.

Our University will be:

- 1). Keeping our campus and residential halls open for students who need to reside.
- 2). Transitioning to online instruction after Spring Break for two weeks (March 23-April 3).
- 3). Suspending non-essential out-of-state travel.

In determining our protocols, it is important to note that all universities, colleges, and schools are different in their academic program offerings, makeup of students, service region, online abilities, extracurricular events, and other attributes. Just to provide a few examples of things we must consider in our operations, among a host of others: many of our students come from rural areas that have limited access to broadband internet to complete online courses from home, we have several regional campuses and other non-academic operations, some of our students come to us from a significant distance away, or are international students and do not have the ability to return home without significant prior planning. Thus, we feel the need to try to provide as much support as we reasonably can to as many students as we reasonably can.

Because of these brief examples and other considerations we must make in a complex organization, Morehead State University has chosen to evaluate our status based on advice from medical/health professionals, public agency protocols, and our individual campus needs.

No Known Cases of Coronavirus on the MSU Campus:

As of this communication, we know of no confirmed or suspected cases of the novel coronavirus on our campus. We have been in continual communication with medical providers, public health officials, and experts in this area of scientific knowledge and they continue to advise us to communicate preventative measures for both the normal flu and colds, and also the coronavirus. Likewise, they advise us to take as many reasonable precautions as we can, but to keep our core campus operations moving ahead.

University Operating Procedures Until Further Notice:

MSU will remain open as a campus, but we will be taking the following proactive steps to support our community:

- **Spring Break Information for Students:**

Spring Break will be as normally planned for March 16-20. At the conclusion of the break, all of our classes will resume online for a short-term duration of Monday, March 23 through April 3 as outlined below.

Residence Halls will close for the break at 7:00 p.m. on Friday, March 13 as originally planned, with the exception of break housing (break housing are halls that are in use year round and open during the breaks for those who cannot leave campus). Break housing facilities are Fields Hall, Eagle Lake Apartments, Mays Hall Apartments, Normal Hall Apartments, and West Mignon Hall and each of these will remain open during the break for those residents. All Residence Halls will reopen on Sunday, March 22nd at 10:00 a.m. to accommodate any student who may wish to return to campus to reside.

- **Spring Break Campus Operations for Employees:**

During the Spring Break week of March 16-20 our campus and all regional campuses will operate on a modified 9:00 a.m. - 3:00 p.m. work schedule for all faculty and staff. All employees will receive normal compensation during this time. Student workers who may have been scheduled to work during the break should contact the supervisor in their area for further details. This will allow our campus to remain functional, allow time to do the usual repairs during a break, perform any extra maintenance needed, and also to prepare for the extra work of migrating our courses to an online delivery platform.

Employees should report to campus as normal and work towards the primary goal of migrating our instruction to an online format as guided by our Vice President for Academic Affairs.

During the Spring Break all areas of the main campus will operate on the 9:00 a.m. - 3:00 p.m. daily schedule, including our library, counseling and health services, and general buildings. Food venues on campus will be closed as usual during Spring Break.

Our Recreation & Wellness Center will operate on the same 9:00 a.m. - 3:00 p.m. time frame, with the exception of being closed on March 14-15 and March 21. On March 22 the Recreation & Wellness Center will be open 3:00 p.m. - 10:00 p.m.

During the break our Office of Distance Education and Instructional Design will be conducting additional training and update sessions to assist instructors migrating additional courses to an online format. The Division of Academic Affairs will be sending faculty and staff communication on these sessions.

- **Travels During the Spring Break:**

For Spring Break, many people will be traveling throughout the region, our state, and to other areas for various reasons. The Centers for Disease Control and Prevention (CDC) has guidelines for traveling that will help you plan your travel and help keep you well informed, and we encourage you to review those at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. We would ask that you be cautious and check all available information on where you may intend to travel.

As members of our University community, we all must take an active role in seeing that we take precautions. Thus, we would ask any student or employee who travels anywhere internationally on their own, or domestically to any place in which they feel that they may have come into contact with individuals who may be sick, to submit a voluntary travel form so that we may monitor our campus. The form can be found at <https://www.moreheadstate.edu/springbreaktravel>. Responses will remain confidential and will assist us with prevention and planning efforts.

If anyone travels abroad between today and April 3 on their own, we ask you to voluntarily report it to us using the same form prior to April 3.

Any individual who believes that they may be sick from a common cold, the flu, or has belief they may have been exposed to an individual with the coronavirus is asked to voluntarily remain at home or off campus after Spring Break, if possible. Students in this category are asked to contact their instructors and employees are asked to contact their supervisor to work through situations on an individual basis.

- **Instruction Online Upon Conclusion of the March 16-20 Spring Break:**

From March 16-20 instructors of courses will prepare to move all courses online for a two week period of March 23-April 3.

During this short-term online period, our main campus and regional campus computer labs will be open during established times (check with the respective labs) between March 23-April 3 for any student who does not have broadband internet access or a personal computer.

Instructors may find resources about moving courses online through their MyMSU portal. Information for students related to online instruction will be available in Blackboard. Instructors will begin communicating with students online towards the end of Spring Break and as we enter the week of March 23.

During this two-week online period of March 23-April 3 all campus buildings will be open and all MSU employees should plan to report to their normal office and locations as usual.

Students in field and clinical placements should contact their supervising instructor for more information.

- **Campus Housing and Student Work Positions Upon Conclusion of Spring Break:**

All Residence Halls will reopen on Sunday, March 22nd at 10:00 a.m. to allow students who are in need of returning to campus housing to do so, and all housing will remain open for the duration of the semester. Students may reside within their Residence Halls during the period of March 23-April 3, or may opt to stay at home and complete their courses online.

After reopening Residence Halls on March 22, campus housing will remain open and accessible during the online instruction period for those who are unable to remain at home. If you will not be returning to the Residence Halls during this online instruction period, you are encouraged to take items you may need home with you as you depart for Spring Break.

Students who hold campus work positions should check with their area supervisors after the break on any specific details.

- **University-Sponsored Travel and Other Precautions:**

Further precautions to limit our risk, and to be in concert with other recommendations, include:

Our already established moratorium on all university-sponsored study abroad programs and all other university-sponsored international travel will remain in place until May 1.

A moratorium on all University-sponsored domestic travel on commercial airlines until May 1, pending further review closer to that time. In the interim, Vice Presidents have the authority to work on a case-by-case basis as decisions need to be made on some travel.

A moratorium on all non-essential University-sponsored travel outside the State of Kentucky until April 1, pending further review closer to that time. In the interim, Vice Presidents have the authority to work on a case-by-case basis as decisions need to be made on some travel.

Larger University-sponsored meetings, conferences, events, and extracurricular items between now and April 1 scheduled on our campus or regional campuses shall be left up to the discretion of the division Vice President to continue with or discontinue. Each of these should be evaluated on a case-by-case basis.

(*University-sponsored also includes those programs, projects or travel funded by the MSU Foundation as well grants and sponsored programs.)

Thank you for your patience and teamwork as our campus community works through the many logistical and instructional items involved with navigating this recent issue. Our goal is to evaluate issues as we know the facts, background them with medical/health professional advice, and then take reasonable measures within our control. As new information presents itself we will evaluate on a case-by-case basis.

We would ask that you continue to follow professional travel and general health advisories that can be found on our University website and other reliable sites. If members of our community have any specific questions related to the coronavirus, please call the State COVID-19 Hotline at [800-722-5725](tel:800-722-5725) or visit www.kycovid19.ky.gov or <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

We will continue to monitor all new developments and will update the campus community via email as we move forward.

We pledge to work through this as seamlessly and as compassionately as possible, and always keeping our students' interest in mind.

Many thanks.

Jay Morgan
President