

MSU Employees:

We would like to begin by thanking each of you for helping work through our modifications in operations, providing your patience and support, and most importantly thinking about the best interest of our students across our main and regional campuses. Our situation locally, regionally, and as a state and nation is fluid and sometimes there are no clear cut answers or “one size fits all” to work with. Now that we are over the initial phase of our students being communicated with and spring break beginning soon, we would like to ask your cooperation in working internally in the following ways:

- **Today, Friday, March 13:** As you go through today, instructors are hopefully beginning to convert materials online in preparation for our online window. I am told that many instructors with online experience have voluntarily pitched in to assist those that may need a refresher, so thanks to all who have. Our Distance Education and Instructional Design staff deserve the award for their 110% push to help turn this corner. Thank you to our staff who are also shifting and moving as needed to help in areas that have heightened loads for the next few days.
- **This Weekend:** We encourage everyone possible to go home and rest, get some fresh air if the weather is good, and to be careful and use good protocols for personal travel and activities that have been announced or that are available.
- **Week of March 16:** We are projecting that our campus will have significantly less students around during next week, which would be normal for any break. However, some students will still be here and we have an obligation to provide some basic support for them. Likewise, there are sessions being hosted for turning the corner on instructional modifications, and repairs that need to be attended to. We hope that instructors will take this time to ramp up their online methods, and then when they are ready to push some general communications out to students as soon as possible. This will go a long way in answering student questions. For non-teaching employees, we would ask that everyone maintain some degree of flexibility, continue to keep your operations going, and work with your supervisors and Vice Presidents to possibly shift around as certain aspects may need to be covered.

Our basic operating schedule for spring break week is 9 a.m.–3 p.m. to allow us to support basic operations, our students who are here, to answer phones and questions that will come in, and also to prepare for online instruction. Feel free to close doors to suites/offices, limit meetings to essential ones, and communicate in smaller or more electronic ways when it is possible. Vice Presidents also have the latitude to stagger both traditional and non-traditional work as needed.

All employees will continue to receive their day off during the break as we announced a few months ago. Additionally, our move to a 9 -3 schedule also permits employees to have, by clock hours, another day off during the spring break week, and thus a shortened week overall. We understand the need of some employees who may need to remain at

home for child or family care, or for other individual reasons, and ask that you work with your supervisors to discuss if this pertains to you.

Employees are free to take any vacation days you wish, and we will be providing a broad definition of sick leave during the spring break week. Each employee will be allowed to use vacation or sick leave without concern. We ask that you work with your supervisor and in consideration of the operations that you are supporting on campus. This should provide some flexibility to our employees and not create a one-size fits all approach. Each Vice President has been given administrative latitude to work with each situation on a case-by-case basis.

- **Social Media:** As with any issue or unknown, social media can have both positive outcomes, but yet also present challenges. We would ask that our employees try to help our University during this time to project a calming voice, help make sure everyone gets factual information from credible sources, and also supports each other. Each circumstance that presents itself can be unique and sometimes very complex, but each issue is being well discussed and communicated to the best of everyone's ability.

I encourage everyone to pay particular attention to the announcements that are coming out of the offices of Mayor Laura White-Brown and Judge Executive Harry Clark. Both of our local leaders are placing formal updates on social media, WMKY radio, our newspaper, and other means. Likewise, Governor Andy Beshear has established a regular pattern of online and televised communications in which we would encourage you to obtain factual state-wide information.

- **Athletics:** The OVC has suspended all athletic competition/games and all formal athletic practice, indefinitely. All athletic recruitment travel has also been suspended until early April, pending review. Athletic recruitment by phone or other teleconference methods is permissible.
- Should you have any health-oriented questions about the coronavirus, please call the hotline: 1-800-722-5725.

As you leave your offices this afternoon, Facilities Management (FM) would like to pass along the following:

- In the coming week, FM Staff will be focusing efforts on cleaning/disinfecting computer labs, common housing spaces and the Recreation Center.
- As FM Staff focuses on cleaning/disinfecting commonly used areas, it is helpful if employees can empty trash and wipe down surfaces that are commonly used in their areas.
- Please make sure to deposit all food waste in an exterior dumpster or restroom waste can prior to leaving today.
- Please turn off all unnecessary electronic/electrical components.
- Please make sure all windows are closed and locked.

- FM has a limited supply of disinfecting wipes due to high demand, but if you are in need of them in the coming weeks please contact FM at 3-2066.
- FM will have modified and staggered crews during Spring Break, but the main FM office will remain open for our normal hours of 7 am to 4:30 pm. If you have any questions please call 3-2066.

If you have any issues related to the coronavirus, please call Kentucky's COVID-19 Hotline: 1-800-722-5725.

With everyone helping, we are going to push through this. Thank you for what each of you are doing!

Jay Morgan
President