

May 12, 2020

MSU Faculty and Staff:

We hope you are doing well and staying safe. Thank you for what each of you did this spring semester to get us successfully to the end of the semester last week.

So that we are continuing to communicate to campus, the following are some quick updates:

University Operations from May 15-30, 2020:

We will continue to operate as we have for the next period of May 15-30. Should any employee have questions, please discuss these with your supervisor and/or Vice President or direct Presidential report.

Building Access:

We will continue to allow all employees to enter their respective buildings to work as needed and to retrieve items to take home to work on. Buildings during this time should be closed to non-employees. Should a student or non-employee need to enter a building for any type of business, we ask that you facilitate them by appointment only.

Face Cloths/Masks and Gloves:

Based on the guidance from the Governor and public health agencies, all employees who come to campus are expected to wear face masks if you are working indoors and around others. If you are in your individual office or other work area separated from other employees with more than six feet of social distancing, the decision to keep your mask on remains with the employee. We are providing the following link for your information: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Face masks may be made at home, purchased through a retailer or the MSU University Store, or obtained free at Facilities Management in the Rice Building.

If you are working on campus in high-touch work assignments in which you are handling documents, materials, etc., and would like gloves, please contact Facilities Management.

Summer Courses:

Summer courses continued to be delivered online.

Summer 'Earn to Learn' Student Employees:

Any student working on campus between May 15 and July 31 should be approved by the corresponding Vice President or direct Presidential report before being hired.

Cleaning of Campus Public Areas, Trash Removal, and Cleaning of Individual Work Areas this Summer:

For the next few weeks Facilities Management will be cleaning and disinfecting academic buildings and other administrative buildings to prepare for some employees phasing back to campus in June.

Facilities Management will be focusing their cleaning of buildings in public areas, railings, doors, halls, and bathrooms. Each individual work area and suite is asked to assist in our overall cleaning efforts by cleaning your individual offices, immediate office areas, and by removing your trash occasionally. We also recommend sanitizing your work station upon arrival and departure. By all of us doing this it will assist Facilities Management and allow them to concentrate on the larger and more public areas, and also limit the number of individuals entering and exiting each work area. If you need specific cleaning materials please contact Facilities Management.

Continued Use of Digital Formats:

We are asking employees to continue to use as many digital resources as possible, and continue to limit the use of paper.

Use of MSU Vehicles on Campus:

Individuals using MSU vehicles on campus should wear a mask when others are in the vehicle.

Continued University Travel Restrictions:

University-supported in-state travel until July 31 should be pre-approved by a Vice President. University-supported out-of-state travel is suspended until further notice. If employees travel out-of-state personally and on their own, then each is asked to self-quarantine for 14-days at home before coming to campus.

Fall Semester Education Abroad:

All University-supported education abroad and/or employee travel abroad is suspended until October 31, 2020, pending continued review.

Health and Temperature Checks:

In order to put safeguards in place, MSU will be adopting a two-layer precautionary measure to monitor employee health and temperatures as individuals come to campus. While temperature alone does not indicate someone has coronavirus, it is one of several items we will begin monitoring for precaution.

1st Layer of Precaution: Beginning immediately, we are asking employees to voluntarily take their own temperature at home before coming to campus, and if your temperature is over 100.4 degrees that you remain at home. If you have a temperature of 100.4 for more than a 24-hour period we ask that you contact your Vice President, call your physician or the health department for guidance on being tested for coronavirus, and also remain at home. Employees are reminded they should wait 20-30 minutes after eating, drinking, or smoking to get an accurate oral temperature and it is recommended that you should wait at least an hour after taking a hot bath or doing vigorous exercise before checking your temperature to insure an accurate reading.

Beginning May 18, and as a part of your self-administration of health and temperature, each time you visit campus we will be asking employees to log when you have arrived to campus and check that you have taken your temperature before arrival and it is below 100.4. This will allow us to maintain a log of who is coming to campus and their status. It will also allow us to begin a process of contact tracing, if needed. Standardized log sheets attesting to each person taking their temperature prior to arrival will be made available soon in all main offices and kept there in case we need to refer to them. Log sheets for academic departments will be in the Departments main office.

Also, before arriving to campus, please assess if you have had any CDC-recognized COVID-19 symptoms, has anyone in your household had any symptoms, or have you been in close contact with anyone exhibiting symptoms of fever, persistent cough, shortness of breath, etc.

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

2nd Layer of Precaution: Beginning on or around June 1 we will be using touch free thermometers to periodically take employee temperatures while on campus. More on this as we approach that time and have our system in place.

Coronavirus Campus Update:

As many parts of our state have experienced, we also have had a case of coronavirus. We have worked with one of our employees, and two others who were in close proximity to remain at home. The individuals were working in an area of campus in which not many people are present. We have followed and will continue to follow guidance from the Centers for Disease Control and Prevention (CDC), the Kentucky Department of Health, and the Office of the Governor of the Commonwealth of Kentucky.

Free Coronavirus Testing:

St. Claire HealthCare continues to have free testing available within their parking lot. We hope that you will consider taking advantage of this benefit for our community.

Eagle Lake Trails:

The trails around Eagle Lake will be open for use after June 1.

Compensation and Benefits:

Compensation, health insurance, and benefits for all full-time employees will remain in place during this period. If you have a question about how to log your time, please talk to your Vice President, direct Presidential report, or Human Resources.

Part-time employees will continue to be evaluated for our needs, just as we normally would.

Conclusively, thank you for what each of you are doing during this time. We have responded well under the challenges since mid-March and I believe we can continue to meet this challenge in our preparations for a fall semester.