

May 15, 2020

MSU Faculty and Staff:

For the past few weeks our Vice Presidents and others have been discussing how we might best begin a phased return to campus for employees and remain 'Healthy at Work'. To accomplish this each has been tasked with creating plans that are phased, have a number of precautions, follow the guidance of a variety of applicable agencies, and that accomplish our needs as we prepare for a fall semester.

It is important to note that information related to the coronavirus continues to evolve, so we would ask that all employees remain flexible, patient, and willing to help when needed.

Phase I: June 1 - June 30 - PLC and Category I and II Employees Return in Limited Schedules

Beginning June 1 Vice Presidents and direct Presidential reports will begin a phased process of guiding members of the Presidents Leadership Council (PLC) and Category I and II employees to return to campus. Category I employees are employees needed for emergency and critical services, and Category II are employees needed for core functions around operations, business, and maintenance.

Each Vice President and direct Presidential report will be reminding employees in their areas of those who compose Category I and II. If you are not reminded of being in Category I or II, you are automatically in Category III and will be asked to remain at home, continue to work remotely, and be scheduled to return to campus at a later date. Some Category III employees may be asked to return to campus in specific situations and based on specific needs in June.

Beginning June 1 all MSU offices should prepare to return to our standard 8:00 - 4:30 work day (or as scheduled for units who do not have a traditional 8:00 - 4:30 window). Individuals who are remaining at home in the interim and working remotely should be available from 8:00 – 4:30 and be assigned projects to accomplish during this time.

Campus buildings in June should remain locked and accessible to students and non-employees by appointment only. We would ask that every effort to accomplish communications with students and non-employees be done electronically. Our library will be accessible to MSU employees by appointment if individuals need to obtain materials for instruction or other planning.

During this time period PLC and Category I and II employees should begin by working the equivalent of two working days, or more, each week on campus. Each Vice President and direct Presidential report will be working with those under their leadership to determine appropriate schedules, rotations, hours needed, etc. The remainder of time composing the full week may be accomplished through remote work or through other on-campus assignments by their Vice President as needed. Some units may be needed to work additional time on campus depending on the requirements of areas and their functions. As we move through June we will be working with employees to gradually increase capacity and hours in each area to compose the equivalent of three working days or more on campus.

During this time, we would ask that no more than 50% of the employees of one unit be indoors and in the same general area at one time. To accomplish this limitation in some units, individuals may need to spread out or move to another area of a building to work. This may also be accomplished by using rotations, altered schedules, etc.

As a part of our on-campus goals during June, each unit will be asked to perform their normal duties, and also plan for operations, distancing measures, and identifying items that need to be designed for the fall.

Employees with special circumstances during the month of June should speak to their Vice President or direct Presidential report. Each of these leaders have been provided the ability to work with employees during Phase I on an individual basis to find the best fit.

Student employees working on campus in June should be approved by a Vice President and deemed essential.

Required WebEx Training as a Part of Phase I:

As a part of pushing our campus forward in technological usage, we will be asking that all exempt level staff, and non-exempt staff in academic affairs and student affairs, attend a 'virtual' training on the use of WebEx. This would apply to all staff who have not previously attended a WebEx training.

Our Office of Information Technology will be providing this training virtually each Tuesday and Thursday from 9:00 a.m. - 10:00 a.m. beginning May 21 and extending through June 25.

The link to join each training session is: <https://moreheadstate.webex.com/meet/r.wagoner>

Phase II: July 1 - 31, 2020 - Employees Expanded

For continued operations and fall semester planning each of our Vice Presidents and direct Presidential reports will be working with additional employees (Category I, II, and III) to return to campus in a healthy way and through a phased format.

Further information on Phase II will be forthcoming.

We will be using July as a further assessment of our ability to begin a fall semester back on campus.

Phase III: August 1 - Employees and Students

Further information on Phase III and the fall semester will be forthcoming.

Requesting/Ordering Personal Protective Equipment (PPE):

So that we can track our expenses, if individual units are in need of PPE it should be ordered through Facilities Management for all unrestricted accounts and units. PPE not ordered through Facilities Management will not be able to be reimbursed by the University. Also, due to the unique description of the use of federal stimulus funds provided to MSU, PPE ordered using restricted funds (normal individual grants or contracts) may not be reimbursed by the University.

We would ask that if any unit needs to obtain/order masks, gloves, disinfecting wipes/sprays, hand sanitizer or any other PPE, please contact Haley Gearhart in Facilities Management at 3-5296, the facilities front office at 3-2066, or submit a work order on-line at <https://login.myschoolbuilding.com/msb>.

Reminder - Cleaning Campus Areas, Trash Removal, and Cleaning 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 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 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 supplies please contact Facilities Management.

Please consider posting a note on doors to let facilities staff know you are taking care of your individual suites and areas.

Reminder - Face Cloths/Masks and Gloves:

Based on guidance, 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 a 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 you may obtain one for yourself free at Facilities Management in the Rice Building. If you are working on campus a high-touch work assignment in which you are handling documents, materials, etc., and would like gloves, please contact Facilities Management.

Reminder - 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.

Reminder - 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 on personal business and on their own, then each is asked to remain very cautious of returning to campus. We would ask that if you travel out-of-state on personal business that you closely monitor your health upon return. Governor Beshear has begun a process of lifting travel restrictions over time, however, it will still be incumbent upon all of us to be responsible in how we return to campus from personal travel.

Reminder - 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. 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.

If your temperature is over 100.4 degrees or if you or anyone in your household has experienced a fever, persistent cough, shortness of breath or any other symptom the CDC has recognized as coronavirus related, please 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.

For more information on CDC recognized COVID-19 symptoms visit:

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

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 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 departmental main office.

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.

Reminder - 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.

During the course of June and July we have a great deal of planning to do for the fall semester. Likewise, we have a need to assess our ability to return employees to campus, establish a degree of confidence before the fall semester begins, and determine what areas we need to modify. As our campus works through these various phases we ask that everyone remain patient, communicate as best we can, help recruit and retain as many students as possible, and continue to be flexible.

Conclusively, we have a number of advantages that other universities may not have during this time. We are a small/medium sized campus, traditionally have smaller class sizes, and we already have a moderate degree of our courses in a variety of instructional formats – so we can push through this.

Thank you for what each of you are doing during this time.