

May 29, 2020

### **MSU Faculty and Staff:**

Beginning next week, June 1, we will be implementing **Phase I** of our *Healthy at Work*. This will encompass a return to campus for some employees in a slow and phased way. Each Vice President and/or direct Presidential report will be working to guide their units to accomplish our gradual return and various modifications for the month of June. If at any time you have questions, please contact your supervisor who can work with their Vice President accordingly.

Over the next month there will be items to work through, planning to do for the fall, and employees will need to take time to adjust to campus – and that will look different for each division and unit. As a result, our primary goal in June will be to continue to keep our doors closed to the public and to use this time to prepare and plan to open to students and the public in the future.

#### 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. Some Category III employees may be asked to return to campus in specific situations and based on specific needs in June.

Employees with special circumstances during the month of June should speak to their supervisors who may consult with their Vice President or direct Presidential report. Each of our Vice Presidents or direct Presidential reports have been provided the ability to work with employees during Phase I on an individual basis to find the best fit to accomplish the needs of the unit.

#### Campus Signage:

As we return to campus there will be a need for various signage in buildings. Over the next several weeks we will be evaluating areas for signage related to social distancing, traffic patterns, and other guidance. So that we have consistent signage for our common areas, entry/exits, elevators, handicap areas, and other public venues, we have asked Facilities Management and Communications and Marketing to work together to establish appropriate items for these areas. If individual units want to place signage in your immediate work area or suites, you may do so. You may download template signage at [www.moreheadstate.edu/healthyatwork](http://www.moreheadstate.edu/healthyatwork). If you see of any special needs, please let Facilities Management know.

#### Coronavirus Case Management:

As we move forward, should an employee test positive or suspect they may have symptoms, they should let their supervisor know, and the supervisor should in turn make their respective Vice

President or Presidential direct report aware. At that point the respective Vice President, the Director of Human Resources, and the Director of the Caudill Health Clinic on campus will guide the case management, as well as contact the Rowan County Health Department and the KY Cabinet for Health and Family Services as they assist with contact tracing.

Any full-time employee who is staying at home due to a positive case of the coronavirus, or is required to distance from campus, will retain their compensation and benefits for the duration. The Office of Human Resources will work with any applicable individual on the details.

#### General Health Precautions:

Please remember to conduct a self-assessment of your individual health before you come to campus by taking your temperature and evaluating yourself for other signs of the coronavirus. If you believe you may be sick, please let your supervisor know, and your supervisor should in turn make your Vice President or direct Presidential report aware.

If you do not have a thermometer at home to conduct a temperate check, you can simply mark that you were not able to conduct a temperature check when you arrive at work and sign in. As we begin our periodic temperature checks on campus throughout the day we can then assess those who need to be followed-up on. Plans are being worked out for these periodic checks.

We highly encourage all employees to get tested for the coronavirus if you feel that you have any symptoms, have been exposed to someone who does, or if you travel to an area in- or out- of-state that is of concern. We would ask that if you do obtain a test that you wait a few days until the results are returned to you before returning to campus, just to make sure they are negative. St. Claire HealthCare offers a free test locally along with area health departments and providers.

Our expectation for employees and visitors to buildings this summer is to wear a mask when around others and also practice social distancing. Should someone within your unit(s) not do these within reason, please let your supervisor and/or Vice President know.

#### Venue Status in June:

- Food Courts – Closed during June
- Recreation & Wellness Center – Closed during June
- Camden-Carroll Library – Closed to the public in June, but open to employees by appointment
- Counseling and Health Services – Closed to the public in June, but open to employees by appointment

#### Healthy at Work Website and MSU e-Resources:

- <https://www.moreheadstate.edu/healthyatwork>
- <https://www.moreheadstate.edu/downloads>
- Our Office of Information Technology will also be advertising an e-training on Microsoft Teams soon. We hope you take advantage of that for general operations or for your instructional usage.

#### Retirements:

We have several faculty and staff retirements this spring/summer and we have not been able to adequately show our appreciation with the usual reception like we have in the past. As a result, we may take an opportunity in the fall when the environment presents itself to host some type of appreciation. In the meantime, we appreciate the many years of work that a number of retiring employees have contributed and wish them the best as they transition into their next chapter.

#### Employment Notification Letters:

As you might expect with the amount of remote work and modified operations, a number of usual processes have been delayed on campus over the past month or two. Preparation of employment/salary notification letters for next academic year (2020-2021) are delayed as well. However, we would like to relay to campus that we do not anticipate any involuntary reductions of force for full-time employees as we end this academic year and start a new one on July 1 – other than our normal evaluation of any employee performance issues. We would anticipate employment/salary notification letters being delivered to campus in mid-late June.

One of our guiding points has been to take all measures in supporting our students, and also to take all measures in supporting both the physical as well as the financial well-being of our employees. That is one reason we have not opted for layoffs or furloughs over the past few months. While there is no guarantee that we will never have to alter an employment status in the coming academic year, we will take every effort to make sure it is a measure of last resort.

#### Looking Forward:

As we move into June we will be preparing across campus, communicating about plans for July, and continuing with our planning and communication to students and employees on what our Fall 2020 Semester may look like.

We would like to continually thank you for the flexibility we have seen among many. I have personally seen a number of people who have been on campus consistently over the past few months. Our police, farm staff, budget office staff, several student affairs and retention staff, and a number of others have been here day-in and day-out. There have also been a number of people in Facilities Management shifting around in their jobs based on what needs to be accomplished. I have even joked with Staff Regent Craig Dennis about parking his car on campus and leaving it here – but in reality he has been on campus just about every day as well. Thanks to all of you who have continued to come to campus in your capacities to accomplish what needed to be done.

We have a great deal of preparation to do over the summer to be ready for the fall semester - and to create an environment for students to return to campus. We are confident we can meet this challenge!