

MSU Faculty and Staff:

As part of our *Healthy at Work* restart process we have opted to utilize a multi-layered approach to screening employee health and instituting a number of precautions. This follows the guidance provided to us by various agencies.

As you are aware, we have been asking each employee to self-assess their health and take their temperature before coming to work. Likewise, each employee should be signing in and reporting the self-assessment in the main office to which you report.

Beginning this week, we will be phasing in the use of an Licensed Practical Nurse (LPN) who will be circulating around campus throughout the day checking office log sheets, asking employees a few basic health questions, and taking employee temperatures using a no-touch thermometer. As our LPN circulates they will be asking individuals to step out of their offices into a hallway or another side area, taking their temperatures, and generally inquiring about how individuals are feeling.

Should our LPN detect anyone who might have an elevated temperature or other related issue, they will then work with the respective Vice President to determine what is best for the employee. The Vice President may also confer with the Director of Human Resources and the Director of the Counseling and Health Clinic on campus.

The following is language from the Governor's Executive Order:

Based upon the State of Emergency declared by Governor Beshear in Executive Order 2020-215 and the Governor's continuing mandate to protect the citizens of the Commonwealth of Kentucky, any person who refuses to have their temperature checked or to answer screening questions, may be denied admittance to any state building or facility. Employees may also be subject to corrective or disciplinary action for failure to comply with screening requirements.

Other Requirements for Admittance to State Buildings

In accordance with CDC guidelines and in addition to the preceding requirements, all state employees and visitors to state buildings shall be required to do the following:

- 1) Maintain social distancing of at least six (6) feet, including during health screenings and temperature checks;
- 2) Wear a mask that covers the mouth and nose (can be a cloth face covering). Visitors will be asked to wear a mask when entering state buildings;
- 3) Use good hygiene procedures, especially in terms of washing and/or sanitizing hands;
- 4) Avoid touching mouth and face; and
- 5) Self-monitor for COVID-19 symptoms.

As a reminder, when you are on campus within close proximity to others and unable to social distance, you are expected/required to wear a mask for the protection of yourself and others around you. If you are working alone in your individual office, or working outside or in an

isolated area, it is then your determination on wearing a mask. If you leave your office or cubicle and go into a common space where you cannot social distance, then please wear your mask. Because all areas are different in their layouts, individuals may work with their supervisor or Vice President should they have questions if their office offers enough privacy and protection to work without a mask. If it does not, then the supervisor or Vice President can work with the employee to move to an area that might be more conducive.

Should anyone around you not wear a mask within general reasonability, then employees may let their supervisor(s) know, and the supervisor(s) can speak with the employee to ask them to wear it. If the concern is not alleviated, then the respective Vice President can address the situation based on the circumstances involved.

Visitors are expected to wear a mask when in campus buildings during June, and if they do not you may ask them to return when they are able to do so.

As we move through the month of June we will be continually monitoring and adjusting our temperature and health checks to find the best fit. Thank you for your patience and cooperation as we begin this next layer of our multiple precautions.

Jay Morgan
President