

Faculty and Staff,

It has come to my attention that some of you are uncertain about Covid-19 reporting and inquiry processes. The following information has been provided by the **MSU Covid Support Team** to assist you in routing Covid-19 questions and/or information to the appropriate channels.

Employees with General, Non-Urgent Covid-19 Questions

Employees with general Covid-19 questions may contact their immediate supervisor (preferred) or email the MSU Covid Support Team (covid-19@moreheadstate.edu). The MSU Covid Support Team operates from Counseling & Health Services to provide tracking, notification, and support to MSU students who are impacted by Covid-19. Each Vice President/Direct Report leads the Covid-19 Healthy at Work response for the employees in their area. Therefore, employee questions/concerns regarding Covid-19 should be routed through the employee's supervisor to the applicable Vice President/Direct Report; student questions/concerns should be routed to the MSU Covid Support Team.

- [Click here for additional information about MSU's Covid-19 response for faculty/staff](#). Employees who must quarantine or isolate due to Covid-19 must contact their supervisor immediately.
- [Click here to see what students should do if sick, infected, or exposed to Covid-19](#). If students ask what they need to do, please direct them to email covid-19@moreheadstate.edu.

Student Absence Notification to Faculty

- Faculty will receive an email from the Office of the Dean of Students with the subject line, "Public Health Excused Absence – Student Name MSU ID." This notification is for an extended, university-excused absence that is Covid-19 related.
- Please note that Covid-19-related absences encompass a range of situations. A student who is absent under these situations is not necessarily Covid-19 positive. In most cases, the student is not Covid-19 positive, but the absence occurs as a precautionary measure. Students classified under this public health absence may include
 - Students who test positive for Covid-19,
 - Students who have symptoms but have not yet received the results of a Covid-19 test,
 - Students who must quarantine per Health Department directives, or
 - Unvaccinated students who may have been exposed to Covid-19.
- **IMPORTANT:** If a student contacts a faculty member about being absent due to a health department mandate (isolation or quarantine) and the faculty member has not yet received a Public Health Excused Absence notification from the Dean of Students, the faculty member should forward this information to the MSU Covid Support Team at covid-19@moreheadstate.edu. *If available, please include the student's MSU ID number and the student's mobile phone number in the email.*

Additional information about MSU's protocols and response to Covid-19 are available on the [Healthy at MSU webpage](#).

Please stay safe and healthy,

Tony