

August 25, 2020

MSU Faculty and Staff:

We wanted to provide you with a few quick updates:

Fall Employee Training:

During the course of this fall semester our Office of Information Technology will be providing additional online training sessions. These have been recently announced on email by I.T. Please take advantage of these if your schedule permits and if you are unfamiliar with one or more of them. We will also begin to offer additional online instructional support for instructors as well.

Co-19 Case Reporting to Campus:

We have been working on a process by which to communicate our number of Co-19 positive cases related to our campus – but placed it on hold recently due to a new initiative coming out of the state level. As a part of reporting, the State Health Cabinet is also developing a master template for all universities to report the cases on a regular basis. As the State finalizes that template, and pending adoption, we will likely just use the State template and link to it from our healthy@msu website. This should provide our campus with data and case counts.

Since our last report of cases on August 19, we have had 1 additional employee, 7 students on-campus, and 6 students off-campus test positive.

Related to testing, please continue to utilize St. Claire HealthCare drive-up testing center for any needs or concerns. Also, now that we are a week or two into the semester, we have been working with some units to voluntarily perform random testing of employees.

Student Case Protocol:

To following is an outline of the process used for positive student cases:

- When MSU is notified by St. Claire HealthCare or the Rowan County Health Department of a student who has tested positive for Co-19, the Co-19 Rapid Response Team moves quickly to assist the student. The team coordinates with our case management team in Counseling & Health Services (CHS) to make sure students receive the resources they need to be successful. This would include tele-health, and class accommodations in conjunction with Academic Affairs. For those students living in our residence halls, our case management team in CHS will coordinate a room for isolation and/or quarantine, tele-health, meals and classroom accommodations. Students may also opt to return to their home.
- There may be some situations where students may contact their professor to inform them that they have tested positive for Co-19, or that they have been instructed to isolate/quarantine before the University is notified by St. Claire or a Health Department. This situation should be seen as the student being proactive to inform the instructor of

class absence. Contact tracing personnel would inform any faculty, staff or student if there is a possibility that they have been exposed to the virus and the need to quarantine. If someone has not been contacted by a contact tracer and per health department guidelines, there is no need for that person to isolate/quarantine.

- If an instructor has been contacted by a student regarding a Co-19 absence, and the instructor has not received notification from the University, please forward that information to the covid-19@moreheadstate.edu email account.
- Notifications regarding class absence from the Dean of Students office does not mean a student has tested positive for the virus. It could mean that the student has been instructed by the Health Department to quarantine as a precautionary measure, or that there are other health-related concerns not associated with Co-19.
- Because of regulations associated with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, the University is not permitted to share the names of individuals from the campus community who have tested positive.
- When MSU is notified that a student has tested positive, the sanitizing protocols for classrooms are:
 - Immediately after the notification, the Co-19 response team or contact tracer with the Health Department talks with the student and collects information and accesses the student's class schedule.
 - The Co-19 team or contract tracer with the Health Department determines if the student has attended any in-person courses on campus that day.
 - If a student has been in a classroom that day, the Co-19 team or contract tracer notifies the AVP of Facilities Management (FM) and all classrooms attended by the student that day are locked and made inaccessible. Signage is placed on the door.
 - Note FM must receive notification from the Co-19 team or contact tracer in order for classrooms to be identified, locked, and made inaccessible.
 - The Provost is also notified, and as soon as possible contacts other instructors who may be scheduled to use the closed classrooms to make other arrangements in conjunction with the department chair.
 - When we are made aware, the classroom is disinfected then re-opened.
 - Do note that classrooms are sanitized each morning, regardless.
- Please continue to wipe down desks, tables, and workspaces in classrooms as you/students are able, this will supplement the cleaning our FM staff are doing.
- If employees have questions, concerns, or need information regarding Co-19, please contact the hotline at 783-4222 during business hours, or send a message to covid-19@moreheadstate.edu. As a note, please allow our main Counseling and Health Services phone line to remain free for employees and students who do not have Co-19 questions/issues.

Each Co-19 case brings with it a number of variables, and thus our teams try to work through those variables as best that they can.

As we all try to keep moving forward wearing masks in buildings, if you see someone that is not masking – you might professionally ask them to put one on. We are all responsible for working towards compliance. If in the classroom, there is a process to notify the department head and dean. If it is in a non-classroom environment, then ask the person to put on a mask, and if there is

non-compliance please let our Dean of Students know. Student violations should be sent to the Dean of Students, and employee violations should be sent to HR, the immediate supervisor, or a Vice President.

Thank you for your help during this time. Our goal is to focus on safely getting to November 24.