

## **General Information for Faculty**

### Facilities Management Cleaning & Disinfecting Protocols:

- Classrooms and common spaces are cleaned and disinfected every weekday morning prior to 7:30 a.m. and during the day as schedules permit. As an extra precautionary measure, faculty and students are encouraged to use disinfecting wipes on personal use areas in classrooms. Classrooms affected by a confirmed positive case will be closed for cleaning and reopened the next day.
- Offices are not cleaned and disinfected on a routine basis by Facilities Management. Office occupants are encouraged to frequently use disinfecting wipes and other cleaning products as provided by Facilities Management to clean and disinfect their personal offices and common spaces within their office suites. Office spaces that are affected by a confirmed positive case will be closed for disinfecting for a 72-hour period. Offices use a different cleaning mechanism than classrooms.
- Residence hall common spaces are routinely cleaned and disinfected in multiple shifts and on weekends. FM works closely with the Rapid Response Team and Housing to clean and disinfect residential rooms and spaces affected by an isolation or quarantine case.

### Classroom Safety:

- Wearing a cloth face covering (mask) and social distancing are effective at mitigating the spread of the CO-19 virus.
- Faculty, staff, and students must wear masks inside university buildings at all times. There are certain exceptions for private offices, individual residence hall rooms, and in dining establishments while eating.
- The expectation of wearing a mask has been widely communicated, with reminder signs at the doors of buildings and classrooms throughout the campus.
- Faculty should ask students to leave the classroom if non-compliant, but avoid confrontation. Should a student refuse to comply, faculty should ask students to leave the classroom, but avoid confrontation. If the student refuses to leave the classroom, faculty should contact their Department Chair/Associate Dean. Department Chairs/Associate Deans refer non-compliant students to the Dean of Students for a possible violation of the Student Code of Conduct, which may result in significant sanctions.
- If the following protocols are followed, the chance of virus transmission in the classroom is low:
  - Everyone properly wears a cloth face covering (mask) while in the classroom.
  - Everyone wipes down their personal space with a disinfectant wipe (or soap and water) when first entering the classroom – simply put, a student should wipe down their desk.
  - Social distance as much as feasible.
  - Wipe down your personal space while leaving the classroom. (an added precaution for the next person- pay it forward).

#### Absence notification for faculty:

- Faculty will receive an email from the ODOS (Office of the Dean of Students) with the subject line, “Public Health Excused Absence – *Student Name MSU ID.*” This notification is for extended absences that are CO-19 related and are official university excused absences
- CO-19-related absences encompass a range of situations and a student who is absent under these situations is not necessarily CO-19 positive. In most cases the student is **not** CO-19 positive, but the absence occurs as a precautionary measure. Students classified under this public health absence may include: students who test positive for CO-19, students who have symptoms but have not yet received the results of a CO-19 test, students who must quarantine per Health Department directives, or students who may have been exposed to CO-19 but are awaiting contact tracing.
- 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 ODOS, the faculty member should forward this information to the CO-19 support team at [covid-19@moreheadstate.edu](mailto:covid-19@moreheadstate.edu).

#### CO-19 Support Team:

- The CO-19 Support Team operates out of Counseling & Health Services to provide tracking, notification, and support to **MSU students** who are impacted by CO-19. The team works collaboratively with St. Claire Healthcare, the Gateway Health Department, and various MSU offices to monitor student COVID cases, mitigate the spread of the virus, and coordinate support services for students residing on campus.

#### MSU Rapid Response Team:

- Each member of the Rapid Response Team oversees a critical component of the university’s response to individual student CO-19 cases.
- Each member has a specific set of tasks when notified of a CO-19 case (confirmed positive, possible positive, confirmed close contact, probably close contact).
- The team operates under a specific workflow with tasks that are sequenced to provide support to the affected students – everything from ensuring their support needs are met to notifying faculty about their absence – while also taking steps to mitigate the spread of the virus.

#### Employee COVID-19 Notification Process:

- Vice President/President direct report leads the Employee COVID-19 Healthy At Work response.
- If an employee receives notification that they have tested positive for CO-19 or if they are notified by a health official that they are required to self-quarantine they should contact their supervisor and Vice President/President direct report immediately.

- Supervisors who learn that an employee has been notified by a health official that they are required to self-quarantine or that the employee has tested positive should send the employee home and contact the Vice President/President direct report immediately.
- The Vice President/President direct report will activate the Employee COVID-19 notification process with Facilities and Human Resource when an employee is COVID-19 positive. The Director of Counseling & Health Services will coordinate activities with the local officials doing contact tracing.
- The Vice President/President direct report will contact all employees whose workstation will be impacted by the sanitation efforts and instruct them to work from home for 3 days while sanitizing is completed.
- The Vice President/President direct report will also send an email to all employees in the unit of the Co-19 individual to let them know a colleague has been diagnosed positive. No names will be released.