

MSU Faculty and Staff:

The following is a University update that contains a change in operations that are displayed in Red Font, as well as regular communications at the bottom of the email.

Change in University Operations and Update on an Email Sent to Students Earlier Today:

Just shortly ago, Governor Beshear requested that all Kentucky Universities try to draw their in-person instruction to a close this Friday, November 20 and finish this Fall semester virtually.

- For MSU, this will necessitate that our campus complete all classes scheduled for next Monday and Tuesday, November 23-24 in virtual mode. Our Fall semester was scheduled for completion on November 24, so this is a two day modification.
- Instructors are asked to communicate with students on finishing any planned activities, final exams, or projects that were scheduled for Monday and Tuesday, November 23-24 and arranging for them to be completed virtually.
- Students who need in-person access to the MSU Library and/or student computer labs over the weekend to complete final exams/projects for next Monday or Tuesday may remain on campus and continue to access those areas.
- Students who have a need to remain in their residence hall thru November 24 may do so. The MSU Office of Housing will be sending students in residence halls information on checking out starting later this week and up to November 24.
- Food venues to service our campus and the remaining students in housing will stay open until November 24.
- Fall semester grades will be due on December 2 at midnight, as originally scheduled.
- Students in clinical locations off campus may continue in their assignment at that site for next Monday and Tuesday.

We are sorry for the change in plans and the need to complete the last two days of this Fall semester virtually.

November Dates and University Operations:

- November 23 and 24 University offices/units will remain open for employees to conduct continuing semester business, but Vice Presidents and Direct Presidential Reports will work to determine schedules and lower the on-campus population where feasible.
- November 24 at 4.30 p.m. University offices will close for the holidays.

- November 30 at 8 a.m. University offices will reopen.
- The campus will have a small number of students continuing to reside in residence halls during the break and Vice Presidents will work with essential staff to provide coverage.

November Holiday Closure Reminders:

- As you depart for the holidays on November 24 please plan to close windows and doors, turn off electrical items and lights, and remove food and trash.

December Dates and University Operations:

- November 30 - December 18 - All offices/units will remain open to conduct business and Vice Presidents and Direct Presidential Reports have flexibility to determine employee work schedules based on unit needs.
- December 18 at 4:30 p.m. the University will close for the holidays and will reopen on January 4, 2021.
- Essential employees will be needed during the break and Vice Presidents will work with those individuals to supervise a limited amount of students on campus in residence halls.
- During December each unit is requested to assess any personal protective equipment, cleaning supply restock, or other special logistical needs are for the Spring semester and let Facilities Management know as soon as possible.
- Please consider downloading our LiveSafe app to your mobile phone: <https://www.moreheadstate.edu/Administration/Police/LiveSafe-App>
- We have several students who cannot return home for the holidays. If you are willing to assist them with a care package, gift certificate for food, or otherwise, please let Lora Pace or Shannon Colvin in Student Affairs know.

Additional Paid Time Off:

- Full-time employees will be granted two additional ‘paid days off’ between November 30 - January 8 to take care of personal needs, dependent care, etc.
- Full-time employees are also granted one additional ‘paid day off’ during the month of February to compensate for not having one during this past October Fall Break.
- Each supervisor is charged with assuring offices/units remain covered each day, and the employees of the unit can plan accordingly with supervisors for their day off.

Campus Cleaning:

Between November 30 - January 15 Facilities Management (FM) will be cleaning and disinfecting spaces across campus. Below is an outline of the cleaning plan for this period:

- FM plans to clean and disinfect offices, classrooms, and common spaces on campus (housing and academic).
- With exception of vacant rooms, FM will not be working in any personal residence hall room unless there is a positive case.
- FM has not been cleaning offices during the semester and has been concentrating on public areas, and staying out of units/suites. During December and early January FM will plan to clean every office/suite on campus sometime during the break period. The office cleaning will consist of vacuuming, mopping, dusting and trash removal.
- Most of the office cleaning will take place during normal working hours (7:00-3:30pm).
- If you do not want cleaning done during normal office hours or while your office is occupied, please submit a work order on School Dude with your specific request.
- Each office will be disinfected at least once during this break period, but the disinfecting operation will not be done when offices are occupied.
- Each office suite should continue to remove their own trash daily.

Travel:

- Education abroad is paused until May 1; Out-of-state University travel paused until Jan. 31 (Vice Presidents may approve out-of-state if needed); In-state University travel is permitted.
- Effective December 1 the Managed Travel Services Program will transition to Procurement Services. Andrea Stone, Director of Procurement Services, will serve as the main point of contact for booking University-related travel. You may reach her directly at a.fryman@moreheadstate.edu or (606) 783-5272. All other Travel processes and procedures remain the same.

Holiday Guidance:

- If you travel during the holidays out-of-state, or are around a number of people, please consider obtaining a Co-19 test upon your return. Free tests are available at St. Claire drive-thru testing station.
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- [https://governor.ky.gov/attachments/2020 Thanksgiving One-Page.pdf](https://governor.ky.gov/attachments/2020%20Thanksgiving%20One-Page.pdf)
- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Thanks for what each of you do to assist our students in their success. Let's try to take all measures to be as student-focused as possible.

Jay Morgan
President