April 25, 2020

To: MSU Employees

Colleagues,

We are writing to confirm that your units, colleges, and departments should continue to abide by Governor Whitmer's "Stay Home, Stay Safe" order, which has been extended through May 15 in the Governor's new Executive Order No. 2020-59.

As outlined in the HR Guidelines Memo from March 24, employees who are working at home should continue to do so, in accordance with direction from their supervisors. We are continuing to monitor the Governor's executive orders and may make adjustments to work as the orders allow.

Any employee whose physical presence at their place of work is necessary to (a) sustain or protect life, or (b) conduct minimum basic operations, must be designated as "necessary" and continue to report to their place of work. Units must determine which employees are designated as "necessary."

Additionally, the Executive Order now requires the University to provide cloth face coverings to employees required to report to work physically. We are working directly with units to acquire the necessary masks for your unit. If you have been determined a necessary employee, you should expect to receive a cloth face covering from your supervisor early next week. Necessary employees may choose to wear their own face-covering in lieu of the University-provided face covering. For information on how to wear, clean and store face coverings, visit the Environmental Health and Safety website.

Please continue to refer to the HR website for the latest resources to assist employees, supervisors, and HR professionals during this time. Continue to check the Keep MSU Working site for the latest updates and information regarding the University's response to the coronavirus.

Sincerely,

Sharon E. Butler, Associate Vice President of MSU Human Resources

Theodore H. Curry II, Associate Provost and Associate Vice President of Academic Human Resources