To: Deans, Directors, Chairperson, HR Representatives, and Supervisors

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 make adjustments to work as the orders allow.

Employees 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."

Face Coverings

The University is also expected to now provide face coverings for employees reporting to work physically per the new Executive Order. As such, if you are a supervisor of necessary employees, it is expected that you take the following action:

1. Complete the following form to place an order for face coverings with University Services.
2. Once you receive the face coverings, coordinate with your necessary employees to get the face coverings to them.

University-provided face coverings will be made of cloth. Each necessary employee will be issued one cloth face covering. The University will not be responsible for keeping employees' face coverings clean; it is the employee's responsibility to clean their face covering properly. Employees are allowed to use their own face coverings. Employees can view information on how to wear, clean, and store face coverings by visiting the Environmental Health and Safety website.

Additional Information

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