March 12, 2020

TO: Deans, Directors, and Chairpersons

FROM: Samuel L. Stanley Jr., M.D.
President

Dear Colleagues,

As a cross-campus team continues to monitor the landscape around novel coronavirus, I want to provide additional information about our processes for handling a couple of key issues.

**Travel**

- MSU previously suspended all non-essential MSU-sponsored travel to mainland China, Hong Kong, Singapore, South Korea and Italy, which were designated Level-3 locations by the Centers for Disease Control and Prevention (CDC). Yesterday, Europe – with the exception of the United Kingdom – was also designated Level-3. For those who are returning from travel in these Level-3 areas, the CDC recommends you monitor your health daily, stay home and avoid contact with others for 14 days.
- Effective March 10, all university-sponsored international travel is suspended until April 20. This includes new travel as well as any currently booked trips between now and then. If you are currently in an international location not impacted by a CDC advisory, you are not required to return home. We plan to reevaluate these guidelines and share updates as more information becomes available.
- University-sponsored non-essential domestic travel is also suspended until April 20. This includes new travel as well as any currently booked trips between now and April 20.
  - In-state travel is permitted to perform one’s essential job duties and does not require a waiver, but non-essential in-state travel to things like state conferences should not occur.
  - University-sponsored domestic travel out-of-state will be limited to business essential travel between now and April 20. Even for business essential travel, a waiver is required and can only be granted by a vice president or the president through the following form and must be approved before a trip begins. **Note that this is an update to prior communications on who has authority to grant waivers.**
- Regardless of whether an activity is deemed essential or not, it is strongly recommended to avoid any travel to activities involving over 100 people.
- Where possible, teleconferencing options are encouraged to replace or complement in-person meetings and events.
- The university will reevaluate and share updates as they are available.

**Events**

Yesterday, Governor Whitmer, through the Michigan Department of Health and Human Services, formally declared a State of Emergency and, in this declaration, also advised colleges and universities to “cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).” MSU will adhere to this declaration.
- Scheduled events with attendance over 100 people occurring on campus between now and April 20 should be rescheduled or canceled. Any exceptions to this must be approved in writing by a vice president or the president. Exceptions will be extremely rare, if granted at all.
- No new events with over 100 people expected should be scheduled on campus through April 20.
- Individuals planning large events after April 20 would be wise to consider the ease of canceling those events given the fluidity of the coronavirus situation and the potential that large gatherings may not be advisable post-April 20 as well.
- For all events, regardless of size, it is strongly recommended to consider whether the event is essential to hold at this time, if it should be rescheduled or canceled or if teleconferencing can replace or complement limited in-person attendance.
- The university will continue to evaluate the situation and will share plans prior to April 20 to either end the restrictions or, if needed, extend them.

**Cyber phishing**

In times of crisis and concerns, opportunistic individuals sometimes take advantage of these topics to play into fears, uncertainties and doubts and attempt to get people to do things they normally might not do. You might see websites or links shared that claim to have more information on coronavirus, or suggest people you know have been infected, all in an attempt to get you to click on something malicious. Here are some suggestions from our IT cyber experts and the Federal Trade Commission:

- When receiving emails, please look carefully at who it comes from.
- If the material seems suspicious but is from a recognizable name, call the person to verify before clicking on links.
- Websites claiming to be a map of virus locations are a common hoax.
- Beware of scams related to selling fake products, and fabricated emails, texts and social media posts used to steal money and personal information.
- Watch for emails and posts promoting awareness and prevention tips but also asking for donations to victims and providing advice on unproven treatments.
- Be alert to scam “investment opportunities.”
- Ignore online offers for vaccinations.
- Contact MSU IT if you have questions: 517-432-6200 or toll free 844-678-6200. Or ithelp@msu.edu.

This situation remains fluid and we will continue to provide updates on policy decisions and guidance on implementation on a regular basis. As MSU leaders, your hard work and dedication is appreciated as you work through many issues in each of your areas.