

March 13, 2020

TO: Faculty and staff

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

Dear Spartans:

We understand the growing number of confirmed novel coronavirus cases in our state coupled with the K-12 school closings through April 5 will cause many employees added strain in the coming days and weeks. MSU intends to be as flexible and accommodating as possible during this situation as we maintain university operations and specifically continue to support students completing their academic coursework.

With that as background, I urge all MSU units to take every measure possible to encourage any employee who is able to work from home to do so. Units should consider what functions are essential and who is needed to complete these functions in person and what specific work can be conducted remotely.

We know there will be many questions now and in the coming days. We are working with Human Resources and Academic Human Resources to address as many questions as possible while also recognizing that there will be unique situations across a campus of this size, scope and scale. We have set up a website with resources to help employees work remotely, or to support alternative schedules and projects: <https://remote.msu.edu>. This site is being updated often. Later today, more information will be shared by Sharon Butler, Associate Vice President for Human Resources, and Terry Curry, Associate Provost and Associate Vice President for Academic Human Resources. All employees should be communicating now with their supervisors about regular and possible alternative work scenarios.

Our campus continues to remain open, and we remain dedicated to providing an outstanding education for our students. Keeping our community healthy and safe is our top priority, and we appreciate everyone's cooperation and ask for continued patience as we work through this rapidly evolving situation.

Please continue visiting www.msu.edu/coronavirus for updated information. If you have questions, our hotline remains available to help: 888-353-1294.