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TO: Deans, Directors, and Chairpersons

FROM: Sharon E. Butler
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Theodore H. Curry II
Associate Provost
Associate Vice President for Academic Human Resources

As the University continues to closely monitor the outbreak of the novel coronavirus, also known as COVID-19, we have been preparing to ensure the continuity of our work at MSU. There is a possibility that some MSU employees will need to work remotely. At this point, current conditions in Michigan do not warrant this step, so please do not take any actions to change operations.

You should, however, begin to plan for necessary measures if the situation requires that a significant number of employees work remotely. Please review your unit’s business continuity plan and make adjustments as necessary. We understand that units will be impacted differently by remote work, and many employees have responsibilities that require their presence at the University. Please review the Guidelines for Maintaining Critical Functions and Services on the MSU HR website. Additionally, there are resources available on the topic of telecommuting, which can be found at: Telecommuting: A Guide for Employees and Supervisors. Also, please make sure that employees who are needed to work remotely have the tools to do so.

A website is under development for MSU employees that will support units with workplace policies, tips and resources. And we will continue to regularly communicate with University administrators as this situation evolves.

Thank you for your on-going support of the University’s mission as we navigate our way through this challenge.