

March 16, 2020

TO: Faculty and staff

FROM: Sharon E. Butler

Associate Vice President for MSU Human Resources

Theodore H. Curry II

Associate Provost

Associate Vice President for Academic Human Resources

Dear colleagues,

First, we want to thank you for your patience as the situation and details regarding the coronavirus and its impact continue to unfold and change. This is a fluid situation and we will continue to provide direction and updates.

We want to address two issues:

1. The University is NOT under modified operations. Based on the University's [Modified Operations Policy and Procedure](#), the President and/or an authorized designee has to declare modified operations to change the University's operational status. To date, President Stanley has not declared modified operations.
2. We are directing managers and supervisors to communicate our expectation that all employees whose job allows it will work remotely.

The University's expectation is that all employees will work from home (i.e. remotely) unless their job duties are such that they must be present. Unit leadership is expected to work with managers, supervisors and employees to find creative ways to allow employees to work remotely. There are a number of resources available on the remote.msu.edu/working website for arranging telecommuting or flexible work schedules, as well as the most up-to-date work-related FAQs.

While we work in alternative locations and understand this may impact some of our operational work, we want to re-iterate that the University is not closed; our operations continue.