



June 17, 2020

Dear Spartans:

As our community works diligently to ensure faculty, staff and students can return safely to campus over the next few months, we — the co-chairs of the COVID-19 Reopening Campus Task Force — wanted to provide several important updates on the work the task force and its subcommittees are doing.

## Values and principles

Our work is guided by the values, informed by many of you, that we [identified in our initial work](#). We will focus on the well-being of all the communities we serve, meeting mental and physical health needs and supporting diverse communities so they have access to what they need to be successful. Ultimately, the safety of our campus community always will be at the forefront of our decision-making.

## Return-to-campus plans, working from home continues for most

It is important to note, again, that you **should remain working from home** unless it is determined that your work requires you to be on-site. This will be decided by your unit lead and supervisor. Some MSU units, from research to health care to dining operations, already have created return-to-work plans as they come back to campus. For those other administrative and academic functions that are deemed necessary to return to campus, a template has been created to help guide them through that process. Those units must review and respond to the [Return-to-Work Procedures and Protocols framework](#), which guides what steps need to be taken before bringing employees back to campus. Key parts of the framework include required training, expectations for personal protective equipment and physical distancing, cleaning and sanitation guidance and reporting requirements for those who experience COVID-19 symptoms or have a confirmed diagnosis.

Unit leaders should review the framework and customize it for the specific needs of the unit with these minimum standards. Once the plan has been approved at the unit level, it should be sent for review to MSU Police Lt. Dave Oslund, the university's emergency management coordinator, at [OslundD@police.msu.edu](mailto:OslundD@police.msu.edu). After any revisions are made, the plan will be sent to us as co-chairs of the task force for final approval. Notifications then will be sent to relevant departments on campus, such as Environmental Health and Safety, Facilities Planning and Space Management and Infrastructure Planning and Facilities to ensure the buildings and relevant offices are ready for reopening. Units will provide a copy of the plan to each employee and will be required to conduct training. More information on training will be made available soon.

## Research resuming

The framework expands efforts already underway by MSU's research enterprise, which in May began the process of opening bench research laboratories on campus and returning some researchers and support staff to work safely. That team is working closely with MSU Police's Emergency Management

team and Human Resources on the new framework and applying experiences and lessons learned. Researchers can visit [vp.research.msu.edu/coronavirus](http://vp.research.msu.edu/coronavirus) for more information.

## Fall scheduling guidance

On the academic front, the provost's office recently provided guidance to students and faculty on fall course scheduling. Faculty members have been asked to put about half of their classes online, shift about a quarter of their classes to a hybrid model of instruction and move the remaining in-person classes into larger rooms to allow for 6 feet of physical distancing. More information for faculty [can be found here](#).

## Health screening required to work on campus

As required by the governor, all employees must fill out a health screening form each day they come to campus to work. MSU IT and the University Physician's office have created an online [campuswide health-screening form](#) that units can use. The submitted information automatically will be sent to an employee's supervisor. Employees (as well as students and visitors) coming to campus also [must wear face coverings and practice physical distancing](#).

## More information and decisions to come

Finally, it is important to note all of the work being done by the [more than 20 subcommittees](#) that make up our task force. They are addressing many critical areas, including teaching and learning, housing and dining, testing and contact tracing, athletics, employee well-being, and transportation and travel, all with a strong focus on values and a commitment to diversity, equity and inclusion.

More guidance on these aspects will be made available in the next few weeks, and the subcommittees will remain active throughout the reopening process to monitor and refine actions.

## Feedback invited

We continue to encourage all members of our community to [provide feedback](#) on our efforts in the form of thoughts, concerns or questions, and to visit the [Reopening Campus page](#) for the latest updates and FAQs on MSU's plans to bring Spartans back to campus safely.

Thank you all for your hard work and dedication.

**Norman Beauchamp Jr.**, Executive Vice President for Health Sciences (co-chair)  
**David Weismantel**, University Physician (co-chair)