Campus Community,

As the COVID-19 situation continues to evolve, all Minnesota State colleges and universities are acting in a unified manner to meet the needs of our students during this time. Here are some additional details to help you understand MSU Moorhead’s action plan to ensure a smooth transition to alternative course delivery of instruction with appropriate communication to all of our students.

**Transition to Alternative Course Delivery**
The suspension of all classes next week, Monday, March 16 – Friday, March 20, includes online and graduate classes. During the week, our faculty will work to create plans for alternative delivery of instruction. Courses will resume on Monday, March 23, with at least one of the following modifications, listed in order of preference:

1. The course moves entirely online without live lectures requiring students to be online at a specific time (asynchronous).
2. If asynchronous learning is not possible, the course moves to synchronous teleconferencing (e.g. Zoom).
3. If the above are not possible given course content or learning outcomes, correspondence methods (e.g. US Postal Service) will be implemented.
4. If none of the above are possible and with the approval of University leadership, the course will be modified to achieve social distancing.

The modification of course delivery will begin on Monday, March 23 and extend until the end of the semester including alternative delivery of final exams.

During this time, staff will also be working to identify resources available for students who may need assistance with any alternate delivery methods or may need accommodations through Accessibility Resources.

**Student Teaching, Clinicals or Internships**
Students who are student teaching or engaged in other clinical experiences can continue as long as the host site is open for business and allows their continued participation.

**Student Communication from Faculty**
Before Wednesday, March 18, students can expect the faculty in each of their classes to contact them to ensure communication functions are working and intended messages are being received.

By noon on Friday, March 20, students can expect to receive communication from their faculty letting them know what the alternative mode of delivery will be for each class.

**Campus Offices, Library, Computer Lab and Residence Halls**
For the remainder of the semester, all campus offices and operations, including the Library and computer labs will remain open and appropriately staffed. Residence halls are currently open with dining services available beginning on Sunday, March 15 at 4:45 p.m.

**Student Workers**
Appropriate staffing of campus offices and operations may include student workers and graduate assistants where they are needed and able to return to campus. Any student worker or graduate assistant who does not wish to return to campus should contact their supervisor.

**Travel Advisory**
Travelers returning from countries identified by the Centers for Disease Control & Prevention (CDC) as Level 3 are required to observe a 14-day period of self-quarantine and monitoring.
- You can learn if the country you visited is on this list here: [https://wwwnc.cdc.gov/travel/notices](https://wwwnc.cdc.gov/travel/notices)
- During this quarantine period, you are not permitted to come to work, attend class in-person, or participate in any other campus or community activities.

**Prevention Tips**
Please remember you can help prevent the spread of the virus by:

- Practicing respiratory (coughing and sneezing) etiquette
- Washing your hands
- Staying at home when you’re sick

**For More Information & Support**
- Guidelines from MDH: Information that MDH is making available for schools, colleges and universities is available on their website.
- Info from Minnesota State: The latest information on the Minnesota State response to the COVID-19 outbreak is available on their website.
- Updates from MSUM. You can find the latest updates on our website.
- Support. Dean of Students Office is located in Flora Frick 153 or available by phone at 218.477.2391

I continue to serve as the primary contact on our campus in relation to the impact of COVID-19. I will also continue to send email updates as we are constantly assessing our plans and making necessary adjustments to protect the health and safety of our students, our faculty, and our staff. Please send any questions to covid19questions@mnstate.edu.

Jean Hollaar
Vice President Finance & Administration
Minnesota State University Moorhead