March 15, 2020

Campus Community –

You just received a message from Chancellor Malhotra and now I am writing to reiterate the key messages and to provide further guidance specific to MSU Moorhead.

**Classes suspended until Monday, March 30**

The suspension of all classes, including online and graduate classes, has been extended until Monday, March 30. Courses will resume on Monday, March 30 with modifications of course delivery which will extend until the end of the semester including alternative delivery of final exams.

**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.

**Self-Quarantine Effective Immediately for Travel outside of Minnesota**

New guidance and the necessary precautions after returning from travel outside of Minnesota replace the social distancing practices which were communicated in the e-mail sent this afternoon.

- Travelers returning from outside of Minnesota should self-quarantine at home for three (3) days to monitor for COVID-19 symptoms such as fever, cough, or difficulty breathing.
- Travelers returning from **CDC Level 3 Destinations** should self-quarantine at home for fourteen (14) days to monitor for COVID-19 symptoms such as fever, cough, or difficulty breathing.
- During this quarantine period, you are not permitted to come to work, attend class in-person, or participate in any other in-person campus or community activities.

If you are a faculty or staff member that needs to stay home to monitor your health after traveling, please notify your supervisor and notify Human Resources at hr@mnstate.edu or by phone at 218-477-2157.

If you are a student that needs to needs to monitor your health and practice social distancing after traveling, please notify the Dean of Students office. Please leave your name and Dragon ID at careteam@mnstate.edu or by phone at 218-477-2391. We are developing protocols for students returning to ensure that we know their recent travel status.

**Workplace Flexibility**

Because of these necessary precautions, it is important that maximum workplace flexibility is allowed for both employees and supervisors. Supervisors, additional information will follow soon regarding faculty and staff work expectations for the coming weeks and the different accommodations available.
Meetings at MS Moorhead
Because of the self-quarantine precautions and the resulting workplace flexibilities, meetings of four (4) or more people will occur using teleconferencing technology (e.g. Zoom) rather than in-person. Meetings of three (3) or fewer people with everyone maintaining distance (approximately 6 feet or 2 meters) from each other can still occur in-person.

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.
- Minnesota Management and Budget (MMB) BeReadyMN 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.
- MSUM FAQ. You can find our latest FAQ on our website.
- Support:
  - Students:  
    - Dean of Students Office by email at careteam@mnstate.edu or by phone at 218-477-2391 or Counseling Services by their Student Intake Form or by phone at 218-477-2211.
  - Employees and family members: The State of Minnesota Employee Assistance Program (EAP) provided by LifeMatters is available on their website (password stmn1) or by phone 800-657-3719.

Thank you for exhibiting grit, heart and humility as we work together towards our shared priorities:

- To safeguard the health, safety, and welfare of our faculty, staff, and students
- To enable students to complete the spring semester and progress toward their educational goals

Please send any questions to covid19questions@mnstate.edu.

Jean Hollaar
Vice President Finance & Administration
Minnesota State University Moorhead

www.mnstate.edu
March 15, 2020

Colleagues,

These unprecedented times require us to think differently about the work that we do and the services that we offer. Many aspects of this issue continue to evolve and create a fluid and challenging situation. Know that the feedback we are hearing from you, students, and the campus leadership are being taken into consideration as we identify the work ahead and make the necessary adjustments.

Regardless of the changing circumstances, our priorities will always remain the same:

- **To safeguard the health, safety, and welfare of our faculty, staff, and students**
- **To enable students to complete the spring semester and progress toward their educational goals**

To that end, it is critical that during this time of great uncertainty that we enhance all communication channels and work together on the above mentioned priorities. I also ask for your patience during this time. The information set is changing at a pace that we have not experienced before. Just this afternoon, CDC issued the recommendation that for the next 8 weeks, organizers cancel or postpone in-person events that consist of 50 people or more throughout the United States.

I wanted to share with you steps we are taking to adjust to this rapidly changing environment.

**Academic Continuity of Operations**
The portfolio of academic offerings our 37 colleges and universities provide is diverse not only in their focus but also in the instructional methodologies used. In light of the concerns that we have heard from campuses, **we will extend the preparation time for faculty and staff by one additional week**. Instruction will resume on March 30. For the five colleges currently on spring break this week, they will also receive additional time and will resume instruction for students on April 6.

**Staffing Continuity of Operations**
As we continue our work towards helping our students finish the semester, we must stay focused on their health and safety and that of our faculty and staff. It is important that maximum flexibility is required of both employees and supervisors. We must look at how we can do our work differently and provide services for students while also supporting our colleagues and partners. Be cognizant of the following parameters as you work with your teams to accomplish the needed work:
• For the duration of this outbreak, all campuses are expected to be mindful of faculty and staff health and safety needs, and make accommodations for those individuals with underlying medical conditions that may make them more vulnerable to COVID-19, as well as those who may live with and/or care for such individuals, or those with children home from school. Similarly, there will likely be some faculty and staff without these conditions who are for other reasons anxious about returning to the workplace and interacting with others, particularly those who may have recently traveled. Campuses are expected to make every effort to accommodate employees and allow them to work from home whenever feasible.

• For employees whose job responsibilities do not lend themselves to telework, options include adjusting work schedules or staggering shifts, where appropriate, to increase social distancing.

• Where possible, phone or video conferencing should be used to limit the size of meetings and to continue to engage those faculty or staff who may have alternative work options in place to remain engaged.

• We can predict increased employee absences due to an individual illness, to care for family members, or respond to the temporary closure of K-12 schools. We need to plan ahead, cross-train to cover essential tasks and work through your continuity of operations plan.

The State provides confidential counseling resources to employees who are struggling with life matters that impact their personal well-being. Employees who are experiencing significant stress related to this matter may choose to utilize these resources. More information is available here: https://mn.gov/mmb/segip/health-and-wellbeing/eap/eap-work-life.jsp

Additional resources and guidance for state employees for travel and the necessary precautions after returning from travel out of the state or the country can be found on the Minnesota Management and Budget (MMB) BeReadyMN website here: https://mn.gov/mmb/be-ready-mn/infectious-diseases/covid-19.jsp

If you have questions regarding exposure as a result of travel, Minnesota Department of Health asks you to call 651-201-5414 or 877-676-5414 for guidance.

I deeply appreciate what you all do to support our students and colleges and universities each and every day. It is your creativity, passion, commitment, and energy which will enable us to overcome these challenges and provide the needed resiliency to successfully navigate our campuses through these difficult times.

Best,
Devinder
Devinder Malhotra
Chancellor

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