Campus Community,

As the COVID-19 pandemic continues to evolve, we are constantly assessing our plans and making necessary adjustments.

**Academic Building Exterior Doors**
For the health and safety of our campus community, we are limiting access to our academic building exterior doors effective today, March 20, 2020, until further notice. Employees will continue to have access to all exterior academic building doors 24/7/365 with their DragonID card. Students will have access to exterior academic building doors with their DragonID card from 7:00 a.m. to 10:00 p.m. daily. If your DragonID card doesn’t grant you access where it should, please report this issue to MSUMKeys@mnstate.edu.

Academic buildings include:
- Bridges Hall
- Center for Business
- Dille Center for the Arts
- Flora Frick Hall
- Hagen Hall
- King Hall
- Langseth Hall
- Lommen Hall
- MacLean Hall
- Murray Hall
- Weld Hall

For your safety, please remember:
- Carry your DragonID card to ensure access to academic buildings.
- Close doors behind you.

**Computer Labs**
The computer lab in the Library will remain open on a limited basis with appropriate social distancing and frequent cleaning of surfaces. The usage of the lab will be monitored and we will assess whether other computer labs need to be opened for students to complete their academic work. If you are not able to get your academic work completed in the library computer lab, please contact the Help Desk at support@mnstate.edu to make other arrangements.

**Housing & Residential Life**
We continue to work on a process and timeline for students to move home or to other off-campus locations. We are also developing a plan for students who need to continue living on campus for the duration of the semester. More details will be communicated directly with students living in our residence halls.
Other Areas

- **Campus Post Office.** The Campus Post Office will have limited hours of operation between 12pm-2pm each day. Please follow safe social distancing guidelines when picking up mail.
- **Copy2Print.** Copy2Print will be available through the Print Request Form and closed to drop-offs and walk-ins. Staff will notify you when jobs are ready.
- **Bookstore.** The Bookstore will be closed. Course materials and general merchandise can be purchased on their website. More information about book rental returns will be sent directly to students. For questions, call 218.477.2111 or email Bookstore@mnstate.edu.
- **Student Union.** The CMU will be open weekdays between 8am-6:30pm with limited access to some parts of the building.
- **Library.** The library building is now closed to visitors with services available virtually including reference service, access to databases, and interlibrary loan. Visit the Library’s LibGuide for more information.
- **Wellness Center.** The Gerdin Recreation and Wellness Center is now closed to visitors with select online services offered for students and members to access remotely until the facility can re-open.
- The **Early Education Center** will close today until further notice.

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

If You Feel Ill

If you feel you are experiencing symptoms of COVID-19, please take care of yourself by following the Minnesota Department of Health (MDH) recommendations:

1. Patient should stay at home until after:
   - 3 days (72 hours) from when fever has subsided without the use of fever reducing-medication and an improvement in symptoms like cough or shortness of breath, AND
   - 7 days have passed from onset of symptoms
2. Use the CDC website on how to Care For Yourself at Home with COVID-19.
3. Household or college contacts do not need to quarantine themselves, but they should:
   - Monitor health and limit interactions with the public as much as possible for 14 days and adhere to social distancing
   - Use the CDC website for How to Minimize Spread.

Please report any COVID-19 health updates to your supervisor. Supervisors, please notify Human Resources. In addition, if students report any COVID-19 health updates to you, please forward that information along with the student name and Dragon ID to our Dean of Students Office by phone at 218-477-2391.
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.
- **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.

I remind you to be respectful of all members of our campus community. No actions or language should be directed against anyone based on race, ethnicity, or religion based on the origins of COVID-19.

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. Please send any questions to covid19questions@mnstate.edu.

Thank you for your patience as we do our best to improve the security of our campus in the face of uncertain and rapidly changing circumstances. Although we are unsure when it will happen, we are looking forward to resuming normal campus operations after this unprecedented situation improves.

Jean Hollaar
Vice President Finance & Administration
Minnesota State University Moorhead

www.mnstate.edu