

**GENERAL INFORMATION FOR FACULTY/STAFF**  
**Covid-19 Response**

**Facilities Management Cleaning & Disinfection:**

- Classrooms and common spaces are cleaned every weekday morning prior to 7:30 a.m. and during the day as schedules permit. As an extra precautionary measure, faculty and students are encouraged to use disinfecting wipes on personal use areas in classrooms. Classrooms affected by a confirmed positive case will be closed for cleaning and reopened the next day.
- Offices are not cleaned and disinfected on a routine basis by Facilities Management. Office occupants are encouraged to frequently use disinfecting wipes and other cleaning products as provided by Facilities Management to clean and disinfect their personal offices and common spaces within their office suites. Office spaces that are affected by a confirmed positive case will be closed for disinfecting for a 24-hour period.
- Residence hall common spaces are routinely cleaned and disinfected in multiple shifts. Facilities Management works closely with the Rapid Response Team and Housing to clean and disinfect common spaces affected by an isolation or quarantine case.

**Classroom Safety:**

- Wearing a cloth face covering (mask) and social distancing are effective at mitigating the spread of the Covid-19 virus.
- Faculty, staff, and students must wear masks inside university buildings at all times. There are certain exceptions for private offices, individual residence hall rooms, and dining establishments while eating.
- Faculty should remind students to wear their mask in the classroom, as needed. Should a student refuse to comply, faculty should ask the student to leave the classroom, but avoid confrontation. If the student refuses to leave the classroom, faculty should contact their Department Chair/Associate Dean. Department Chairs/Associate Deans should refer non-compliant students to the Dean of Students.
- The following protocols lower the chance of virus transmission in the classroom:
  - Properly wear a cloth face covering (mask) while in the classroom.
  - Wipes down personal space with a disinfectant wipe (or soap and water) when first entering the classroom – simply put, a student should wipe down their desk.
  - Social distance as much as feasible.
  - Wipe down your personal space while leaving the classroom.

**Absence notification for faculty:**

- Faculty will receive an email from the Office of the Dean of Students (ODOS) with the subject line, “Public Health Excused Absence – *Student Name MSU ID.*” This notification is for an extended, university-excused absence that is Covid-19 related.
- Covid-19-related absences encompass a range of situations. A student who is absent under these situations is not necessarily Covid-19 positive. In most cases the student is not Covid-19 positive, but the absence occurs as a precautionary measure. Students classified under this public health absence may include: students who test positive for Covid-19, students who have symptoms but have not yet received the results of a Covid-19 test, students who must quarantine per Health Department directives, or unvaccinated students who may have been exposed to Covid-19.
- If a student contacts a faculty member about being absent due to a health department mandate (isolation or quarantine) and the faculty member has not yet received a Public Health Excused Absence notification from the ODOS, the faculty member should forward this information to the MSU Covid Support Team at [covid-19@moreheadstate.edu](mailto:covid-19@moreheadstate.edu).

**Covid Support Team:**

- The MSU Covid Support Team operates from Counseling & Health Services to provide tracking, notification, and support to **MSU students** who are impacted by Covid-19. The team works collaboratively with St. Claire Healthcare, the Gateway Health Department, and various MSU offices to monitor student Covid-19 cases, mitigate the spread of the virus, and coordinate support services for students residing on campus.

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**MSU Rapid Response Team:**

- The Rapid Response Team oversees a critical component of the university's response to individual student Covid-19 cases.
- Each member of the team has a specific set of tasks when notified of a Covid-19 case (confirmed positive, possible positive, confirmed close contact, probable close contact).
- The team operates under a specific workflow with tasks that are sequenced to provide support to the affected student(s) – everything from ensuring their support needs are met to notifying faculty about their absence(s) – while also taking steps to mitigate the spread of the virus.

**Employee Covid-19 Notification Process:**

- Vice President/President Direct Reports (VP/PDR) lead the Employee Covid-19 Healthy at Work response.
- If an employee receives notification that they have tested positive for Covid-19, or if they are notified by a health official that they are required to self-quarantine, they must contact their supervisor and VP/PDR immediately.
- Supervisors who learn that an employee has been notified by a health official that they are required to self-quarantine, or that the employee has tested positive, will send the employee home and contact the VP/PDR immediately.
- The VP/PDR will activate the Employee Covid-19 notification and response process.
- The VP/PDR will contact all employees whose workstation(s) will be impacted by any necessary sanitation efforts and provide further instructions.
- The VP/PDR will also send an email to all employees in the affected unit to inform them that a colleague has been diagnosed with Covid-19. No names will be released.