

MSU TEXAS TASKFORCE TO
RETURN TO CAMPUS

July 27, 2020

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Introduction and Acknowledgements

This report is a comprehensive document that details the work of the Return to Campus Taskforce. The Taskforce was led by Dr. James Johnston, Provost/VPAA and Dr. Keith Lamb, Vice President for Student Affairs. The Taskforce represented a cross-section of campus and a special thank you is extended to the following individuals for the outstanding and creative work to achieve the goal of a safe return to campus.

Dr. James Johnston, Provost and Vice President for Academic Affairs, *Co-Chair*
Dr. Keith Lamb, Vice President for Student Affairs, *Co-Chair*
Mr. Fred Dietz, Vice President for Enrollment Management
Dr. Marcy Brown Marsden, Dean, McCoy College of Science, Mathematics & Engineering
Dr. Jeff Killion, Dean, Gunn College of Health Sciences & Human Services
Dr. Keith Williamson, Medical Director, Vinson Health Center
Dr. Beverly Stiles, Chair & Professor, Sociology
Dr. Matthew Luttrell, Associate Professor, Music
Dr. Pam Morgan, Director, Academic Outreach & Distance Education
Mr. Kyle Owen, Associate Vice President for Facilities Services
Mr. Chris Stovall, Controller
Ms. Angie Reay, Director, Recreational Sports & Wellness Center
Ms. Kristi Schulte, Director, Residence Life & Housing
Mr. Randy Canivel, Director, Flower Mound Student Learning Center
Ms. Dawn Fisher, Director, Human Resources
Ms. Shelbi Stodgill, President, Student Government Association
Mr. Eric Queller, Student Representative

The Taskforce was divided into five subcommittees chaired by a taskforce member and additional MSU employees were asked to serve and lend their expertise. At the conclusion of the subcommittee work an additional Intersection Subcommittee was created to coordinate the work and information across the five committees and was comprised of members of each of the five subcommittees. Their work resulted in the comprehensive FAQ document that is included as the final section of this report.

The first segment provides definitions of agreed upon Phases of operation followed by considerations that provide guidance for moving between Phases as circumstances change. The remainder of this document is arranged by committee and organized first with an executive summary followed by the detailed plans that have been recommended and will be implemented along with their associated forms and guidelines.

Membership in the five committees is shown in Table 1.

Table 1 Subcommittees of the MSU Reopening Taskforce

Subcommittee (Chairs)	Members	Members
Academics (Dr. Jeff Killion and Dr. Marcy Brown Marsden)	Ms. Cortny Bates Dr. Martin Camacho Dr. Rebekah Dowd Mr. Jim Hall Ms. Darla English	Dr. Stacia Miller Dr. Pam Morgan Mr. Eric Queller Dr. Jeff Stambaugh Ms. Shelbi Stogdill
Campus Culture (Dr. Matthew Luttrell)	Mr. Fred Dietz Ms. Julie Gaynor Mr. AJ Lopez	Mr. Jonathan Quam Dr. Beverly Stiles Ms. Shelbi Stodgill
Facilities (Mr. Kyle Owen)	Mr. Randy Canivel Ms. Melody Chandler Mr. Jeff Desborough	Ms. Candice Fulton Ms. Raelene Keesling Kyle Williams
Health and Safety (Dr. Keith Williamson)	Ms. Dawn Fisher Mr. Richard Keen	Ms. Darcy Lemond Mr. Eric Quellar
Intersection (Dr. Marcy Brown Marsden)	Mr. Gary Diehm Ms. Dawn Fisher Dr. Jeff Killion Ms. Darcy Lemond	Ms. Angie Reay Ms. Shelbi Stogdill Dr. Keith Williamson
Student Life (Ms. Kristi Schulte and Ms. Angie Reay)	Ms. Amanda Snodgrass Mr. Seth Skelton	Mr. Mario Ramirez Ms. Kelly Murphy

Executive Summaries

Each subcommittee has generated an executive summary of their work, and all are combined here. The full reports for each subcommittee are linked to their part of the full report.

Academics Subcommittee

For Fall 2020 the Academics Subcommittee recommended several strategies for continuing to provide a high-quality educational experience for our students and fulfill our mission while providing a safe learning environment. Measures we plan to take this fall include 1) adjusting the academic calendar, 2) adopting multiple course modalities, 3) adjusting attendance expectations, 4) providing training to faculty, 5) accommodating vulnerable students and faculty, 6) helping students and faculty with their technology needs, and 6) continuing to meet MSU's mission and values.

MSU will shift to fully remote learning after Thanksgiving, with the last week of classes and finals taking place remotely. To accommodate students we will move the last day to drop a class to December 4th for regular semester and end of 7th week for parts of term A and B. While we continue to have the goal of a majority of courses fully face to face, in the event that not all students enrolled in a course can fit safely into a classroom we will be teaching some courses with a hybrid mode using new technology tools. Some courses will be taught online. MSU will post a list of all courses and their planned Fall 2020 modalities by August 3, with more detailed information provided in the course syllabi.

Faculty will be asked to credit both physical classroom presence and online attendance, and limit seating locations through signage and seating charts. Students and faculty will not attend/hold class if they are experiencing illness or signs/symptoms of COVID-19. Because many students and faculty have concerns about their risk due to preexisting conditions that make them vulnerable to complications due to COVID19, we will provide accommodations with the help of [Disability Support Services](#).

To address the technology expansion that occurs with a hybrid course modality, the [Distance Education Office](#) developed learning modules for students and faculty to leverage the technology available through D2L and Zoom. Faculty will provide syllabus, course communication, course schedule and gradebook through D2L. We recommend online office hours to increase safety but still allowing students to consult faculty on questions about course content. Advanced training (Virtual classroom in D2L, quizzes and exams through D2L, lockdown browser, Respondus monitor) has been developed to ensure faculty who may adopt these course options know how to use them to best serve our students.

[Information Technology](#) has developed [minimum software and hardware recommendations for students](#) and [negotiated purchase options with vendors](#) to help with a technology purchase. Students will still have access to campus computer labs, with appropriate capacity and time limits for social distancing. The library will have webcams available to borrow in the event one is needed for an exam.

Above all, for the Fall 2020 semester our goal is to ensure that we continue to meet our mission and values as a university. This means continuing to foster excellence in teaching, learning, scholarship, and artistic production; intellectual curiosity and integrity; and critical thinking while ensuring student emotional and physical well-being during a challenging time.

Student Life

Recognizing the importance of the student experience outside of the classroom, the Student Life Subcommittee created a framework for campus events and programs, organizational activities, and large scale/traditional campus events. For the purpose of these guidelines they identified three types of events:

- *Campus events and programs* are defined as activities open to the entire MSU community.
- *Organizational activities* are those activities limited to members within a specific department, club, or organization.
- *Large scale/traditional events* are signature events requiring extensive collaboration across multiple units. These events often include a wide internal and external audience. Examples include Mustangs Roundup, Family Weekend, Homecoming, Mustangs Rally, Honors Banquet, etc.

For social distancing the Student Life Subcommittee recommends social distancing by limiting room capacities to 50% of room occupancy or the capacity limit necessary to maintain social distancing. We will require that handwashing stations or hand sanitizer are available to participants, and that event organizers must consider traffic flow patterns during events.

For hygiene and sanitation cloth face coverings are required at events. Food service will be limited to served options provided through the University's [food service vendor](#) or pre-packaged items that are sealed and wrapped commercially. Attendance lists of participants must be maintained; it is strongly recommended that attendance lists be maintained through the [CORQ app](#).

For program delivery, organizers must submit a COVID-19 mitigation plan to their respective Director, Department Chair, or Dean/VP. Hybrid delivery of events, programs, and activities is strongly encouraged, and activities involving close contact with others are prohibited (e.g., dances, high-contact team building activities). The subcommittee recommends that Homecoming and Family Weekend are combined and postponed until the Spring 2021 semester

Health and Safety

The Health and Safety Subcommittee worked on three plans: 1) plan for students, 2) plan for staff and faculty, and 3) general issues. This subcommittee also developed an FAQ for the mask requirement, plan for managing patients with COVID-19, what to do if someone you've been around reports they have COVID-19, and university plans for an outbreak.

The plan for students is in six sections.

1. General advice: self-health measures and non-pharmaceutical interventions.
2. Pre-Arrival advice: minimal self-care kit including acquiring and familiarizing themselves with a thermometer and personal protective equipment.
3. Arrival screening: orienting students to the [COVID-19 MSU Safety App](#) and screening residential students on move-in.
4. COVID-19 surveillance: daily self-screening, temperature monitoring, and monitoring surroundings.
5. Personal Protective Equipment (PPE): providing and using your own masks and personal protective equipment.
6. Anticipatory Guidance: procedures and expectations for students who become ill including testing, self-quarantine, and self-isolation.

The Staff and Faculty plan reflects the student plan with regards to general advice. The plan provides pre-arrival/arrival instructions emphasizing masks, hand sanitizer, and wipes for self-protection and to augment MSU staff efforts. COVID-19 Surveillance encourages self-symptom checks and daily temperatures, and provides information on a notification process for employees. A section on PPE encourages the correct use of cloth masks with the alternative of face shields in limited circumstances (e.g., when faculty are lecturing).

The subcommittee's work on general issues provides an analysis of personal risk control and elaborates on exposure instructions. It seeks to clarify easily confused issues such as close contact (non-significant COVID-19 exposure), quarantine (significant COVID-19 exposure), isolation (confirmed COVID-19 diagnosis), screening (self-assessment using a questionnaire) and testing (clinical testing for shedding COVID-19 viral RNA). The Health and Safety Subcommittee strongly recommends that any campus community member becoming ill should self-quarantine and immediately contact health care for guidance and possible testing. The availability of a limited number of isolation beds for residential students is reviewed, along with the general recommendation that students should return home as able to complete isolation. Ending isolation procedures (for students, faculty and staff) will be consistent with [CDC recommendations](#).

Facilities

The Facilities Subcommittee divided its work into four areas: 1) disinfection efforts, 2) physical barriers, 3) occupancy restrictions, and 4) signage.

Disinfection efforts focused regular disinfection, cleaning products, and custodial cleaning rotations. With more than 120 classrooms and labs on campus requiring cleaning, the logistics of properly cleaning all of these spaces were very complex. The subcommittee opted to provide teaching spaces with spray bottles containing [Buckeye Eco E23 Neutral Disinfectant](#) along with paper towels so students and instructors can disinfect their seating area during the class change time. Bulk purchases of hand sanitizer will be dispensed in sanitizer bottles at building entrance and in teaching spaces classroom/lab. Water fountains will be turned off and covered but bottle filling stations will remain operational.

Custodial shifts have been altered for larger buildings and will allow custodial coverage from 6 AM to 10 PM. Classrooms, corridors, and common spaces will continue to be cleaned/disinfected on a daily basis and restrooms will be cleaned/disinfected two times a day. Touch points in classrooms will be disinfected daily by the custodian (one time in addition to the normal cleaning). Trash will be emptied daily from common areas. To accommodate increased custodial support on classrooms, a reduction of services in offices and other areas will be necessary. Weekly cleaning will include emptying trashcans in individual offices and vacuuming/cleaning common area carpets/hard surfaced floors. Offices will be dusted twice monthly. Floor buffing and porch cleaning will occur once a month or as needed. Disinfection of office suites beyond custodial efforts noted above will be the responsibility of the occupants. Spray bottles of E23 and a roll of paper towels will be provided for office suites.

More than 75 Plexiglas sneeze guards are being placed in areas with high student volume and windows, such as Registrar, Financial Aid, Business Office, CSC Information window, Residence Hall Office window, Library Circulation Desk, Museum front counter, Ligon ticket booth, softball ticket table, and any other similar location. In general, areas where social distance cannot be maintained such as with business transactions will require the guards. Furniture will be rearranged to provide the 6' social distancing recommendation whenever possible. If there are physical limitations preventing the establishment of a 6' clearance, a sneeze guard will be used.

Facilities has assisted with occupancy reductions in classrooms, labs, lounges, and corridors. Occupancy in classrooms/labs to achieve 6' social distancing requirements has been determined by each department and seats will be identified with stickers as usable. Lounge areas and corridors will have excess furniture removed under the direction of each department so 6' social distancing guidelines can be followed.

Instructional and directional signage will be installed in corridors, stairwells, building entrances, restrooms, and elevators. Instructions emphasize social distancing guidelines, hand-washing, wearing face coverings, and being aware of COVID-19 signs/symptoms. Buildings will have signage installed near entrances instructing people to use the hand sanitizer station when they enter. Building signs will notify occupants to limit food consumption to dining areas, private offices, and outdoors, with only water to be taken into classrooms/labs. Directional signs will identify exterior doors for either "entering" or "exiting" the facility.

Campus Culture

The goals of the Campus Culture Subcommittee developed campus education efforts to continue education and advocacy for the safe return of students, staff, and faculty during the COVID-19 pandemic

The subcommittee developed a timeline for creating multimedia communications for all campus constituencies. They developed 30-second spots explaining the benefits of social distancing, face coverings, and proper hygiene. Shorter 5-second spots with tag lines (e.g., “I’ll keep it on for MSU, because I care about others”) were developed for deployment via website and social media. Print media included posters for different areas featuring individuals from all campus areas espousing the benefits of the three main requirements for bringing the number of cases down and maintaining campus health.

General recommendations of the committee were to continue to educate students, faculty, and staff into the fall 2020 semester and possibly beyond, to adapt to a changing landscape of COVID and campus issues. While most of these efforts were developed in summer, the subcommittee recommends for long-term effectiveness, the committee should be expanded to become a more student-centered group with the start of Fall 2020 to identify and collaborate on promoting safer campus conditions. One suggestion is to combine the campus committee membership with the newly-formed campus culture and diversity committee.

Intersection

The Intersection Subcommittee was formed after individual subcommittee reports were developed but many questions were unanswered or crossed the scope of multiple committees. The subcommittee included members of other subcommittees to allow their knowledge to cross over into other areas.

The subcommittee considered the hoped-for outcomes for Fall 2020, and then identified the intersections by developing “what if” questions to help the taskforce understand what might be employed to address challenges in meeting these outcomes. These what-if questions were modified into a FAQ that allows all campus constituencies to know what they might do in the event of an issue or concern. This FAQ may be expanded as new questions are identified, and will be available on the website for the Fall 2020 Return to Campus.

Operating Phases and Considerations

Phase Definitions

Each phase describes the campus operations, including access restrictions and instruction modes.

Phase I – Shelter in Place

Status: All Campus operations are conducted remotely. Access to campus is restricted to critical functions only.

Phase II – Restricted Campus

Status: Campus operations, where practical, are conducted in-person. Instruction is conducted remotely.

Phase III – Modified Campus

Status: Campus operations return to predominantly in-person activities with restrictions.

Phase IV – Normal Campus

Status: Return to normal daily operations in all campus areas with no restrictions.

The transitions from one phase to another are dependent on a wide variety of state, local and university conditions. The decision to move from one phase to another is best made as a thoughtful decision based on the facts, the context, and the insight of stakeholders, but include the following data:

STATE

- Emergency order compliance
- State of Disaster status

LOCAL

- Less than 50% of designated COVID-19 beds/ICU beds available.
- Less than 10% of designated COVID-19 beds/ICU beds available.
- Hospital stops elective surgery
- Incidence of COVID-19 increases by 10 per week over the rolling 2 week average incidence
- Outbreak in congregate residence (e.g., prison, nursing home)

UNIVERSITY

- COVID-19 on campus
- The number of staff and/or faculty out on sick leave impairs campus operations
- Outbreak in residence hall

Considerations for movement between phases

Each phase has a set of specific conditions that is considered for either advancement to a less-restricted campus or movement back to greater restrictions. These considerations have been defined based on two sources: 1) [Gottlieb *et al.* \(2020\) National Coronavirus Response: A road map to reopening](#) and 2) [CDC.gov \(2020\). Businesses and workplaces during the COVID-19 Pandemic](#) (decision tree).

Phase I

Conditions for Phase I: City, county, or campus COVID-19 activity consistent with “community spread”.

Considerations for move to Phase II: Sustained reduction in cases for at least 14 days; city hospitals are safely able to treat all patients requiring hospitalization without resorting to crisis standards of care; the local medical community is able to test all people with COVID-19 symptoms; and/or the City County Health Department is able to conduct active monitoring of confirmed cases and trace contacts.

Phase II

Considerations for return to Phase I: a substantial number of cases cannot be traced back to known cases (community spread); a sustained rise in new cases; and/or if city hospitals exceed safe capacity to the extent that it threatens the quality of patient care.

Considerations for moving to Phase III: Sustained reduction in cases for at least 14 days; city hospitals are safely able to treat all patients requiring hospitalization without resorting to crisis standards of care; the medical community is able to test all people with COVID-19 symptoms; and/or the City County Health Department is able to conduct active monitoring of confirmed cases and trace contacts.

Phase III

Considerations to return to Phase II: a rise in the number of new cases that is not reversed within a five-day period or if city hospitals exceed designated isolation beds requiring additional measures to accept COVID-19 patients.

Considerations for moving to Phase IV: vaccine developed, tested for safety and efficacy, and receives FDA emergency use authorization. Immunization of vulnerable populations and a substantial number of the general population, or other valid evidence of widespread immunity.

Phase IV

Considerations to return to Phase III: Inadequate supply of vaccine, inability to delivery mass vaccination.

Academics Subcommittee Report

Adjusting the academic calendar

The last day classes may meet face to face in Fall 2020 is November 24 (Thanksgiving break). From November 30 to December 4 (last week of classes) coursework will be completed remotely.

The last day to withdraw from Fall 2020 classes will be extended:

- 1) Move Fall 2020 Part of Term A drop/withdraw deadline from Sept 23 to October the 9th (POT A ends October 16)
- 2) Move Fall 2020 Part of Term B drop/withdraw deadline from November 18 to December 4 (POT B ends December 12)
- 3) Move regular Fall 2020 Semester drop/withdraw deadline from October 26 to December 4 (last day of classes)

Final exams for Fall 2020 will be administered remotely, and faculty will provide instructions on any technology or lockdown requirements that may be imposed for those exams.

The last day to withdraw from Spring 2021 classes will be extended as well, with the following timeline:

- 1) Spring 2021 Part of Term A drop/withdraw deadline will be February 26
- 2) Spring 2021 Part of Term B drop/withdraw deadline will be April 30
- 3) Regular Spring 2021 Semester drop/withdraw deadline to April 30 (last day of classes)

Adopting several possible course modalities.

MSU continues to have the goal of the majority of courses to be fully face to face, and in the event that not all students enrolled in a course can fit safely into a classroom some courses will be taught as a hybrid. Courses that were originally scheduled online will remain online. Chairs and faculty have worked with a decision process to determine which course modality works best.

Fully Face to Face (F2F)

Face to face courses will meet in their regularly scheduled rooms but will utilize social distancing and an assigned seating chart, as well as some course information through [D2L](#). It is generally expected that, whenever possible, face-to-face courses will “livestream” their face-to-face classroom sessions to accommodate students who cannot attend class due to illness or other approved reasons. When the university transitions to fully online after Thanksgiving remote instruction will be used for the last week of class and finals will be administered remotely.

Fully Online

Fully online courses will use [D2L](#) for posting syllabi, course communication, course schedule, attendance, and gradebook, as well as for course materials, office hours, and testing. Faculty may use textbook sites and other virtual resources and will describe them in the syllabus.

Hybrid

Hybrid courses will use both face to face and online instruction through [D2L](#). Students can attend virtually or in person, with technology tools expanding attendance options while allowing students to engage in the class in real-time. In a hybrid model some faculty may “flip” their classes, putting lecture-based instruction and course materials online and using face-to-face classes used for other activities (such as small group work, problem solving, discussion, etc.). A hybrid model permits socially distant classrooms as well as options for students who are unable to be in class due to health reasons. When the university transitions to fully online after Thanksgiving, remote instruction will be used for the last week of class and finals will be administered remotely.

Vulnerable faculty

The delivery of this course must be modified to provide accommodation for vulnerable faculty for Fall 2020. There may be multiple accommodations and a significant virtual component. Information on the course modality will be communicated individually to enrolled students.

MSU will post a list of all courses and their planned Fall 2020 modalities by August 3, with more detailed information provided in the course syllabi.

Adjusting attendance expectations.

To encourage student and faculty safety we will adjust our attendance expectations, with several changes:

- A seating chart, assigned seating, and attendance checks will be used for all face to face and hybrid classes.
- Attendance policy will credit physical classroom presence and online attendance equally.
- If a student is approved by [Disability Support Services](#) to limit or eliminate their physical class attendance due to an underlying condition, faculty should immediately implement “livestreaming” their face-to-face classroom sessions.
- Students and faculty will not attend/hold class [if they are experiencing illness or any signs/symptoms of COVID-19](#).
- Because one cannot accurately anticipate student absences due to illness, MSU encourages faculty to “livestream” every class meeting.
- In cases where health or illness-related issues make it advisable for a faculty member to avoid the classroom environment, faculty should be able to provide instruction to students in a classroom using the provided “livestream” technology.
- Faculty should hold regular office hours physically and/or virtually. During virtual office hours, faculty should maintain an open Zoom link so that students can join without pre-coordinating with the faculty member.

Providing training to faculty.

Our Distance Education office is helping to develop learning modules for students and faculty to leverage the technology available through D2L and Zoom. These include:

- Module 1: Principles and best practices of online instruction
- Module 2: Basic D2L navigation and content upload
- Module 3: Gradebook and Attendance
- Module 4: Virtual Classroom in D2L
- Module 5: Virtual Classroom in Zoom
- Module 6: Tests, Lockdown Browser and Respondus Monitor

Specific program and faculty needs will be communicated to the dean and chair and planned through the appropriate office ([IT](#), [Distance Education](#), college dean, department).

Accommodating vulnerable students, faculty, and staff.

The CDC has established categories for people who are at increased risk for severe illness, commonly referred as “vulnerable populations” (see [People Who Are at Increased Risk for Severe Illness](#)). Individuals in those categories may request workplace accommodations, or classroom accommodations in the case of students. The university has established a [process for requesting those accommodations](#). The process involves an approval process through the office of Disability Support Services (DSS) and/or Human Resources (HR). The process may require medical verification, and identifying the appropriate accommodation may involve a consultative process. Thus, it is important that people requesting an accommodation initiate the process early. Individuals with conditions or situations not listed in the CDC categories wishing to explore accommodations are urged to contact DSS or HR as soon as possible to explore options.

Prospective Students should visit the DSS webpage on [Applying for Services](#), which details the process of submitting evidence of a documented disability and information on the benefits available to students. The application may be [downloaded](#) or [completed online](#). Once an accommodations letter is provided students will discuss their specific accommodation needs with their professor(s).

Current Students should visit the [DSS webpage for current students](#). If you have never applied for accommodations before you may qualify for them under the vulnerable population designation. The application may be [downloaded](#) or [completed online](#). Once an accommodations letter is provided students will discuss their specific accommodation needs with their professor(s). If a student is unsure if a condition is covered by the ADA or Section 504, and they desire COVID-19 accommodations, they should complete the [Request for COVID Consultation Form](#).

Faculty and Staff should visit the [DSS webpage for Faculty and Staff](#) that provides general information. The [Request for COVID Consultation Form](#) for vulnerable populations for COVID-19 should be completed by any employee requesting a COVID-19 accommodation. Specific accommodations will be discussed in collaboration with the department chair.

Helping students and faculty with their technology needs.

We know that a greater reliance on technology tools means that students may need help knowing what technology is needed for Fall 2020.

MSU has developed [minimum software and hardware recommendations for students](#) for identifying what you might need. In general we suggest the following hardware:

Table 2 Minimum software and hardware recommendations

PC Desktops and laptops Minimum Specification	Mac desktops and laptops Minimum Specifications
<ul style="list-style-type: none"> • Intel Core (i3, i5, i7) processors; 4th generation or newer • 4 GB of RAM, 8 GB of RAM is highly recommended • 256 GB SSD Storage • Dual Band spectrum (2.4 GHz and 5 GHz) with 802.11ac or 802.11n • Use Windows' Operating System and PC Info to find your hardware information 	<ul style="list-style-type: none"> • Intel Core (i3, i5, i7) processors; 4th generation or newer • 4 GB of RAM, 8 GB of RAM is highly recommended • 256 GB SSD Storage • Dual Band spectrum (2.4 GHz and 5 GHz) with 802.11ac or 802.11n • Use Apple's About this Mac feature to find your hardware information

Chromebooks are not recommended, as they will not work with D2L.

Are you looking to purchase a computer? MSU has negotiated [purchase options with vendors](#) to help you make a technology purchase if you are looking into a computer for fall. Students may access Microsoft Office 365 for free through the Microsoft website at the [Office 365 for Students](#) site.

Computer labs

For students who rely on campus technology we will continue to allow access to campus computer labs, with appropriate capacity and time limits for social distancing. A listing of the computer labs and hours is found at [Information Technology](#). Some departments have designated computer labs and will provide hours and other information on the door of each lab.

Library technology resources

[Moffett Library](#) will have webcams available to borrow in the event one is needed for an exam. To see what technology the library has available, visit [Borrow Items from Moffett Library](#).

Meeting MSU's Mission and Values.

As stated in [our mission and values](#) MSU is committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university's undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

Even in the midst of global pandemic, we continue to be driven to align ourselves with the mission and values students and faculty expect. Some of the actions you may see in the fall that help to fulfill these values include:

1. Excellence in teaching, learning, scholarship, and artistic production

- Faculty Communication & Availability
 - Faculty Training with Virtual Meeting Platforms
 - Help Tools for Virtual Meeting Platforms
 - Posted Weekly Virtual Meeting Office Hours
 - Considerations of Due Dates and Exam Schedules- scheduling when faculty are available and not after hours
- Student Access with Safety Precautions
 - Computer lab availability on campus
 - Assistance to help students get access to technology
 - Private study spaces in dorms
 - TASP Tutoring Services for both F2F and online courses
- Adaptable Course Materials and Assignments
 - Faculty Training on student-friendly technology and tools Incentives for faculty to complete basic or advanced D2L training modules
- Courses developed for fully online must be done using Distance Education guidelines and must use D2L, as students pay a fee for the course to support LMS.

2. Intellectual curiosity and integrity

- Preserve quality of course integrity and content consistency across delivery modalities -
 - Clear explanations on what course content will be online, F2F, or hybrid (both)
 - Course delivery format changes after term given with as much advance warning to students as is possible
 - Build structure, accountability, and predictable routines into both F2F and online course content
 - Clearly tie course assignments (online and in-person) to course learning objectives; especially important for students to see goals being reached with online content

3. Critical thinking

- A variety of pedagogical tools to elicit continued curiosity about course content

- Some courses using “flipped” models for classes meeting at least part-time on campus (some audio/video lectures online, with F2F preserved for presentations, interactive dialogues, etc.)
- Group accountability mechanisms for classes with at least 50% content online (Zoom group breakout sessions, group discussion boards, etc.)
- Include information in syllabi/on D2L to offer support for both campus and online students in writing development and exam performance (
- Encouraging faculty teaching hybrid or online courses to seek online course planning support from Distance Learning staff before creating course content in D2L.

4. Emotional and physical well-being

- Health and safety concerns
 - Cleaning procedures drafted for each building and use.
 - Buildings following capacity rules and social distancing, with furniture arranged/removed
 - Faculty, staff and students are required to wear face masks
 - Students should not go to class with symptoms, and will be made aware they can receive credit for online attendance
- Mental health concerns
 - Counseling Center offering tele-counseling by appointment
- Accommodations for vulnerable students and faculty
 - Disability Support Services to accommodate students and faculty who are high risk according to CDC guidelines
 - Student Guidelines on how to receive learning or health accommodations for incoming students
 - Instructor Guidelines on how to direct students to disability approval process and how to accommodate students
 - Protocol and process of disability plan requests to be sped up; increase staff capacity and support in anticipation of volume of requests during fall term

5. Mutual respect, civility, and cooperation

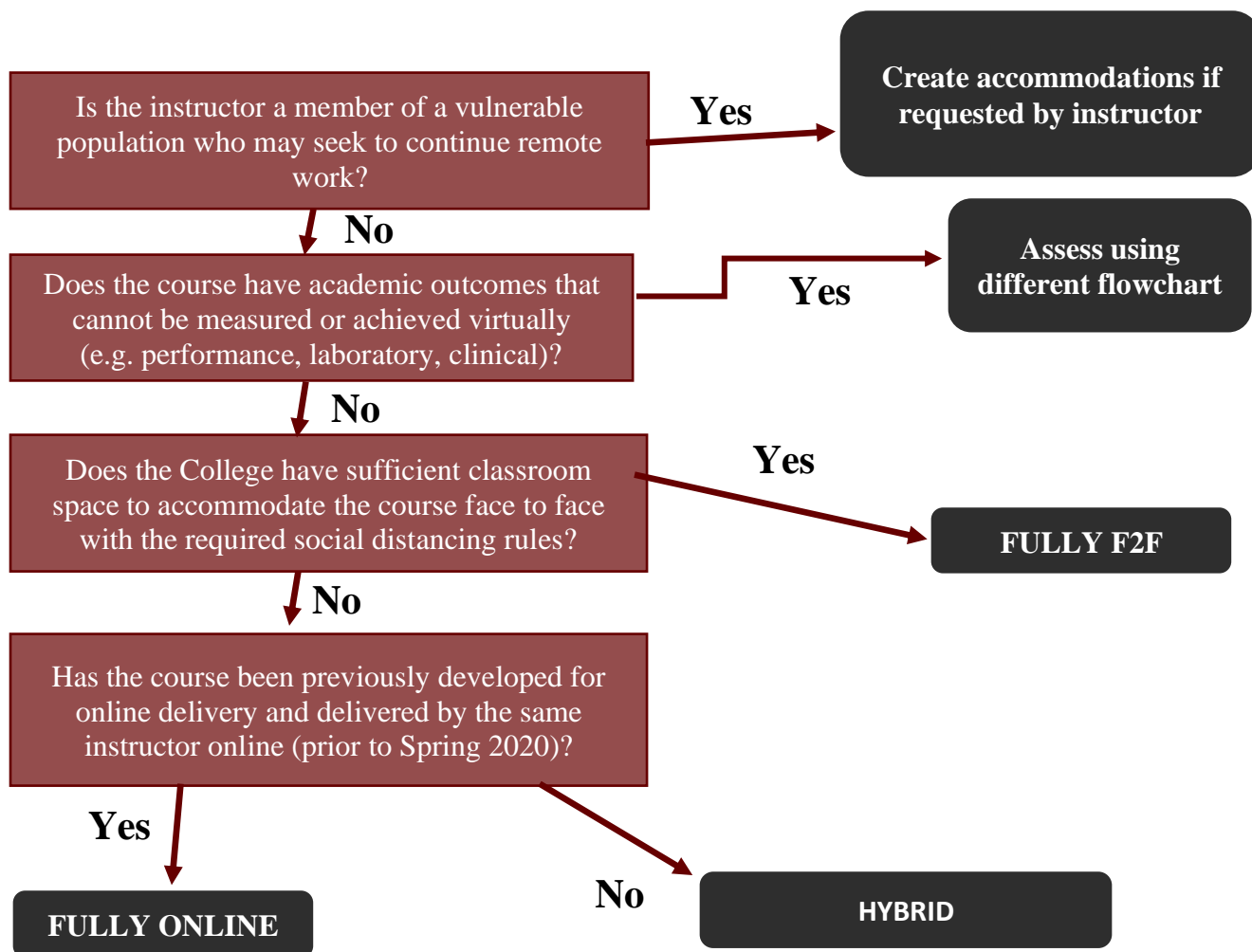
- Student organizations following guidelines set by the university when hosting meetings or events.
- CDC and university recommendations made easily accessible to the students, faculty, and staff.
- Students are allowed to wear masks even in areas that are not required in order to ensure their own safe environment.
- Address where mandatory mask wearing is required, and what types of masks meet these requirements?
- Having an open dialogue about any changing situations at the university.
- Respecting faculty, staff, fellow students, guests, and all university policies, rules, and regulations.
- Understanding that this is a changing situation, and updates and modifications to university policy will happen.
- Maintaining academic integrity, and valuing academic honesty by all members of the academic community.

General Academic Recommendations for Fall 2020 Phase 3 return to campus

- 1) Academic calendar
 - a. The last day classes may meet face to face is November 24 (Thanksgiving break).
 - b. From November 30 to December 4 (last week of classes) coursework will be completed remotely.
 - c. The last day to withdraw from classes will be extended as follows:
 - i. Move Fall 2020 Part of Term A drop/withdraw deadline from Sept 23 to October the 9th (POT A ends October 16)
 - ii. Move Fall 2020 Part of Term B drop/withdraw deadline from November 18 to December 4 (POT B ends December 12)
 - iii. Move regular Fall 2020 Semester drop/withdraw deadline from October 26 to December 4
 - d. Final exams will be administered remotely.
- 2) Delivery mode
 - a. Face to face instruction is the preferred mode of course delivery when possible. It is generally expected that, whenever possible, face-to-face courses will “livestream” their face-to-face classroom sessions to accommodate students who cannot attend class due to illness or other approved reasons.
 - b. Hybrid format may be needed due to reduced classroom capacity for social distancing and/or a need for individual accommodations.
 - c. Flow charts provided to deans will be used in collaboration with chairs and faculty to determine which modality will be appropriate for a given course.
- 3) Attendance expectations
 - a. A seating chart, assigned seating, and attendance checks will be used for all face to face and hybrid classes.
 - b. Attendance policy will credit physical classroom presence and online attendance equally.
 - c. If a student is approved by Disability Services to limit or eliminate their physical class attendance due to an underlying condition, faculty should immediately implement “livestreaming” their face-to-face classroom sessions
 - d. Students and faculty will not attend/hold class if they are experiencing illness or any signs/symptoms of COVID-19. .
 - e. Because one cannot accurately anticipate student absences due to illness, the University encourages faculty to “livestream” every class meeting. Alternatively, faculty should be able to implement “livestreaming” on short notice if a student advises the professor of an illness-related absence shortly before class is to begin
 - f. In cases where health or illness-related issues make it advisable for a faculty member to avoid the classroom environment, faculty should be able to provide instruction to students in a classroom using the provided “livestream” technology.
 - g. Faculty should hold “office hours” physically and/or virtually. During virtual office hours, faculty should maintain an open Zoom link so that students can join without pre-coordinating with the faculty member

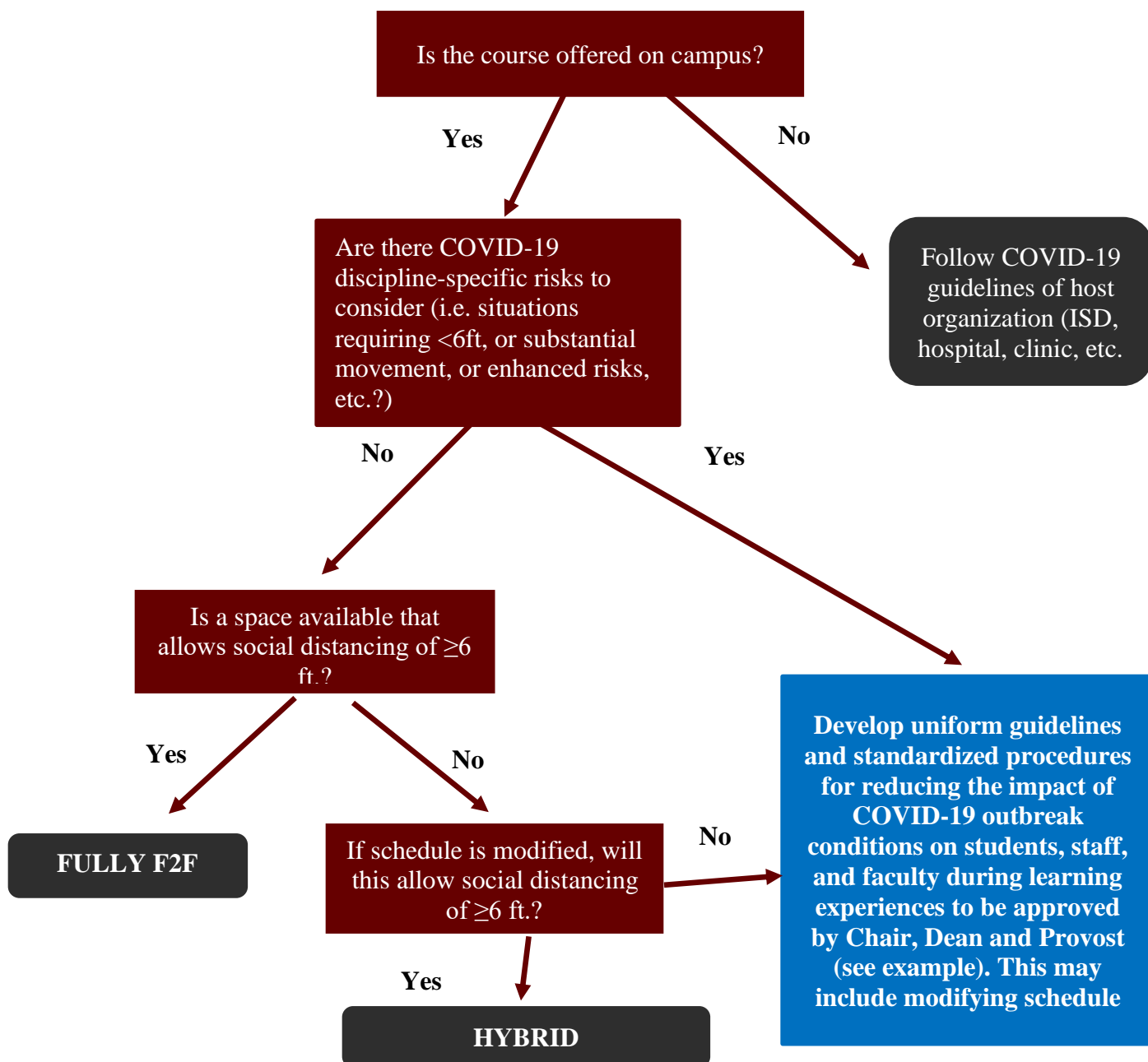
- 4) D2L LMS expectations
 - a. Minimum information to be posted on the D2L LMS includes
 - i. Syllabus
 - ii. Course Communication
 - iii. Course Schedule
 - iv. Attendance
 - v. Gradebook
 - vi. Online Office Hours
 - b. Extended information and/or tools through D2L should have accompanying training modules available to faculty for implementation. These may include:
 - i. Virtual classroom in D2L
 - ii. Quizzes and exams through D2L
 - iii. Lockdown browser
 - iv. Respondus monitor
 - c. All information posted on D2L should be ADA accessible.
- 5) Technology expectations (students)
 - a. Personal technology requirements will be communicated in advance of the semester.
 - b. Technology required may include computer, webcam and specific software required for the course.
 - c. MSU will develop a minimum software and hardware recommendations for students to self-assess personal technology for Fall 2020 readiness.
 - d. Campus technology availability (time, location, type) will be communicated to students.
 - e. Students remaining in residence on campus will be allowed continued access to computer labs with appropriate capacity and time limits for social distancing.
- 6) Technology expectations (faculty)
 - a. MSU will communicate technology and training availability to faculty for preparing their fall courses.
 - b. Specific program and faculty needs will be identified by each college dean and planned through the appropriate office (IT, Distance Education, college dean, department).

Flowchart for assessing course modality: lecture courses



NOTE: This flow chart should be used to guide decision-making, but the recommendations in the gold boxes are not to be considered an absolute decision regarding course modality. Other factors (enrollment, majors vs. nonmajors) may be used to determine actual course modality for Fall 2020.

Flowchart for assessing course modality for labs, studios and



NOTE: This flow chart should be used to guide decision-making, but the recommendations in the gold boxes are not to be considered an absolute decision regarding course modality. Other factors (enrollment, majors vs. nonmajors) may be used to determine actual course modality for Fall 2020.

Standard Syllabus Language for Lecture Course Modalities

The following language may be used in course syllabi to explain any modifications to the course for Fall 2020.

Fully Face to Face:

This course has been planned as a fully face-to-face course for Fall 2020. The class will meet in its regularly scheduled room but will utilize social distancing and an assigned seating chart. When the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

Fully Online:

This course has been planned as a fully online course for Fall 2020. I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook, as well as for course materials and testing. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information. Other textbook sites and virtual labs may be used this semester and I will provide information on accessing those.

Vulnerable Faculty

This course has been planned as a fully face-to-face course for Fall 2020. Due to an underlying health issue, I will not be able to be with you in the classroom. We will still interact, but it will be done virtually during the class period. I may conduct office hours face-to-face or via Zoom. Unless I approve otherwise, I expect you'll be in the classroom for every class session.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

When the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

The split semester modality may be used if a course only requires practical instruction for half of the semester but could meet virtually for half. This could be the case for courses that have content for half a semester and presentations for the other half. This modality might be applied in the event of online transition due to MSU moving back to Phase 1 or 2 during the semester.

Split Semester (start F2F, finish online):

This course has been planned as a split semester for Fall 2020. The class will meet face to face during the first eight week of classes, followed by fully online instruction in the last half of the semester. When we meet face to face we will utilize social distancing and an assigned seating chart.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

Split Semester (start online, finish F2F):

This course has been planned as a split semester for Fall 2020. The class will meet online during the first eight week of classes, followed by face to face meetings between Week 9 and Thanksgiving. When we meet face to face we will utilize social distancing and an assigned seating chart. After the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

The split week modality may be used if there is a large space required but a high demand for that space by multiple courses. In this case the entire class may fit in the large space in face-to-face, but would need to alternate usage of that space with another course that meets on the other weekday.

Split week (T/R):

This course has been planned as a split week course for Fall 2020. The class will meet in its regularly scheduled room 1 day/week and meet online the other day. When we meet face to face we will utilize social distancing and an assigned seating chart. When the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

Split week (M/W):

This course has been planned as a split week course for Fall 2020. The class will meet in its regularly scheduled room 1 day/week and meet online the other day. When we meet face to face we will utilize social distancing and an assigned seating chart. When the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

The split students modality may be used for courses unable to fit all registered students safely in the same space due to very large classes and/or the lack of available spaces for the full class to meet with adequate social distancing. It requires that the course is a) streamed or recorded for the students not physically in the classroom or b) “flipped” with the lectures delivered online and the class timed used for small-group work with limited group sizes each day.

Split students

This course has been planned as a split students course for Fall 2020. The class will meet in its regularly scheduled room all scheduled days, but only some of the students can be physically in the class every class day to allow sufficient social distancing. You will be assigned to one physical class day/week and will access course materials virtually on the other days. I will notify you of your assigned day for your physical class meeting. When we meet face to face we will utilize social distancing and an assigned seating chart. When the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

Split students (with a flipped class)

This course has been planned as a flipped course for Fall 2020. Direct, lecture-based instruction and course materials will be available online, and when you are in the face-to-face class you will do other activities (such as small group work, problem solving, discussion, etc.). The class will meet in its regularly scheduled room all scheduled days, but only some of the students can be physically in the class every class day to allow sufficient social distancing. You will be assigned to one physical class day/week and will access course materials virtually on the other days. I will notify you of your assigned day for your physical class meeting. When we meet face to face we will utilize social distancing and an assigned seating chart. When the university transitions to fully online after Thanksgiving we will review during the last week of class and hold our finals virtually.

I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook. There will be some online office hours announced through D2L. You should regularly check D2L and the email hosted via D2L for important course information.

In the event of increased incidence and risk of COVID-19 that results in the university moving back to a shelter-in-place mode, the course instruction will transition to fully online. More instructions will be given at that time.

Student Life Subcommittee Report

This report is divided into general guidance, alternate or hybrid program delivery methods, COVID-19 Mitigation Event & Planning Form and program mitigation planning form.

General Guidance for Campus Programming under Phase 3

1) **Social Distancing**

Adequate spacing or physical separation amongst individuals not from the same household is a critical prevention component to combat the spread of COVID-19.

- a) 6' or More: the respiratory droplets which carry the virus are dispersed up to six feet. Attempt to foster an environment of 6' of separation between attendees as part of any program/facility set up.
- b) Occupancy: if using an indoor space or room, verify the maximum number of occupants in the venue at any given time under the then-current restriction. The current restriction from the Governor's Open Texas Strike Force is 50%. Have a mechanism in place to monitor and maintain compliance with the occupancy restriction. Consider the use of a waiting list or area should a concern of exceeding the maximum occupancy exist.
- c) Maximum Attendance: Employees and students should avoid gathering in groups of more than 30 individuals; group size limits are subject to change in accordance with state and local guidelines such as the current occupancy restriction set forth by the Governor's Open Texas Strike Force.
- d) Outdoor Spaces: outdoor spaces can serve as an effective venue for some programs. Additionally, open-air environments are less likely for the virus to spread because of natural air circulation. Consider making use of outdoor space with adequate physical social distancing considerations in place. The current restriction for outdoor events from the Governor's Open Texas Strike Force is a maximum of 100 attendees.
- e) Groups and Seating: group-based programming where individuals will be in close proximity should feature groups of not more than 10 individuals (including any facilitator or group leaders). Table seating should be limited to 6 or less individuals.
- f) Contactless: reduce and minimize any physical interactions (i.e. touching) between attendees and/or program staff. Also, avoid the touching of common/shared items. Items should generally be cleaned, if at all possible, after being touched by one person and before being touched by another person.
- g) Single Direction Movement: use a system of convenient one-way movement, if possible, during a program (e.g. enter the program through one door and exit through another; have all attendees move through a standing/walking program in a single direction). This is particularly relevant for come-and-go programs such as fairs (e.g. career, student organization, etc.).
- h) Multiple Entrances: consider locking some doors to channel entrance through a common point that can help ensure occupancy restrictions are maintained, manage check-in/screening, while also ensuring unrestricted egress can occur in the event of an emergency.
- i) Spread Things Out: attempting to host a program with a large number of attendees in a confined space is impractical and potentially dangerous under the conditions of COVID-19 pandemic. Try

offering a program at multiple times so people have additional opportunities to attend, and social distancing can be accomplished.

- j) Virtual Options: attempt to provide a mechanism for people to experience the program without attending in person. Options may include a simulcast virtual webinar using Zoom, Messenger, or Skype, a video recording of the program post to a website or YouTube channel, or live stream through Facebook/Instagram.

2) Check-in/Screening

Implement a strategy for attendees to self-screen for the symptoms and high risk factors of COVID-19 exposure in advance (e.g. before the program). Individuals who fail the screening should be provided or referred to available information pertinent to self-isolation, and testing/treatment through their respective health provider. To prevent the spread of the virus, persons who fail a self or live screening should be asked to depart the program venue. Attendance at programs should be tracked to assist with contact tracing, if needed, as well as demonstrate good assessment practice.

- a) The MSU Safety App can be used for self-screening verification.
 - i) Incentivize/Recognize attendees who completed a daily pre-screening using the MSU Safety App.
- b) A simple (yes/no response) screening questionnaire is available as a subjective screening.
- c) Consider use of an infrared thermometer scan (random sampling or all attendees) as an objective screening.
 - i) A temperature of 100.4+ degrees Fahrenheit is indicative of fever, which is one of the main COVID-19 symptoms.
 - ii) If an attendee fails the first scan, ask the individual to calmly wait in a cool area for five minutes, then re-scan.
- d) Student event attendance must be tracked. The event pass, offered through the CORQ app which is a feature of the Mustangs Link extra/co-curricular engagement platform, may be a helpful tool in doing so. This requires the program to be created as an event in Mustangs Link in advance and the event code copied from Mustangs Link into the Event Check In app for scanning students' passes or entering their names manually during check in.
 - i) CORQ is a free app available from the App Store/Google Play
 - ii) Event Check In is a free app available from the App Store/Google Play
 - iii) Contact Student Leadership & Involvement to learn more about CORQ, Mustangs Link, or student event pass scanning
- e) Consider the use of attendance incentives from the attendee list available from scanning CORQ event passes. This also promotes students to use their app to stay informed of campus programming opportunities.

3) Materials/Handouts

- a) Place handouts or materials on individual chairs in advance.
- b) Wear gloves when distributing materials/items directly to attendees.
- c) Have a person wearing gloves as part of the check-in process provide/hand items to attendees so people avoid touching common items.
- d) Try not to have individuals pick up or touch items others have used/touched unless disinfecting has occurred.
- e) Wear a cloth face covering when distributing materials/items directly to attendees.

4) Hygiene

Effective and ongoing hygiene, cleaning and disinfecting are essential to prevent the spread of COVID-19.

- a) Ask attendees to wash or sanitize hands prior to entering the program venue.
- b) Place hand sanitizer at the entrance(s) to the program venue, or other similar access to a hand sanitizer or hand washing station.
- c) Require attendees to wear a cloth face covering at the program or during any part of the program when close contact or interaction amongst attendees occurs. Many carriers of the virus do not develop symptoms which is why wearing masks to protect fellow MSU community members is important.
- d) Clean and disinfect the program area before and after the program, with emphasis on commonly touched surfaces or items.
 - i) Wear gloves when cleaning.
- e) Include a pre-program announcement or information slide to remind attendees about important personal hygiene practices and social distancing during the program.

5) Food/Beverages

The distribution of food or beverage items should occur under a high degree of scrutiny due to the increased risks for the spread of COVID-19, particularly through the nature of items handled or touched by multiple individuals prior to being disinfected.

- a) Self-service food and beverages are not permitted (e.g. self-service buffets, party trays, etc.). Food should be pre-packaged and served in sealed or closed to-go containers. Beverages for attendees should be bottled, canned, tightly covered, or otherwise served by licensed food handler. Grab-and-go food options are preferred.
- b) Food and beverage items at programs are limited to served options provided through the University's food service vendor or pre-packaged items (sealed and wrapped commercially).
- c) Should a program require full meal service, pre-plated hot meals should be served by a licensed server.
- d) Should a program require a buffet, buffet items should be served by a licensed server.
- e) The person receiving the food should never touch the serving utensils, trays or vessels used by the food handler in such a way that other attendees receiving food will touch the same item.
- f) Disposable dinnerware and silverware should be used, unless a professional caterer is used who is responsible for the setting, clearing and sanitation of all food service items.
- g) Food and bake sales are not permitted, with the exception of a sale solely distributing already packaged or sealed items, similar to the individually-wrapped food items a person would buy from a grocery store.

6) Advance (Pre-Program) Communications

Helping program attendees understand any expectations for attending the program, virtual or other attendance options, and COVID-19 prevention steps in advance can reduce confusion, stress, and anxiety during the program, as well as help individuals make informed decisions about in-person or virtual attendance.

- a) If possible, make the program available to individuals who do not attend in person through alternative technologies (e.g. Zoom, streamed or recorded and posted to website or social media).

- b) Consider the use of an RSVP to know who will likely attend the program in case any advance communications should occur. This can also help to know which students likely attended the program
- c) Inform attendees about any on-site screening and/or check-in procedures.
- d) Inform attendees about wearing a cloth face covering.

7) On-Site Communications

The effective use of relationship-oriented, attractive, timely, and well-placed communications or signage pertinent to COVID-19 precautions and protocols at a program can enhance the experience of attendees and better allow attendees to demonstrate responsibility for themselves and others.

- a) Possible Signage Considerations
 - i) Check-in/Entry location
 - ii) Screening location
 - iii) Attendance or event pass scanning
 - iv) Floor markings to indicate minimum of 6' and where any line should form
 - v) Waiting area if a program is full due to occupancy restriction
 - vi) Entry/Exit
 - vii) One-way movement
- b) Handouts:
 - i) Failed screening instructions
 - ii) Practicing effective personal hygiene
 - iii) Important COVID-19 knowledge or prevention information
- c) Wait list
- d) Pre-Program Announcements for COVID-19 prevention
 - i) Audio (e.g. verbal or play a recording)
 - ii) Video (PowerPoint slide or play a video)

8) Enforcement of Prevention Guidelines

Program hosts are responsible for the appropriate management of their programs and attendees. Attendees and staff should practice and demonstrate personal COVID-19 prevention responsibilities issued for the entire university community and those installed at a particular program by the event host.

- a) Plan and train for what to do and say if an attendee is not following a prescribed or required prevention protocol.
- b) Set clear expectations for the behavior of attendees pertaining to COVID-19 prevention during the check-in process or beginning of a program.
- c) Minor concerns should be treated in a manner similar to the tobacco-free campus program, with conversation, empathy, and a question or request (not a directive).
- d) Severe concerns which have a legitimate and foreseeable impact on the health or safety of others should be addressed in an escalated and appropriate manner, which may include one or multiple attempts by different people to ask an attendee to leave the program, ending the program because of an attendee's unwillingness to leave, or reporting the issue to campus authorities.

Alternate or Hybrid Program Delivery Methods

1) Platforms/Software

- a) Zoom: for virtual meetings or webinars where people should be able to view and hear a presenter, view and hear content or screen share, and share their own video and sound (if enabled by host)
 - b) Facebook/Instagram: for live streaming a program followed by a recording of the program posted to the platform for a certain amount of time; includes analytics
 - c) YouTube: for posting/sharing recorded videos, includes a closed-captioning feature
 - d) PowerPoint: includes features to record and add narration to slides
 - e) Website (for linking to files or media already posted to the web or social media that can be accessed)
 - f) Other Platforms: GoToMeeting/Webinar, WebEx, Skype, GroupMe, Google Meets/Hangouts, House Party, Messenger Groups, Microsoft Teams (only for MSU employees), Tik Tok, Twitter
- * When recording or streaming video, incorporate the use of a closed-captioning feature or add-on to provide accessibility for vision-impaired attendees.

2) Hardware

- a) For streaming video or virtual meetings, the four basic components are:
 - i) Control unit (PC, Laptop, Tablet, Smartphone) with a sufficient data/Internet connection and whatever software/app is intended for use)
 - ii) Camera
 - iii) Microphone
 - iv) Speakers
- * Most smartphones, tablets, and laptops include a camera, microphone, and speakers
- b) Other considerations
 - i) Display (for audience to view shared content and/or any virtual participants video or chat)
 - ii) Stand/Table (for camera/device positioning to maintain a consistent, fixed view for any video)

3) Training: prior to implementing a program using virtual technology, a host should:

- a) Practice/Test the use of the software/hardware to be used at the program
- b) Have a staff member or volunteer present at the program to assist with on-site technology needs or issues so the presenter/facilitator can best focus on delivering program content

4) Passive/Informational Programming: not all programs need to occur in person. Sharing, spreading and learning information need not always occur in a live, in-person program environment. Consider using any of the following to provide or share information.

- a) Bulletin boards
- b) Poster campaigns
- c) Table tents
- d) Bathroom stall flyers
- e) Social media
- f) Considerations:
 - i) Keep content delivered through passive/informational programming fresh and up-to-date
 - ii) Make content available online in addition to any hard copy, paper, or fixed physical location

COVID-19 Mitigation Event & Planning Form

To help ensure the health and wellness of students, employees, and University guests, advance planning and diligence is crucial to the delivery of successful campus-based or controlled programming under the evolving conditions of the COVID-19 pandemic. To this end, each program host must prepare and submit a mitigation form to be approved by the respective unit/department head and senior administrator. The form is accessible online through the MSU Texas Return to Campus website, and is listed at the end of this report.

Table 3 Examples of Unique Considerations Based on Program Type

PROGRAM TYPE	PHASE 3 CONSIDERATIONS
Indoor Program or Activity (Examples: Speaker, Presentation, Seminar, Movie, Entertainer, Craft, Banquet, Finals Frenzy)	<p>Include option to attend/participate virtually.</p> <p>Utilize advance registration or RSVP.</p> <p>Set up for social distancing and follow occupancy restrictions.</p> <p>Consider a one-way pedestrian flow or movement of persons throughout the event.</p> <p>Ensure program venue/equipment is cleaned before program.</p> <p>Include screening, check-in process, and hand washing on arrival.</p> <p>Maintain list of attendees.</p> <p>Require attendees to wear a cloth face covering.</p> <p>If large number of attendees expected, offer program multiple times to spread out attendance.</p> <p>Celebrate/Incentivize positive prevention behaviors from attendees.</p> <p>Clean program/venue after program.</p> <p>Follow general guidance for Phase 3 programming.</p>
Outdoor Program/Activity (Examples: Outdoor Movie, Safe Spring Break, Family Weekend, Caribfest Culture Show & Parade)	<p>Avoid programs with more than 100 attendees in a single area/space at the same time.</p> <p>Spread things out – develop a setup plan to provide adequate distancing between people and different activities.</p> <p>Offer specific activities as part of the program multiple times.</p> <p>Consider a one-way pedestrian flow or movement of persons throughout the event.</p> <p>Consider a live streaming solution if appropriate for the program.</p> <p>Develop a plan for personal hydration without sharing of water bottles or touching/using the same equipment/surface.</p> <p>Have access to restrooms and on-site hand sanitizer.</p> <p>Follow general guidance for Phase 3 programming.</p>
Sporting/Recreational Activity (Examples: Rec Sports, Field Games, 5Ks Walk/Run, Indoor or Outdoor Basketball, Soccer or Volleyball)	<p>Avoid direct contact sports/games where people physically touch one another.</p> <p>Develop a plan for spectators and non-participating team members to practice social distancing. Consider limiting venues to sport participants only. Designate a staging/holding area for participants in the next scheduled game/match.</p> <p>Disinfect commonly touched items/equipment as much as possible, at least between each game/match.</p> <p>Include screening, check-in process, and hand washing on arrival.</p>

PROGRAM TYPE	PHASE 3 CONSIDERATIONS
	<p>Maintain list of attendees.</p> <p>Develop plan for hydration without sharing of water bottles or touching/using common source of water/beverage.</p> <p>Have access to restrooms and on-site hand sanitizer.</p> <p>No sharing of towels, jerseys, flags, or team apparel items unless disinfected after previous use.</p> <p>Follow general guidance for Phase 3 programming.</p>
<p>Organization/Dept. Meeting (<i>Examples: SGA Meeting, Student Assistant Training, Dept./Chapter Meeting</i>)</p>	<p>Include option to attend/participate virtually.</p> <p>Set up for social distancing and follow occupancy restriction.</p> <p>Ensure program venue/equipment is cleaned before program.</p> <p>Include screening, check-in process, and hand washing on arrival.</p> <p>Require attendees to wear a cloth face covering.</p> <p>Celebrate/Incentivize positive prevention behaviors from attendees.</p> <p>Maintain list of attendees.</p> <p>Clean program/venue after program.</p> <p>Follow general guidance for Phase 3 programming.</p>
<p>Tabling/Booth Space (<i>Examples: Information Table, Display Booth, Bake Sale</i>)</p>	<p>Food and bake sales of homemade items are not permitted. Sales of commercially-produced and pre-packaged food items may occur.</p> <p>Locate table/booth in manner to not block pedestrian traffic.</p> <p>For a standard 8' table, limit the number of people working the table at any given time to 2 or less.</p> <p>If physical information or items are to be distributed at the table, persons doing so should wear gloves covering from the wrist to fingertips, and change gloves after their hands come in direct physical contact with a person visiting the table.</p> <p>Individuals working a table are required to wear a cloth face covering.</p> <p>Have hand sanitizer available at the table.</p> <p>Follow general guidance for Phase 3 programming.</p>
<p>Indoor Fairs (<i>Examples: Career Fair, Student Organization Fair, Resource Fair, Blood Drive</i>)</p>	<p>Include option to attend/participate virtually.</p> <p>Set up for social distancing and follow occupancy restrictions.</p> <p>Consider a one-way pedestrian flow or movement of persons throughout the event.</p> <p>Ensure program venue/equipment is cleaned before program.</p> <p>Include screening, check-in process, and hand washing on arrival.</p> <p>Maintain list of attendees.</p> <p>Require attendees to wear a cloth face covering.</p> <p>If large number of attendees expected, offer program multiple times or extend program duration to spread out attendance.</p> <p>Clean program/venue after program.</p> <p>Follow general guidance for Phase 3 programming.</p>

Program Mitigation Planning Form

Accessible through the [MSU Texas Return to Campus Student Life](#) website

COVID-19 Mitigation Phase III Event & Program Planning

for use with programming & on-campus recruitment events



Section One: Event/Program Information

Contact Person: Click or tap here to enter text. Department Name: Click or tap here to enter text.
Event/Program Name: Click or tap here to enter text.
Proposed Date: Click or tap to enter a date. Proposed Time: Click or tap here to enter text.
Proposed Location: Click or tap here to enter text.
Estimated Attendance: Click or tap here to enter text.

Section Two: Event/Program Description

In the box below, provide a brief description of the event or program. Include information regarding the target audience, whether or not the event is recurring, etc.

Click or tap here to enter text.

Section Three: Mitigation Plan

1. Describe how you plan to track event or program participation.

Click or tap here to enter text.

2. Describe any health screening processes you plan to incorporate into your event or program. Examples may include a health screening questionnaire, temperature checks, use of the MSU safety app, etc.

Click or tap here to enter text.

3. Describe how you will uphold campus social distancing guidelines during your event or program. Include efforts to de-densify larger groups or limit face-to-face participation. For recruitment events, include information about group restrictions on areas visited (e.g. group sizes limited to a specific number, limiting tours to a specific area or utilizing a virtual tour format, etc.).

Click or tap here to enter text.

4. Describe the hygiene efforts incorporated into the event or program. Examples may include use of face coverings, hand sanitizing, additional time scheduled for hand washing, etc.

Click or tap here to enter text.

Section Four: Approvals

Program/Event Planner

Date

Department Director Approval

Date

VP/AVP/Dean Approval

Date

Health and Safety Subcommittee Report

This plan is based on the information and situation available as of June 15. It should be emphasized that understanding is incomplete and the available science and lived situation are continually evolving.

MSU is committed to developing minds and advancing education while preserving the health and safety of our entire campus community.

Plan for Students

- General
 - Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not an option, use hand sanitizer frequently rubbing it continuously until your hands are dry.
 - Do not touch your face with unwashed hands.
 - You are strongly encouraged to wear a washable cloth mask/face covering on campus. Masks/face coverings will be required in most publicly accessible areas on campus.
 - Cover your coughs and sneezes. Use disposable tissues, or use your elbow and upper shirt sleeve.
 - Clean things you touch frequently. This includes things such as cell phones, door knobs, laptops, and other devices; use sanitizing wipes and cleaning solutions. Do not share personal items.
 - Use mobile phones and video conferencing in preference to face-to-face meetings.
 - Refrain from handshakes; refrain from physical contact of any kind.

- Pre-Arrival

Students are strongly encouraged to prepare a self-care kit with at a minimum: a thermometer, face masks/face coverings, copies of health insurance information, a reserve supply of any routine medications, and emergency contact numbers. Read the instructions included with your thermometer and make sure you follow the manufacturer's instructions regarding proper use of your thermometer.

Students are strongly encouraged to bring 3 washable cloth face masks/face coverings. It is strongly advised to augment MSU resources by bringing hand sanitizer and cleaning wipes for personal use.

- Screen on Arrival

Arriving students will be screened according to the MSU Safety App COVID-19 self-screen. They will be encouraged to complete the self-screen questions in an honest, open, and reflective manner every morning before arriving on campus. The option to

self-assess with the CDC Coronavirus Self-Checker survey on the CDC website is included in the MSU Safety App. Students will be referred to testing for COVID-19 if appropriate based on their responses to the arrival screening questions.

- COVID-19 Surveillance

Students will be strongly encouraged to complete the self-screen questions in an open and reflective manner every morning before leaving their residence. Students will be strongly encouraged to take and record their temperature daily before leaving their residence.

Students are encouraged to document daily contacts to facilitate source tracing and contact risk if COVID-19 is confirmed on campus.

- Personal Protective Equipment (PPE)

Students must supply their own washable cloth face masks/face coverings. They are to be washed daily. Masks/face coverings are required in most publicly accessible areas on campus.

Face shields are encouraged to augment cough protection. Discretion regarding the use of PPE while in low traffic, private, controlled circumstances is left to the individual.

- Anticipatory Guidance

If a student is concerned that they may have a close contact with COVID-19, or that they have symptoms that are concerning for COVID-19, they should immediately self-quarantine, and contact local health care (Vinson Health Center, personal physician, or the health department). Do not arrive un-announced; call ahead for instructions. Self-quarantine should be continued until instructed otherwise.

If indicated, students with symptoms concerning for COVID-19 may be tested at the Vinson Health Center. If COVID-19 is confirmed, the student will be isolated until the criteria developed by the CDC indicate isolation may be discontinued.

Plan for Staff and Faculty

- Pre-Arrival/Arrival

Staff and faculty are strongly encouraged to procure washable cloth face masks/face coverings. Masks/face coverings will be required in most publicly accessible areas on campus.

For faculty, lecturing in class poses particular challenges. It may be preferable to:

- make sure the environment is settled with appropriate social distancing
- take off the mask/face covering, if a distance of 10' between the faculty and first row of students can be achieved
- use a face shield or clear barrier instead
- put the mask/face covering back on when class ends and participants get up to leave

MSU recommends bringing hand sanitizer and cleaning wipes for personal use.

Staff and faculty reporting to work on campus are required to complete COVID-19 re-boarding training and oriented to the MSU Safety App COVID-19 self-screen. They will be encouraged to complete the self-screen questions in an open and reflective manner every morning before arriving on campus. The option to self-assess with the CDC Coronavirus Self-Checker survey on the CDC website is included in the MSU Safety App.

Staff and faculty will be strongly encouraged to take their temperature at least once a day. General

- Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not an option, use hand sanitizer frequently rubbing it continuously until your hands are dry.
- Do not touch your face with unwashed hands.
- Cover your coughs and sneezes. Use disposable tissues, or use your elbow and upper shirt sleeve.
- Clean things you touch frequently. This includes things such as cell phones, door knobs, laptops, and other devices; used sanitizing wipes and cleaning solutions.
- Use mobile phones and video conferencing in preference to face-to-face meetings.
- Refrain from handshakes; refrain from physical contact of any kind.

- COVID-19 Surveillance

All faculty and staff will do daily self-directed health checks with the MSU Safety App and temperature screens. Should any concern about safety or risk to self and others arise, they should immediately self-quarantine, contact their health care

provider, and follow the instructions they receive. They will need to keep Human Resources informed of the situation.

- Personal Protective Equipment (PPE)

Mask/face coverings are required in most publicly accessible areas on campus. Face shields are encouraged to augment cough protection. Discretion regarding the use of PPE while in private, controlled circumstances is left to the individual.

General issues

- Hierarchy of Non Pharmaceutical Interventions

Non-pharmaceutical interventions are things that can be done that don't involve medical care, and that do reduce your risk of infection from COVID-19. Some measures are more effective than others; none are perfect. Although none of these measures offer a guarantee that you won't get COVID19, each one used will reduce your chances. Using all measures consistently will minimize your chances of contributing to the problem or getting sick yourself. They include, from most to least effective:

- Staying away from sick people; this also implies that if you are sick, stay home.
- Going out as little as possible.
- Minimizing the number of people you come into contact with.
- When you are around other people, stay at least 6 feet away.
- Wash your hands frequently, and never touch your face with un-washed hands.
- Cover your coughs and sneezes
- Clean frequently touched surfaces
- Wear a mask/face covering – masks/face coverings are source control; they don't prevent you from getting sick, they reduce the amount of virus or germ you spread when you are sick. Do it for the community.

- Protect yourself

The simple math of risk is simply this: the more people you come into contact with, the more likely you are to be exposed. Outside of your inner circle of people you must interact with on a daily basis, keep to yourself.

When a vaccine is released, it will be because it is safer than the disease. Get the vaccine.

- Exposure instructions

If you believe you have experienced a close contact exposure, report to your primary source of health care. This may be your personal physician or it may be the Vinson Health Center; if you don't have a primary source of health care, contact the health department. The recommendations will likely be:

- Reassurance – your exposure was not significant
- Quarantine – your exposure was significant, and you should quarantine yourself and watch for symptoms. This means go home, and don't go out. If you don't have friends or family to assist, contact MSU Student Affairs or Human Resources as is most appropriate for assistance. If you quarantine for 14 days without developing symptoms, you are extremely unlikely to have COVID-19 and may return to regular duties, class, or work.
- Testing – if you had a close exposure and you have symptoms, you will likely be tested. If you have symptoms and it is not clear why, you will likely be tested. The test only answers one question: are you shedding COVID-19 viral RNA at the time of testing. If you have a positive test and symptoms, you have COVID-19 and will be isolated.

- Definitions:

- Quarantine – removing yourself from direct contact with others because of the potential close contact with COVID-19 or un-evaluated symptoms of illness. It is unlikely you will be tested unless you have symptoms. Ending self-quarantine has specific parameters defined by the CDC.
- Isolation – removing yourself from direct contact with others because of test confirmed COVID-19 disease. Ending self-isolation has specific parameters defined by the CDC.
- Close contact – being within 6 feet of someone with confirmed COVID-19 for at least 15 minutes.
- Minimal exposure – having been in the vicinity of a person with confirmed COVID-19, but not within 6 feet or more briefly than 15 minutes; having been in the vicinity of an asymptomatic individual subsequently confirmed to have COVID-19.

If a member of the campus community tests positive for COVID-19, or has been in close contact with someone that tests positive for COVID-19, that individual should immediately notify healthcare and self-quarantine. Notifying healthcare may mean calling: the Health Department, your personal healthcare provider, or the Vinson Health Center. If you live in campus housing, call the Vinson Health Center. If you are required to self-quarantine or self-isolate due to a possible COVID-19 exposure or are confirmed to have COVID-19, you may be asked to temporarily vacate your campus housing and move to a different on-campus location or return to your permanent residence to complete self-isolation until the guidelines for ending self-quarantine or self-isolation are met. If you are an employee, notify your supervisor and Human Resources.

- Sanitizing

The physical facility personnel have instituted augmented cleaning procedures during the COVID-19 pandemic. Thank them, they are protecting you from an unseen foe. It is wise to defend yourself as well; bring cleaning supplies and keep your space cleaned and sanitized, especially high touch surfaces.

- **Personal Hygiene**
Wash your hands frequently. Wash after touching any surface. Wash before touching your face. Thorough hand washing should apply soap, water, and rubbing to all surfaces of the hands, and should take at least 20 seconds.

Health and Safety FAQ

- Are masks/face coverings required?
Yes, the campus community requires masks/face coverings in most areas on campus
- What plans are in place for campus community members who test positive for COVID-19?
Confirmed cases of COVID-19 are instructed to call their source of healthcare for advice. It is required to report COVID-19 to public health; public health will track confirmed cases. You may be asked to temporarily vacate your campus housing and return to your permanent residence or move to a different locations to complete self-isolation until the guidelines for ending self-quarantine or self-isolation are met. If you return to your home in a different city, contact public health there. If you are an employee, contact your supervisor and Human Resources.
- What should I do if someone I know – a classmate, friend or instructor – tests positive?
Assess the degree of contact. Define if it meets close contact criteria, and if it is close contact, start self-quarantine. If you are confused or have questions, call your source for health care.
- What are the university plans should another outbreak occur?
The university will follow state and federal guidance to response to changes at the state and federal level. In the event a local outbreak compromises the university's ability to continue face to face operations, leadership will consider changes to local operations. The campus community will be notified of any changes to academic instruction and campus operations.

Facilities Subcommittee Report

Below is a list of recommendations from the Facilities Subcommittee to safeguard buildings during the COVID-19 pandemic.

Campus (E&G) Disinfection Efforts:

- Disinfection generally requires the application of a disinfectant liquid, allowing it to stay on a surface a minimum of 1-2 minutes, followed by the removal of the residual disinfectant.
- Disinfecting of high touch point surfaces include the following locations: door handles, door crash bars, light switches, faucets, and flush valves.
- Facilities Services custodians will disinfect high touch points when they arrive at the start of their shift. Through their normal cleaning activities, areas will be cleaned/disinfected a second time before they leave by the end of their shift.
- Custodial shifts will be altered for larger buildings where more than one custodian services the building. MSU will have custodial coverage from 6 AM to 10 PM in larger buildings.
- The custodial staff will be provided with personal protective equipment when working in restrooms or with chemicals, including gloves, goggles, and masks.
- Several spray bottles containing Buckeye Eco E23 Neutral Disinfectant will be placed in classrooms along with paper towels so students and instructors can disinfect their seating area during the class change time.
- When supplies of E23 or paper towels in a room are low, instructors/faculty should contact Debby Watson at X4228 to request refills. A work order can also be generated for the same need. Custodians will check/refill supplies as they clean the rooms later in their shift for the following day's use.
- Disinfection of surfaces shall be accomplished per the following:
 - E23 disinfects, cleans, and deodorizes the following hard, nonporous, inanimate surfaces: floors, walls, (non-medical) metal surfaces, (non-medical) stainless steel surfaces, glazed porcelain, and plastic surfaces such as polypropylene, polystyrene, etc. The E23 solution can be applied with a cloth, mop, sponge, or coarse spray, or soaking. Spray 6–8 inches from the surface, rub with a brush, cloth, paper towel or sponge. Do not breathe spray. Let solution remain on surface for a minimum of 2 minutes and wipe dry after two minutes (air drying is acceptable, too). Interested individuals can consult the information about E23 at the [manufacturer website](#).
 - Signage containing a simplified version of these cleaning procedures will be placed in each classroom/lab.
- Hand sanitizer will be purchased in bulk (quart and gallon) quantities which require a hand pump to dispense the liquid. The sanitizer bottles will be placed primarily at building entrances, as well as one in each classroom/lab.
- Due to extremely long lead times, disinfectant wipes are not available. Personnel can use a solution of E23 and a microfiber wipe to disinfect larger areas when required. Contact Jeff Desborough X8944 for such needs.

- Water fountains will be turned off and covered; bottle filling stations will remain operational. If the fountain portion of the station cannot be disabled, signage will be installed recommending the fountain not be use.
- Updated cleaning responsibilities for custodians are as follows:
 - Classrooms, corridors, and common spaces will continue to be cleaned/disinfected on a daily basis; no change in services planned.
 - Restrooms will be cleaned/disinfected two times a day.
 - All touch points in classrooms will be disinfected daily by the custodian (one time in additional to the normal cleaning).
 - Trash will be emptied daily from common areas.
 - Trashcans will be emptied from individual offices once a week instead of twice a week. Custodians will leave extra trash bags in offices so personnel can discard their office trash in common area receptacles if the need arises or if they prefer not to have the custodians in their office.
 - Common area carpets/hard surfaced floors will be vacuumed/cleaned as needed (every 2-3 days).
 - Office areas will be vacuumed one time per week, depending on location and traffic, instead of 1-2 times per week. Note: the majority of custodial vacuum cleaners are multi-filtration vacuum systems which results in improved air quality in spaces they are used.
 - Dusting of offices will occur twice a month, instead of once a week.
 - If office occupants prefer not to have a custodian enter their office, the occupant can contact Debby Watson at X4228 to relay the message to the custodian. A work order should be generated by the occupant when they would like Custodial to come clean their office. Occupant will need to dispose of their trash themselves on a regular basis.
 - Buffing of floors in low traffic areas will be reduced to once a month, instead of twice a month.
 - Porch cleaning will be reduced to once a month, instead of twice a month or as needed, except at Dillard where it will continue to be as often as required.
 - Custodial is always available through the work order system for special needs such as events or spills.
- Disinfection of office suites beyond custodial efforts noted above will be the responsibility of the occupants. Two spray bottles of E23 and a roll of paper towels will be provided for suites. Contact Debby Watson at X4228 to request refills or write a work order.
- Disinfection efforts in Housing are being addressed by Residence Life/Housing.

Plexiglas/Sneeze Guards Use:

- Use pre-fab sneeze mobile (i.e., not fixed) guards for the majority of locations where they are necessary. Custom guards use should be minimized.
- Places with high student volume and windows, such as Registrar, Financial Aid, Business Office, CSC Information window, Residence Hall Office window, Library Circulation Desk, Museum front counter, Ligon ticket booth, softball ticket table, and any other similar location will require sneeze guards. In general, areas where social distance cannot be maintained such as with business transactions will require the guards.
- Sneeze guards should not be installed on desks, especially if barriers or floor signage/line can be installed.
- Furniture should be rearranged to provide the 6' social distancing recommendation whenever possible. If there are physical limitations preventing the establishment of a 6' clearance, a sneeze guard can be pursued.
- Sneeze guard examples include:
 - ✓ Countertop sneeze guards available from [Stauber Best](#)
 - ✓ Guards hung from above are available at [Office Depot 4774323&gclid=EAIaIQobChMIceDvOfC6QIV1CCtBh0VagIMEAYYASABEGKwyfD_BwE&gclsrc=aw.ds](#)
 - ✓ Retractable sneeze guards are available [online](#).

Occupancy Reductions in Classrooms, Labs, Lounges, and Corridors:

- Occupancy in classrooms/labs to achieve 6' social distancing requirements should be determined by each department. Rather than remove seating, it is recommended seats be identified with stickers as usable or not usable on a rotating basis.
- If furniture needs to be removed from a classroom/lab as directed by a department, it must be stored somewhere in the same building.
- Lounge areas in rooms or corridors and corridors themselves will have excess furniture removed under the direction of each department so 6' social distancing guidelines can be followed.

Building Signage Recommendations:

- Signage will be installed in corridors and stairwells instructing occupants to “stay 6’ apart”.
- Buildings will have signs added to exterior doors identifying a door is for either “entering” or “exiting” the facility.
- Buildings will have signage installed near entrances instructing people to use the hand sanitizer when they enter a building.
- Buildings will have signage installed near the hand sanitizing stations with the COVID-19 symptoms listed on them.
- Signage to be installed inside elevators on the floor instructing occupants to stand in the corners of the elevator. Signs stating the maximum occupancy of the elevator will be placed outside the elevator.
- Signs recommending elevators only be used by people with physical limitations which prevent them from using the stairs to be installed near the call button on all elevators.
- Install floor signage on the floor inside restrooms reminding people to stay 6’ apart.
- Signage be added in buildings instructing all to limit food consumption to dining areas, private offices, and outdoors; only water is to be taken into classrooms/labs.
- Yellow and black striped tape has been purchased for departments to use to mark 6’ social distancing lines in their areas. Each department is responsible for installing the tape for such purposes. Facilities Services has ~40 rolls available for use; contact Debby Watson at X4228 for a roll. (ULINE, 800-295-5510, S-2183 industrial vinyl safety tape, 2” x 36 yards, yellow/black.)

Campus Culture Subcommittee Report

Face Coverings Campaign

The Campus Culture's focus is on the creation of an advertising campaign that promotes safety for students, staff, and faculty for return to F2F operations in Fall 2020. After discussion, the subcommittee finalized the message as follows:

"I'll Keep It On For MSU Texas."

Several of us remember the "Drink Milk" campaign and how successful it was with a two-tiered approach: first, the basic message. Second, a more detailed backing of the basic message. In this case, Dr. Stiles has put forth the slogan "I'll keep it on for MSU Texas." That basic message would then be accompanied with photos of the aforementioned individuals above (as well as ourselves and selected people from each college) with a message.

The primary message is:

"I'll keep it on for MSU Texas."

The secondary message is whatever that individual chooses to say:

"I'll keep it on for MSU Texas....."

Variations (please add any you find compelling):

Personal Appeal – How does this affect yourself and those you care about?

- *"To protect my family and friends."*
- *"To protect my MUSTANG friends."*
- *"Because it's proven to help."*
- *"To protect my colleagues."*
- *"To protect my students."*
- *"Because I am a leader."*
- *"So we can make music together again."*
- *"Because I respect my neighbors."*
- *"Because I respect other people."*
- *"Because I respect nurses and doctors."*

Social Appeal – How does affect your motivation to help others?

- *"To protect others from my unknown condition."*
- *"Because Black Lives Matter."*
- *"Because it's the responsible thing to do."*
- *"Because it's the right thing to do."*
- *"Because I want to see friends safely again."*
- *"To set a good example."*

- *“Because a Virus isn’t political.”*

Endorsement Appeal – Who and how can these people endorse the campaign for protection?

- *“Because I am a Mustang.”*
- *“Because it’s part of our Mission.”*
- *“Because the state of Texas needs me to keep it on.”*
- *“To cheer on the Maroon and Gold.”*

Empathy Appeal – How can we get someone to identify with a problem they’ve never had to deal with...?

- *“To protect the city of Wichita Falls and its residents.”*
- *“Because I want our lives to move forward.”*
- *“Because what doesn’t affect me may affect someone I know...someone I love.”*

Anyone who is participating in this campaign should either dress in common attire, or preferably, wear something that identifies:

1. Who you are
2. What your position is
3. Where it may be most useful/appropriate
4. The culture in which you primarily work

Implementation of advertising campaign

The proposed timeline is:

Wednesday, July 1st, 2020

1. Begin photo and video capture with select members of the task force.
2. Send email invitation to respective deans requesting participation of faculty and staff.
3. Volunteers will be assigned available times as soon as information is collected. They may decide as to whether they prefer photo or video.

Wednesday, July 8th, 2020

1. Continue photo and video capture with selected members of the greater campus community/volunteers
2. At this time, images and messaging will begin to take shape. Eric Quellar has volunteered to provide graphic design for any posters/images/static social media. AJ Lopez will be assisting with video usage on university social media sites.
3. Additional dates may be added as necessary for faculty and staff interested in volunteering.
4. Jonathan Quam set aside a small studio space for individuals to have photo and video, at which time, participants may choose from one of the messages provided above or may provide their own (approval pending).

Advertising details

Media	Messaging	Notes
Photo/Poster Design: Single photograph, gray (or other appropriate background) and script	Posters will have single, consistent message: Hand washing is important. Social Distancing is Important. Face coverings are important. I'll keep it on for MSU Texas.	Mask should be on for the photo op
Video Clips :15-:30 second spot, in studio (possibly outdoors for admin.) and expanded script	Messaging: Each individual will state the following: Hand washing is important Social Distancing is Important Face coverings are important I'll keep it on <add approved message here>	Notes: After the statement is made, the individual places the mask on their face.

In the event that students participate, Julie Gaynor will provide the necessary release forms for photo/video usage. Students recommended for inclusion into this campaign include (but not limited to):

Each person listed will be contacted for a. addition to this subcommittee and b. to garner their interest in being a part of the advertising campaign for campus culture.

In addition, organizations with wide campus reach include (not limited to):

- Cultural Greek Council (CGC)
- Black Student Union (BSU)
- Inter Fraternity Council (IFC)
- Intercollegiate Athletic Council (IAC)

Ultimately, the messaging needs to be consistent and should represent a diverse cross-section of the university.

Faculty Recruitment

Specific faculty and staff names will be primarily done through the respective offices of the deans.

General Committee

- In order to keep cost down, the campaign should focus on social media and utilize “faces of the university” – individuals that are recognizable among various areas of campus.
- Each college should have 2-3 of the aforementioned posters reinforcing the message “I’ll keep it on for MSU Texas” to on- and off-campus individuals associated with the university.
- The advertising campaign is not intended to be short-term; equipment and studio space is available long-term and messaging can be updated in the event that conditions/recommendations change.
- Following CDC recommended guidelines is imperative. Any materials (posters, flyers, etc.) should be placed in proper areas, reflecting the recommendations set forth by the Facilities Subcommittee.

Intersection Subcommittee Report

Outcomes for Fall 2020

MSU affirms its intention to achieve the following outcomes for Fall 2020.

Students

Students have access to needed technology for their coursework.
Students have sufficient knowledge and technology to use D2L
Students are able to attend class regularly.
Students are able to submit all class work.
Students with disabilities are accommodated.
Students wear masks regularly in every class.
Students continue to wash and sanitize hands regularly.
Options are available for students if they have vulnerable health conditions
Options are available for students if they must quarantine
Options are available for students if they are sick and must remain in isolation
Options are available for students whose home situation affects their ability to attend class
Students are satisfied with their learning experience for the fall.

Faculty

Faculty have sufficient knowledge to use D2L
Faculty are able to teach throughout the semester.
Faculty are able to use collaborative pedagogies (e.g. group work)
Faculty are able to achieve outcomes that cannot be achieved virtually.
Faculty are able to provide feedback on all class work.
Faculty wear masks regularly.
Faculty continue to wash and sanitize hands regularly.
Options are available for faculty if they have vulnerable health conditions
Options are available for faculty if they must quarantine
Options are available for faculty if they are sick and must remain in isolation
Options are available for faculty whose home situation affects their ability to attend class
Faculty are satisfied with their courses and how students perform.

Classes

Teaching spaces are cleaned frequently enough to provide a sense of safety.
Classes able to be offered in adaptive modalities.
Distance can be maintained between individuals in class.
Where distance cannot be maintained, additional protections are available.

Employees

Employees receive reboarding to inform them of campus actions to reduce COVID-19 spread.
Staff are able to support MSU's mission.

Common spaces are cleaned frequently enough to provide a sense of safety.

Offices are cleaned frequently enough to provide a sense of safety.

Options are available in the event of quarantine or isolation

Options are available for employees whose COVID19-related home situation affects their ability to work.

Facilities

Facilities staff are sufficient to support campus disinfection efforts.

Physical barriers (Plexiglas) can be used in areas of higher traffic.

Occupancy can be adjusted campus-wide to achieve social distancing.

Building signage provides instructions to guide actions of all campus constituencies.

Student Life and Housing

Student recreational opportunities can continue to enhance student wellness and experience.

Athletics activities can resume in accordance with modifications from various agencies.

The Redwine Student Wellness Center will be operational.

Student activities will resume in a way that safely enhances the campus experience.

New students receive an orientation experience to campus.

Traditional spirit events are reimagined but continue to be part of the campus experience.

Campus dining options are available to residential and commuter students and to employees.

Campus dining options are available to students who are in isolation or quarantine.

Residential spaces are cleaned frequently enough to provide a sense of safety.

Dining spaces are cleaned frequently enough to provide a sense of safety.

Students can gain leadership opportunities through campus life.

Health and Safety

The campus understands the meaning of uninfected, asymptomatic, quarantine and isolation.

Students observe basic hygiene practices that reduce campus spread of COVID-19.

Self-screening encourages personal responsibility and guides actions.

Adequate PPE is available for all levels of actions on campus.

The University can conduct group COVID-19 testing to identify asymptomatic individuals effectively and early in their infection period.

The University can test students who have been exposed to COVID-19.

The University can test students who exhibit symptoms of COVID-19.

Individuals who are sick can be directed to the appropriate healthcare providers and supports.

A notification system is in place to ensure campus communication on COVID-19 cases.

MSU

MSU is able to remain in Phase 3 operations throughout the fall semester.

MSU's campus culture supports the measures being taken to reduce spread of COVID-19.

MSU's external partners (hospitals, schools, other agencies) are available for their normal roles

MSU Flower Mound Student Learning Center will continue to serve the DFW area.

MSU is able to fulfill its mission and values and be a local leader in COVID-19 response.

Frequently-Asked Questions

STUDENTS

[What if students do not have access to technology?](#)

[What if students do not have sufficient knowledge to use D2L?](#)

[What if students are not able to attend class regularly due to illness or a qualifying condition?](#)

[What if students have a home situation that affects their ability to attend class regularly?](#)

[What if students are unable to submit all class work?](#)

[What if students are attending class but appear sick \(coughing, sneezing, etc.\)?](#)

[What if students must be in isolation?](#)

[What if students must be in quarantine?](#)

[What if students will not wear a face covering, or wears an inappropriate face covering?](#)

[What if students are dissatisfied with their learning experience for fall?](#)

What if students do not have access to technology?

To identify the needed technology, MSU has developed [minimum software and hardware recommendations for students](#) for students to check their existing systems. D2l/Brightspace does not support Chromebooks

SOFTWARE

- 1) STANDARD SOFTWARE: Students may access Microsoft Office 365 for free through the Microsoft website at the [Office 365 for Students](#) site.
- 2) SPECIALTY SOFTWARE: While MSU is in Phase 3 students should still be able to access specialty software installed in computer labs. If MSU must return to Phase 2 we will work with vendors for software access as was acquired in Spring 2020. It is possible we can work out VPN access to some lab computers.

HARDWARE

PC Desktops and laptops Minimum specifications	Mac desktops and laptops Minimum specifications
<ul style="list-style-type: none"> • Intel Core (i3, i5, i7) processors; 4th generation or newer • 4 GB of RAM, 8 GB of RAM is highly recommended • 256 GB SSD Storage • Dual Band spectrum (2.4 GHz and 5 GHz) with 802.11ac or 802.11n • Use Windows' Operating System and PC Info to find your hardware information 	<ul style="list-style-type: none"> • Intel Core (i3, i5, i7) processors; 4th generation or newer • 4 GB of RAM, 8 GB of RAM is highly recommended • 256 GB SSD Storage • Dual Band spectrum (2.4 GHz and 5 GHz) with 802.11ac or 802.11n • Use Apple's About this Mac feature to find your hardware information

MSU has negotiated [purchase options with vendors](#) to help students, available at [Dell](#).

Moffett Library technology resources

Space	Recommendations/restrictions	Capacity
Moffett Library Computer Lab	Good for online learning (recommend headphones):	15
Internet and library catalog only computers	Good for online learning (recommend headphones):	16
Individual Study Rooms	Good for online test-taking; reservation system available Fall 2020	30
Group Study Rooms	2 people per room	18
Laptops (with camera)	3-day checkout	9
Webcams	4-hour checkout	5

Computer labs

For students who rely on campus technology we will continue to allow access to campus computer labs, with appropriate capacity and time limits for social distancing. A listing of the computer labs and hours is found on the [IT Computer Labs website](#) but some information is below:

Lab	Fall 2020 Hours	Capabilities
Clark Student Center Lab	Mon – Fri 7a – 12a Sat - Sun 9a – 12a	Lockdown Browser Installed
Dillard DB 146	Mon – Fri 7a – 9p Closed Sat-Sun	Lockdown Browser Installed
Legacy Hall Computer Lab	Open 24/7 for residents	Lockdown Browser Installed
Moffett Library	Mon – Thurs 8a - 10p Fri 8a - 5p Sat 10a - 6p Sun 2p - 10p	Lockdown Browser Installed

Some departments have designated computer labs for their majors and will provide hours and other information on the door of each lab.

What if students do not have sufficient knowledge to use D2L?

For login information students can visit the [Distance Education Login Link](#) to receive instructions on how to log in to the MSU Portal, which will link them to D2L. They will need their Mustangs ID.

To get to the D2L login page they should go to the [Distance Education Online Course link](#).

Students can access the Brightspace/D2L FAQ at the [Brightspace Community](#). This link is available when students log in to D2L.

There are D2L tutorials available via YouTube sponsored by [Brightspace](#).

To get Respondus Lockdown Browser students should visit the [Distance Education Information on Lockdown Browser](#).

To report a problem students can submit it online at the [Reporting Form](#).

To ask for help on D2L, students can email the [D2L Help link](#).

To ask for help from IT students can email the [D2L Help link](#) or call 940-397-4278.

What if students are not able to attend class regularly due to illness or a qualifying condition?

For Fall 2020 and Phase 3 campus reopening, faculty will be asked to credit physical classroom presence and online attendance equally. The mechanism for this should be outlined in the syllabus.

If the student is experiencing illness or any signs/symptoms of COVID-19 they should not attend class. Those signs and symptoms are available at the [CDC symptoms link for coronavirus](#) and do not need to be verified by a doctor. The mandate for a doctor's note should be waived for Fall 2020, because getting a doctor's visit and the proper documentation may be difficult. If the student is able, allow them to participate virtually.

If a student is approved by Disability Support Services to limit or eliminate their physical class attendance due to an underlying condition, they have an approved accommodation. Faculty should immediately implement "livestreaming" their face-to-face classroom sessions. Students will have a letter from DSS as per the standard procedure. If the work cannot be completed, refer to the section "What if students are unable to submit all class work?"

To plan ahead in the event of student attendance issues, MSU encourages faculty to "livestream" every class meeting.

To record attendance under modified circumstances, online attendance may be measured in multiple ways, including 1) D2L login, 2) presence at a Zoom session of a course, 3) submitting an assignment done in-class on the day the student was unable to attend in person, 4) completing a quiz about the material presented in-class on the day the student was unable to attend in person.

What if students have a home situation that affects their ability to attend class regularly?

Students may experience many situations in Fall 2020 that may affect their ability to attend class, including illness of a family member, a vulnerable family member, or issues with child care due to school closures. Faculty are asked to be sympathetic to these issues, and recognize that students may not always know of these issues at the beginning of the semester but may experience changes to their attendance options as the semester progresses.

Refer to the section “What if students are not able to attend class regularly” for potential options that will allow students to complete coursework.

If the work cannot be completed, refer to the section “What if students are unable to submit all class work?”

What if students are unable to submit all class work?

If the student did not report that this was due to illness, faculty may hold to the due date of an assignment and apply a zero to the student's grade if it was not submitted, or a late penalty if it was submitted late.

If the student was absent due to an illness or COVID-19 symptoms, the faculty may decide to address this in multiple ways, including 1) allowing late submission without penalty, 2) waiving the assignment in the student's grade, 3) allowing an alternate assignment to be completed.

If the student missed an exam due to illness, the faculty may decide to address this in multiple ways, including 1) allowing the exam to be taken late, 2) waiving the exam in the student's grade, 3) providing an alternate version of the exam to ensure academic honesty.

If the student has had an extended absence that significantly impairs their ability to catch up on course work, the faculty may decide to address this in multiple ways, including 1) giving the student an incomplete, 2) recommending the student drop the class.

If an incomplete is recommended, the relevant catalog text is as follows:

- In an emergency an instructor may assign a grade of I.
- An I in a course numbered 0003-4999 must be converted into a letter grade within 30 days after the beginning of the next long semester or the I will become an F.
- An I in a course numbered 5000-6993 must be converted into a letter grade within 90 days after the beginning of the next long semester or the I will become an F.
- If it is impossible for an incomplete to be removed within the time period allowed due to extenuating circumstances, "Extension of Time" forms must be completed by the instructor and approved by the college dean.
- Any exception to these regulations must be approved by the college dean.

If a course drop is recommended, the deadlines have been extended as follows:

- Regular Fall 2020 Semester drop/withdraw deadline December 4 (last day of classes)
- Part of Term A drop/withdraw deadline October the 9th (POT A ends October 16)
- Part of Term B drop/withdraw deadline December 4 (POT B ends December 12)

Refund policy is at the [Business Office schedule](#) for refunds.

If a withdrawal from all classes is recommended, students will need to notify the Office of Student Affairs, room 108, Clark Student Center or call (940) 397-7500,.

International students should communicate with the Global Education Office prior to dropping a course or withdrawing from the university. Contact information is 940-397-4568, Bridwell Hall 107 or by [email](#). Athletes, honors students, and students on probation should contact their academic advisor and the relevant office prior to withdrawing.

What if students are attending class but appear sick (coughing, sneezing, etc.)?

Syllabus policy should instruct students not to attend class if they are sick, and policies on any missed work and virtual attendance should be clearly articulated in the syllabus.

Regularly refer students to the [Coronavirus symptom self-checker](#) at or instruct them to use the MSU Safety App to screen for symptoms.

If another student raises the issue, speak to that student privately and let them know you will speak to the student of concern who appears sick.

As able, ask the student who appears to be ill to step outside with you to discuss this privately. Let them know that they should not be in class if they are sick, and refer them to options for acquiring the missing work.

If the student refuses to leave class and does not think the symptoms are of concern, remind them of your missed work options and encourage them to go home for the safety of the class.

If you do not feel continuing the class is safe with the student who appears to be ill present, dismiss all of your students. Follow up any incidents in an email to the department chair, and retain the email in the event the issue escalates.

What if students must be in isolation?

Isolation is required for individuals who are confirmed to have COVID-19. It keeps infected people away from healthy people to prevent spread.

Regular mask use and hygiene practices in class are the most critical elements in preventing illness spread. Regular reinforcement of these practices will reduce the likelihood of someone near them from becoming ill.

Students with a confirmed case of COVID-19 will be assigned a case manager. They will be known to MSU and reported in statistics and campus notifications, as well as contact tracing. Spaces those students have used will receive extra cleaning above the standard custodial efforts.

Faculty should not share any information about a student's health or COVID-19 status, as this will be the responsibility of trained contact tracers. FERPA and HIPAA regulations prevent unauthorized persons from disseminating this information.

Refer to the section “What if students are unable to submit all class work?” on managing the absence and student access to course materials during the isolation period.

Isolation may be ended based on symptoms or on testing as per [CDC guidelines on ending isolation](#).

What if students must be in quarantine?

Quarantine is recommended for individuals who have been exposed through close contact but not confirmed to have the disease. It diminishes the chances of asymptomatic spread.

Regular mask use and hygiene practices in class are the most critical elements in preventing illness spread. Regular reinforcement of these practices will reduce the likelihood of someone near them from becoming ill.

Students who are in quarantine may be well enough to participate in class activities remotely, but should not attend class. Refer to the section “What if students are unable to submit all class work?” on managing the absence and student access to course materials during the isolation period.

Quarantine may be ended based on monitoring or on testing as per [CDC guidelines on ending quarantine](#).

What if students will not wear a face covering regularly or wears an inappropriate face covering?

Course syllabi and first-day of the course should cover the face covering requirement. This requirement was effective July 6, 2020 and is available at the [PDF for the facial recovering requirement](#).

If a student is not wearing a face covering because they do not have one or the mask is inappropriate, all secretaries and the dean's office will stock disposable face coverings. Send the student to the nearest office to acquire one and have them return to class.

If a student is not wearing a face covering because they do not want to wear one, reiterate the policy for facial coverings. Use the situation as an educational opportunity, not as a confrontational one. Remind the underlying public health rationale of the policy.

If a student continues to refuse to wear a face covering, ask the student to discuss his/her options privately and step outside to have a conversation. Once outside, explain that you cannot permit anyone to return to the classroom without a face covering, and assess the reasons why the student is refusing to wear a face covering to find possible solutions. Explain to the student that if they are unhappy with the situation, they have the right to complain formally or informally with the department chair.

If the student refuses to confer with you outside of the classroom or refuses to comply wearing a face covering, explore options to deescalate the situation, including dismissing all of your students and providing an alternate assignment for the day or online/remote instruction for the day. Follow up any incidents in an email to the department chair, and immediately report the incident and the student in question to the Office of Student Rights and Responsibilities (Director Dail Neely, dail.neely@msutexas.edu, (940) 397-7500) so they can impose an appropriate remedy and prevent further or future conduct violations.

Any missed work due to the student refusal to wear a face covering is the responsibility of the student.

Faculty members should document any incidents in an email to the department chair, and retain the email in the event the issue escalates.

What if students are dissatisfied with their learning experience for fall?

Communication about fall semester expectations begins with the syllabus. Faculty syllabi should carefully address course modality, absences, accommodations and expectations early, with a frank discussion of the syllabus to occur at the beginning of the course. Specific policies and procedures should be reiterated regularly as assignments and absences occur.

If a complaint occurs during the semester, faculty should address it directly with the student. There may be a miscommunication or other easily-solved issue that could be rectified quickly with a conversation. Faculty should as much as possible remain compassionate and fair, while also knowing that if they are clear in communicating their expectations then the terms of a course should be understood by all.

Complaints that require external expertise (DSS Office, Registrar, etc.) should include a consultation with that office in a documented format (email is sufficient).

If the student is dissatisfied with the faculty member's actions on an issue, it should escalate to a complaint process. A [procedure for student complaints](#) is detailed on the Student life website. Complaints may be informal or formal.

The [informal complaint form](#) is located at the student complaint website and should be brought to the Office of Student Rights and Responsibilities, Clark Student Center Room 108. This office then contacts the faculty or staff best equipped to handle a complaint.

The formal complaint process utilizes a procedure that escalates through the line of dean, director, chair or supervisor, and to the appropriate vice president if an appeal is filed.

- The procedure is outlined on the [Formal Complaint link](#).
- The Director of Student Rights and Responsibilities may provide guidance to the student in navigating the complaint process.
- Note that the formal complaint process is time-sensitive, requiring that the person receiving the complaint (dean, director, chair or supervisor) responds with a decision within seven days.
- It is highly recommended that acknowledgement of receipt of the complaint is done as soon as possible, informing the student of the timeframe for a response.
- Between receipt of the complaint and the response the person receiving the complaint should consult with all affected parties and witnesses.
- Documentation of all communications should be retained in the event of an appeal.

Potential actions during the semester include no action, changes to an assignment or expectation, re-grading, or a change in the actions of the student and/or faculty for the remainder of the course.

If a complaint occurs after the semester has ended, students may still file a formal or informal complaint. However, potential responses are far more limited.

FACULTY

What needed technology and software can faculty expect for their courses?

What training can faculty expect for D2L?

What if faculty are not able to teach due to illness, isolation or if they must be quarantined?

What should faculty do if they are a member of a vulnerable population?

What if faculty have a home situation that affects their ability to teach?

How can faculty use collaborative pedagogies (e.g. group work)?

How can faculty achieve outcomes that cannot be achieved virtually (labs, clinicals, performance)?

What if faculty will not wear a face covering or wears an inappropriate face covering?

What needed technology and software can faculty expect for their courses?

MSU has software and hardware that will help with the fall semester.

Hybrid teaching technology is being added to 58 campus classrooms, to include modification of existing rooms with either a Smart Podium or other computer setup that enables simultaneous in-person and online instruction. Technology includes a PTZ Optics 12X-SDI Camera mounted at the back of the classroom that allows students to join and view lecture via web conference. This also allows a full class and all materials presented to be recorded and uploaded to D2L for students who missed the class or anyone who wants to review.

MSU is purchasing a 3-year 1000-seat Zoom license for use across the university in lieu of individual license purchases. This license will permit 1000 different users to start a Zoom meeting with no limits on time or number of meeting attendees.

MSU will continue to use Brightspace/D2L as its learning management system. This permits faculty to digitally distribute instructional media, create various assessments to track student progress, utilize drop boxes for students to submit course work, and foster communication with students beyond the classroom walls. D2L includes these features in a common, secured location for access exclusively to students enrolled in a course. D2L features the Turnitin Plagiarism checker, Virtual Classroom, Lockdown Browser and Respondus Monitor.

MSU will continue to support the faculty-assigned computer and its associated software. Any additional computing technology must be requested through the department chair and dean.

What training can faculty expect for D2L?

Six modules have been developed to familiarize faculty with navigating D2L/Brightspace:

Introduction Navigation and Setup: This Module will provide the basic Navigation and Setup skills needed to get started in D2L.

Building Content: This Module provides a foundation to successfully use the content tool to build an online course.

Assessment: Welcome to the heart of the course. This is where the majority of the work in your course will be managed.

Introduction to Communication: In this module, we will focus on asynchronous communication tools.

Virtual Classroom, Zoom and Teams. In this module, we will cover the options you have with MSU. Within D2L, there is an integrated Virtual Classroom tool. Outside of D2L, we have the use of Zoom or TEAMS through an MSU agreement.

Gradebook: The Gradebook is the most challenging part of D2L. That being said, it is also the tool that will be extremely beneficial if set up correctly from the beginning.

Each of the six modules are self-contained, take about one hour or less to complete, and faculty may choose the modules they feel they need to be ready for the fall. The Provost's Office will pay \$250 to each faculty completing all six modules or \$41.22/module. Each module concludes with a quick assessment and generates a certificate that can be submitted for payment. To enroll in the training faculty should contact Danielle McAfee at danielle.mcafee@msutexas.edu. To be eligible for the stipend training must be completed by August 10th.

Beyond this training the Distance Education staff are available to conduct one-on-one or small group skills training as needed.

What if faculty are not able to teach due to illness, isolation or if they must be quarantined?

If a faculty member is experiencing illness or any signs/symptoms of COVID-19 they should not hold class. Those signs and symptoms are available at the [CDC coronavirus website](#).

If the faculty is well enough and does not want to miss the content for a class day, hold class virtually through Zoom or other livestreaming.

To plan ahead in the event of being unable to hold class, MSU encourages faculty to “livestream” every class meeting.

If other faculty may fill in during short-term illness, ask someone to substitute for that faculty member for the missed class(es).

If other assignments can be given in lieu of holding class, offer students these assignments.

Supervisors should be notified in the event of an illness-related class cancellation or substitution.

What should faculty do if they are a member of a vulnerable population?

Faculty should complete the Request for COVID 19 Workplace Accommodations form and provide it to Disability Support Services. Forms are available on the [HR website](#). Once approved, the accommodation details will be determined in collaboration between the faculty member and department chair.

What if faculty have a home situation that affects their ability to teach?

Faculty may experience many situations in Fall 2020 that may affect their ability to work on campus, including illness of a family member, a vulnerable family member, or issues with child care due to school closures.

If the faculty member's class can be taught remotely, they may do so under these circumstances but must notify the supervisor and the students in the courses affected.

If other faculty may fill in during the duration of the home situation, ask someone to substitute for that faculty member for the class(es).

If the faculty member cannot teach remotely, the Emergency Family and Medical Leave Expansion Act applies to employees with emergency leave. The process applies toward school closure or unavailability of childcare due to COVID-19. A [flow chart for the process](#) is located and a [form for requesting emergency family medical leave](#) is available on the HR website.

How can faculty use collaborative pedagogies (e.g. group work)?

Many classes rely on group work, and depend on class collaboration to explore course topics. However, these activities may bring students in close contact and create greater risk due to the lack of sufficient social distancing.

If the collaboration can be held virtually, encourage course discussion through discussion boards in D2L, other virtual platforms (Slack, Twitch, etc.) or through a Zoom meeting or breakout session with a class.

If the collaboration must be held in person, find an alternate meeting space that allows the group to work separately but allows sufficient room for social distancing. Work with departmental secretaries and the dean to identify spaces that may not be in use during class time.

If the discussion must be held in person but students must remain in the same space due to limited equipment or resources in the meeting place, emphasize mask-wearing. Consider additional protections, including face shields combined with masks or Plexiglas barriers.

How can faculty achieve outcomes that cannot be achieved virtually (labs, clinicals, performance)?

Many classes rely on specific equipment that is located in a limited number of locations and requires hands-on experience. To offer these experiences requires a decision-making process that involves the chair and possibly the dean and provost if it affects a large number of students.

If space is available that allows social distancing of ≥ 6 ft., then the activity may proceed face to face.

If space is not available that allows social distancing of ≥ 6 ft., modify some of the class activity according to a hybrid model. This may mean completing some work virtually and only conducting the hands-on work face to face.

If there are COVID-19 discipline specific risks to consider (i.e. situations requiring <6 ft., substantial movement, or enhanced risks), develop uniform guidelines and standardized procedures for reducing the risk to students and faculty. These guidelines should include the use of personal protective equipment (PPE), additional protections (Plexiglas barriers) and cleaning procedures throughout the student learning experience. Guidelines should be approved by the chair, and potentially by the dean and provost if it involves a large number of students.

In general, for activities that cannot be achieved virtually faculty should consider modifying the schedule such that smaller numbers can be accommodated in the space, such as labs or studios that are staggered to limit total time and reduce the number of students interacting at one time.

What if faculty will not wear a face covering regularly or wears an inappropriate face covering?

Faculty orientation across the university and within the department should cover the face covering requirement. This requirement was effective July 6, 2020 and is available at the [PDF announcing the facial covering requirement](#). Faculty should address the face covering requirement in the syllabus.

When faculty are teaching they are permitted to wear a [face shield](#) instead of a face mask. This will allow faculty the ability to speak more easily as they teach the course, and for students to view the nonverbal signals and read lips as needed to understand the faculty member.

If a faculty member is not wearing a face covering because they do not have one or the mask is inappropriate, all secretaries and the dean's office will stock disposable face coverings. Send the student to the nearest office to acquire one and have them return to class.

If a faculty is not wearing a face covering because they do not want to wear one, reiterate the policy for facial coverings.

If a faculty member continues to refuse to wear a face covering, the relevant policies are [Policy 3.1 Faculty Performance Review](#) (compliance with MSU Policies and Procedures). The continued refusal should be documented in a notification to the faculty member, copying in the relevant supervisor, with escalation to the dean and provost if continued violations of the policy occur. Faculty may follow [Policy 3.143 Faculty Grievance Procedure](#) if they believe that their professional rights have been infringed upon in the course of the face covering requirement.

CLASSES

[How can I wash/sanitize hands and class spaces before class?](#)

[How will classes be taught this fall?](#)

[How is distance being maintained in classes?](#)

[Can faculty take student temperatures before allowing them into class?](#)

[Can faculty require students to show them the outcome of the health check on the MSU Safety App?](#)

How can I wash/sanitize hands and class spaces before class?

Frequent hand-washing and surface cleaning is recommended by MSU and CDC guidelines, and can be required in your syllabus. Students and faculty should wash hands with soapy water (soap and water) for at least 20 seconds. Hand sanitizer dispensers have been placed throughout campus, and sanitizer bottles will be placed at building entrances, as well as in each classroom/laboratory.

If you are in a room with sinks (such as a lab or workroom) stock hand-washing supplies with the assistance of the department secretary.

If supplies are not available in your class, refer students to the nearest restroom. Report the supplies issue to the department secretary who will escalate the issue to Facilities/Debby Watson at x4228 to restock the classroom.

Disinfectant will be placed in classrooms along with paper towels so that students and instructors may disinfect their seating area during the class change time. It is recommended that students disinfect their seating area prior to the start of a class, to ensure minimal disruption. If supplies are not available, notify the department secretary who will escalate the issue to Facilities/Debby Watson at x4228 to restock the classroom.

The MSU Texas custodial staff will disinfect high touch point surfaces throughout the course of each day including the following locations: door handles, door crash bars, light switches, handrails, elevators and other horizontal surfaces. All restrooms and common areas (including classrooms) are cleaned and disinfected on a daily basis.

How will classes be taught this fall?

MSU continues to have the goal of the majority of courses to be fully face to face, and in the event that not all students enrolled in a course can fit safely into a classroom some courses will be taught as a hybrid. Courses that were originally scheduled online will remain online. Chairs and faculty have worked with a decision process to determine which course modality works best.

Fully Face to Face (F2F)

Face to face courses will meet in their regularly scheduled rooms but will utilize social distancing and an assigned seating chart, as well as some course information through [D2L](#). It is generally expected that, whenever possible, face-to-face courses will “livestream” their face-to-face classroom sessions to accommodate students who cannot attend class due to illness or other approved reasons. When the university transitions to fully online after Thanksgiving remote instruction will be used for the last week of class and finals will be administered remotely.

Fully Online

Fully online courses will use [D2L](#) for posting syllabi, course communication, course schedule, attendance, and gradebook, as well as for course materials, office hours, and testing. Faculty may use textbook sites and other virtual resources and will describe them in the syllabus.

Hybrid

Hybrid courses will both face to face and online instruction through [D2L](#). Students can attend virtually or in person, with technology tools will expanding attendance options while allowing students to engage in the class in real-time. In a hybrid model some faculty may “flip” their classes, putting lecture-based instruction and course materials online and using face-to-face classes used for other activities (such as small group work, problem solving, discussion, etc.). A hybrid model permits socially distant classrooms as well as options for students who are unable to be in class due to health reasons. When the university transitions to fully online after Thanksgiving remote instruction will be used for the last week of class and finals will be administered remotely.

Vulnerable faculty

The delivery of this course must be modified to provide accommodation for vulnerable faculty for Fall 2020. There may be multiple accommodations and a significant virtual component. Information on the course modality will be communicated individually to enrolled students.

MSU will post a list of all courses and their planned Fall 2020 modalities by August 3, with more detailed information provided in the course syllabi.

How is distance being maintained in classes?

Room capacities have been assessed by analyzing total square footage in the room as well as number of tables/chairs in the room. Capacities have been adjusted to reflect the safe room capacity, and students will be instructed on how a hybrid course modality will be adopted when the enrolled students do not all fit in the room at the same time.

In rooms with fixed seating, spaces to be used will be marked with a sign indicating where to sit.

In rooms with movable seating, some chairs may have been removed, and spaces to be used will be marked with a sign indicating where to sit.

When faculty are teaching they are permitted to wear a [face shield](#) instead of a face mask. This will allow faculty the ability to speak more easily as they teach the course, and for students to view the nonverbal signals and read lips as needed to understand the faculty member.

In courses with collaborative pedagogies or outcomes that cannot be achieved virtually (labs, clinicals, performance) faculty will adopt additional measures.

Can faculty take student temperatures before allowing them into class?

This is not permissible according to University policy or process, as faculty currently lack adequate qualifications and training to conduct a temperature check. In the event that policy changes, faculty will be instructed on what methods might be used to conduct temperature checks on students.

All students, faculty and staff are encouraged to monitor their own temperature and use the MSU Safety App.

Can faculty require students to show them the outcome of the health check on the MSU Safety App?

MSU is recommending the use of the MSU Safety App for self-screening. The app requires answers to a series of questions, and will finish with either a green check (indicating that they are approved to come to campus) or a red stop sign that recommends that the respondent consult a healthcare provider.

Because the end result of the app does not disclose personal health information and the students submit the information themselves, faculty may ask to see the green check mark on the app to enter class. However faculty should not monitor the student answers to questions or ask those questions directly of students, and are only able to see the end results page.

EMPLOYEES

[How can I be sure my workspace is clean?](#)

[What if an employee will not wear a face covering or wears an inappropriate face covering?](#)

[What if I do not feel my workspace provides adequate social distancing?](#)

[What if I or someone I have been in contact with tests positive for COVID-19?](#)

[What if I experience child care closure or taking care of a family member with COVID-19?](#)

[How do we manage clocking in/out, and how are time clocks sanitized?](#)

[How do we clean/sanitize computer workstations, and who is expected to do that?](#)

How can I be sure my workspace is clean?

Frequent hand-washing is recommended by MSU and CDC guidelines. All employees should wash hands with soapy water (soap and water) for at least 20 seconds. Hand sanitizer dispensers have been placed throughout campus, and sanitizer bottles will be placed at building entrances, as well as in each classroom/laboratory.

The MSU Texas custodial staff will disinfect high touch point surfaces throughout the course of each day including the following locations: door handles, door crash bars, light switches, handrails, elevators and other horizontal surfaces. All restrooms and common areas (including classrooms) are cleaned and disinfected on a daily basis.

Office areas will be vacuumed one time per week, depending on location and traffic, instead of 1-2 times per week. The majority of custodial vacuum cleaners are multi-filtration vacuum systems which results in improved air quality in spaces they are used. Dusting of offices will occur twice a month, instead of once a week.

If office occupants prefer not to have a custodian enter their office, the occupant can contact Debby Watson at X4228 to relay the message to the custodian. A work order should be generated by the occupant when they would like Custodial to come clean their office.

Disinfection of office suites beyond Custodial efforts noted above will be the responsibility of the occupants. Two spray bottles of E23 and a roll of paper towels will be provided for suites. Contact Debby Watson at X4228 to request refills or write a work order.

What if an employee will not wear a face covering or wears an inappropriate face covering?

Employee reboarding covers the face covering requirement. This requirement was effective July 6, 2020 and is available at the [PDF announcing the face covering requirement](#).

If an employee is not wearing a face covering because they do not have one or the mask is inappropriate, main office areas will stock disposable face coverings. Send the employee to the nearest office to acquire one and have them return to class.

If an employee is not wearing a face covering because they do not want to wear one, reiterate the policy for facial coverings.

If an employee continues to refuse to wear a face covering, the relevant policies are [Policy 3.214 Staff Performance Rating](#) (Compliance with MSU Policies and Procedures) and [Policy 3.228 Staff Employee Disciplinary Procedures](#). The continued refusal should be documented in a notification to the employee, with escalation to the appropriate office if continued violations of the policy occur. Staff may follow [Policy 3.218 Grievance Procedures for Non-Teaching Employees Grievance Procedure](#) if they believe that their rights have been infringed upon in the course of the face covering requirement.

What if I do not feel my workspace provides adequate social distancing?

Employees who feel their workspace does not provide adequate social distancing should work directly with a supervisor to identify workspace modifications. In the event that does not improve the social distancing, employees should contact Human Resources or the respective Vice President.

What if I or someone I have been in contact with tests positive for COVID-19?

Isolation is required for individuals who are confirmed to have COVID-19. It keeps infected people away from healthy people to prevent spread. Quarantine is recommended for individuals who have been exposed through close contact but not confirmed to have the disease. It diminishes the chances of asymptomatic spread.

Regular mask use and hygiene practices in class is the most critical element in preventing illness spread. Regular reinforcement of these practices will reduce the likelihood of someone near them from becoming ill.

In the event that an employee has been in close contact with someone that tests positive for COVID-19, the employee should immediately report to their primary source of health care. This may be the employee's personal physician or it may be the Vinson Health Center. Those who do not have a primary source of health care should contact the Health Department. Health care providers will direct them in quarantine procedures if needed.

In the event that an employee tests positive for COVID-19, the employee should immediately notify their supervisor and Human Resources. Self-isolation procedures will be directed by the appropriate county health department, who will assign a case manager.

Human Resources maintains a website with [Coronavirus Resources for Employees](#). The Families First Coronavirus Response act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through December 31, 2020. There are two acts mandating paid leave: The [Emergency Paid Sick Leave Act \(EPSLA\)](#); and the [Emergency Family and Medical Leave Expansion Act \(EFMLA\)](#). A [flow chart for the EFMLA process](#) is available on the website.

Employees who have concerns about their medically related risk factor(s) should review the accommodation/adjustment process facilitated through Disability Support Services. Those that feel the need to seek an accommodation/adjustment will need to submit [a Request for COVID Consultation form](#).

Quarantine may be ended based on monitoring or on testing as [per CDC guidelines](#)

Isolation may be ended based on symptoms or on testing as [per CDC guidelines](#).

[FERPA](#) and [HIPAA](#) regulations prevent unauthorized persons from disseminating student and/or employee health information.

What if I experience child care closure or taking care of a family member with COVID-19?

Per the [Families First Coronavirus Response Act](#), an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child provider is unavailable) for reasons related to COVID-19. A [flow chart for the EFMLA process](#) can be found at the HR website.

An employee may qualify for Emergency Paid Sick Leave when caring for an individual with confirmed COVID-19.

How do we manage clocking in/out, and how are time clocks sanitized?

Time clocks will be wiped down with routine custodial cleaning of campus spaces. We request that employees wash and/or sanitize hands before clocking in/out on the building time clock. Frequent hand-washing is recommended by MSU and CDC guidelines. All employees should wash hands with soapy water (soap and water) for at least 20 seconds. Hand sanitizer dispensers have been placed throughout campus, and sanitizer bottles will be placed at building entrances, as well as in each classroom/laboratory.

With prior approval some employees may use alternate means for clocking in/out, such as their computer workstation or phone. Contact Human Resources regarding the approval to clock in/out using alternate means.

How do we clean/sanitize computer workstations, and who is expected to do that?

Employees should wash and/or sanitize hands before working on their computers. Frequent hand-washing is recommended by MSU and CDC guidelines. All employees should wash hands with soapy water (soap and water) for at least 20 seconds. Hand sanitizer dispensers have been placed throughout campus, and sanitizer bottles will be placed at building entrances, as well as in each classroom/laboratory.

Workstations may be cleaned by wiping down with disinfectant. Paper towels, wipes or cloths should be sprayed with disinfectant and then used to wipe surfaces. Ensure that the surfaces are damp but do not saturate the electronics, and allow surfaces to air dry.

Workstation wipe downs should be conducted by each new user prior to using the computer.

STUDENT LIFE AND HOUSING

[How will student recreational opportunities continue for fall semester?](#)

[Will the Redwine Student Wellness Center be operational?](#)

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How will student recreational opportunities continue for fall semester?

Intramural and recreational events may expand, but will be limited to no-contact events. All appropriate measures will be taken to ensure equipment used by participants is sanitized after each game. Rooms where events are held will be limited to event participants only during each play period. Face coverings may be required, depending on the nature of the event. An attendance list of participants must be maintained.

Will the Redwine Student Wellness Center be operational?

Access to the Redwine Student Wellness Center and individual activity areas will be limited to 50% of total capacity. Those utilizing recreational facilities will be required to complete a health screening upon entry involving a temperature scan and short questionnaire.

Staff members will disinfect strength and conditioning equipment and cardio equipment during regular intervals throughout the day; supplies remain available for patrons to disinfect equipment before and after individual use.

Details regarding COVID-19 precautions are outlined on the [Wellness Center website](#).

How are student activities expected to resume?

Campus events and programs are defined as activities open to the entire MSU community. *Organizational activities* are those activities limited to members within a specific department, club, or organization.

Large scale/traditional events are signature events requiring extensive collaboration across multiple units. These events often include a wide internal and external audience. Examples include Mustangs Roundup, Family Weekend, Homecoming, Mustangs Rally, Honors Banquet, etc.

Campus Events and Programs

In person campus events and programs may begin, pending an approved safety plan addressing social distancing, hygiene, and any screening efforts. Capacities may not exceed stated room occupancy, assuming appropriate social distancing can be maintained. Appropriate social distancing must be maintained, hand washing or hand sanitizer must be available, entry and exit points must be identified, and traffic flow patterns must be addressed. Use of cloth face coverings is required. Consideration should be given to offering hybrid/live-streamed options when available.

Organizational activities

Organizational activities must address social distancing requirements and hygiene. Use of cloth face coverings is required. Activities involving close contact with other members will be prohibited. Examples of prohibited activities include, but are not limited to, dances, high-contact team building activities, etc. An attendance list of participants must be maintained.

Events with food

Food service is limited to served options provided through the University's Food Service vendor or pre-packaged items (sealed and wrapped commercially). Grab-and-go options are preferred. Should an event require full meal service, pre-plated hot meals are preferred. For events where a buffet may be the only option, buffet items will be served by a staff member at each station/option to limit the number of individuals handling serving utensils. Participants will have access to hand sanitizer or a hand washing station.

Outdoor events

Outdoor events will be permitted for groups of 100 or less. Sponsoring organizations are responsible for creating a plan to address social distancing and hygiene. Use of cloth face coverings is required. Organizers are encouraged to provide live streaming opportunities and/or a large screen projection format. An attendance list of participants must be maintained.

Large-scale/traditional events

Large scale/traditional events may be considered, provided organizers create an environment supporting appropriate social distancing and hygiene efforts. Use of cloth face coverings is required. An attendance list of participants must be maintained. Events with more than 100 people that cannot move to a space allowing for these measures will be prohibited.

What COVID-19 training is available for students?

New and continuing students will access COVID-19 training through the MSU portal. The first time a student logs into the portal upon availability of the training, they will be prompted to complete the training. The training consists includes topics such as prevention, transmission of the virus, symptoms, process if sick or suspected contact, resources, and responsibility to protect our community.

What campus dining options will be available?

Mustangs Dining has created a comprehensive plan designed to adjust service as needed to protect the health and safety of all dining guests. Specific initiatives include:

- Seating and waiting areas in all dining areas have been reviewed. Recommendations regarding lines, service areas, and seating areas have been made to promote social distancing and de-densifying efforts.
- Additional grab-and-go meal options are being added to the Legacy Market and Mesquite Dining to provide choices for students who prefer to avoid lines during peak dining times.
- Due to increased dining demands during the lunch periods, overflow seating areas have been identified in the Clark Student Center. Additional outdoor seating will also be available upon students' return to campus.
- Self-serve food stations, bars, and condiment areas have been removed or adjusted; all food items will be served directly to the customer.
- During peak meal periods, additional staff have been designated to sanitize tables and chair backs in dining areas.
- For on-campus students in quarantine or self-isolation, dining has created an "Essentials-to-go" program allowing students to utilize their meal plan to select groceries for delivery to their room.

How is the residential experience being modified to encourage hygiene and distancing?

The on-campus living experience is a transformative part of the Mustang experience. Physical safety and well-being remains a priority for on-campus residents. In accordance with guidance from the CDC, Residence Life & Housing has taken following steps:

- Adjustments have been made to the housing move-in process. These include:
 - Extending their move-in dates from a one-day process to a five-day process.
 - Requiring students to sign-up for an arrival appointment, thereby limiting the number of individuals in hallways, elevators, etc.
 - Establishing an on-line check-in process through the Housing Management System (HMS), thereby creating a “drive thru” experience when picking up keys.
- To promote social distancing, students assigned to residence halls (Pierce, Killingsworth, Legacy or McCullough-Trigg) will be assigned a specific restroom to utilize within the community.
- Residence hall common spaces will abide by state and local occupancy guidance; furniture in each of these spaces has been evaluated to accommodate social distancing recommendations.
- Signage will be placed throughout residential areas to serve as reminders for social distancing and handwashing.
- Guest policies are currently under review.
- An evening and weekend cleaning crew has been established to provide additional support to disinfecting efforts in high-touch areas within residential facilities.
- In the event of a student presenting symptoms of the COVID-19 virus, 12 apartment units (48 beds) have been identified as a self-isolation area. Each apartment includes private bedrooms, bathroom access, a full kitchen, and laundry machines contained within the unit.

HEALTH AND SAFETY

[What is the difference between uninfected, asymptomatic, quarantine and isolation?](#)

[What are MSU's testing protocols for Fall 2020?](#)

[What contact tracing is MSU expected to have for Fall 2020?](#)

[What notification system is the university using for COVID-19 cases?](#)

What is the difference between uninfected, asymptomatic, quarantine and isolation?

Someone who is uninfected does not currently show symptoms of COVID-19 and does not carry the virus.

Someone who is asymptomatic carries COVID-19 but either does not have symptoms or has not yet exhibited symptoms. These individuals can pass COVID-19 to others.

Quarantine is recommended for individuals who have been exposed through close contact but not confirmed to have the disease. It diminishes the chances of asymptomatic spread.

Isolation is required for individuals who are confirmed to have COVID-19. It keeps infected people away from healthy people to prevent spread.

What are MSU's testing protocols for Fall 2020?

MSU faculty, staff and students can use the MSU Safety App COVID-19 self-assessment form which provides a questionnaire about your activity and any symptoms you may have. In the event your answers indicate concern the questionnaire will refer you to your healthcare provider.

Residential students will be screened on initial arrival to campus using a questionnaire and temperature check before move-in. If students need diagnostic testing the specimen can be collected at the Vinson Health Center or at one of the other testing centers.

COVID-19 testing can be done at several different locations listed below. You should call first to be pre-screened and to learn more about the procedures for testing, and take your insurance information with you. Costs differ based on the test used, the reference lab use, and the collection site charges; most costs should be covered by insurance or the CARES Act.

[Vinson Health Center](#), 940-397-4231. You must call first before coming to the Vinson Health Center.

[Community Med Urgent Care](#), 940-488-4616, 3210 Midwestern Parkway, Suite 500, Wichita Falls 76308

[Community Health Care Center](#), 940-688-6306, 200 Martin Luther King Jr Blvd, Wichita Falls 76301

[United Regional Physician Group](#), 940-764-5200, 4327 Barnett Road, Wichita Falls, 76310.
NOTE: this facility will only test non-enrolled if you have a doctor's note to test

[Affordacare](#), 940-557-5320, 3701 Fairway Blvd, Suite 114, Wichita Falls 75310

[Clinics of North Texas](#), 940-766-3551, 501 Midwestern Parkway E, Wichita Falls, 76302

Due to demand on lab capacity in Wichita Falls, MSU will not be conducting mass testing at this time.

All students who are here on a student visa are required to have health insurance and should purchase the student health insurance policy.

What contact tracing is MSU expected to have for Fall 2020?

Currently, case identification and contact tracing is carried out by public health. MSU has developed its own internal contact tracing and notification system to support and reinforce the public health system of Wichita County.

All students who are confirmed by testing to have COVID-19 will be assigned a case manager by public health. Contact tracing will be done by public health and by MSU. MSU contact tracing will be done by students who have undergone training in contact identification. Close contacts will be advised to quarantine.

Employees (faculty, staff and students) who are confirmed by testing to have COVID-19 will be assigned a case manager and have contact tracing as for student. Supervisors will work with the employee and human resources to identify who in their area they have been in contact with and report this information as needed according to university protocols established by Human Resources.

What notification system is the university using for COVID-19 cases?

MSU Texas will keep in direct communication with faculty, staff and students who have tested positive. Additionally, the university and associated health officials will work diligently to identify and inform all individuals who may have been in contact with MSU Texas community members confirmed or suspected with COVID-19 to assist in preventing and minimizing the spread of this disease. Notification will be conducted using the [COVID-19 Positive Employee Notification and Protocol](#).

[Reported case totals](#) are kept updated on the [MSU Texas Coronavirus website](#).