

Dear Faculty and Staff,

Thank you to all of you who have shared your ideas, questions and comments in preparation for returning to campus. It's evident that Mustangs lead in times of change. As we prepare to return, we continually ask "What is best for our Mustang Family in our changing world?" While there are many unknowns as we prepare for fall and beyond, our Mustangs Return planning effort aims to provide a robust learning environment in which students can discover and engage, while also keeping our students, faculty, and staff healthy and safe. Leading through change is not only what we teach, it's what we do.

Our Pandemic Response Team and Business Resumption Team have been working on plans to return to campus keeping two priorities as our main focus in planning:

- (1) Protecting the health and safety of our faculty, staff and students and
- (2) Providing students with the best academic and student life experiences and enabling them to progress toward their educational goals while maintaining a safe learning environment.

We have had small teams working on specific aspects of the return to campus such as PPE, physical distancing, masks, testing, and screening as well as a larger academic team working on the class types and schedules. We are excited about asking our students to return to campus and we hope that you are excited to return and provide the experiences and services they need.

The campus teams are working to provide a maximum number of in-person classes supplemented by hyflex and online classes. Housing and dining will be open and available to students.

Attached to this email is a Return to Campus Checklist for all Employees. Please review this checklist as you work with your supervisor or manager on your plans to return to campus.

Employees who have been teleworking may begin returning to campus as of July 6, 2020 with supervisor approval. By August 1, 2020, we ask that all offices or departments on campus have at least one employee working on campus. By August 17, 2020, we ask that all offices and departments are back to "as close to pre-Covid 19" business hours and services as possible. There are many factors that may affect hours of operations such as the K-12 school plans, health conditions of some employees, etc. so please work with your manager/supervisor to create a plan for you and your office as detailed on the checklist.

We are asking all employees and students to follow CDC guidelines and to follow preventative measures to safeguard yourself and others around you as best as possible. These measures include:

- **Self-screening:** employees and students will be asked to self-screen daily for COVID-19 symptoms prior to coming to work. If you are feeling ill, stay home and call your supervisor.
- **Practicing good hygiene:** washing your hands with soap and water for at least 20 seconds, and/or using hand sanitizer, covering your mouth when you cough or sneeze, if using a tissue, throwing the tissue away after use. Hand sanitizer will be available in most offices and classrooms and in key locations around campus. Avoid touching your face, in particular your mouth, nose, and eyes, with your hands.
- **Physical distancing:** keeping a minimum of six (6) feet in all directions between you and other persons both inside and outside.

- **Cleaning and sanitizing:** cleaning and sanitizing will occur regularly.
  - Classrooms will be equipped with cleaning supplies.
  - All students and employees will be responsible for keeping their workspaces, student seating and learning areas as well as equipment clean and sanitized. To help reduce the spread of coronavirus, cleaning of workspaces, seating, surfaces, and equipment should occur when entering a location, between users and upon leaving an area.
- **Wearing cloth face coverings:** cloth face coverings will be required on campus as of July 6.
  - Wearing a mask or cloth face coverings may not protect you from others who may spread the virus. Masks or cloth face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus though you do not have symptoms.
  - Face coverings must be worn by any person in a public area which includes common workspaces, hallways, elevators, meeting rooms, classrooms, breakrooms, restrooms, etc.
  - Face coverings are NOT required to be worn while at your workstation as long as there are no students or other employees within your workstation or office.
  - Face coverings must cover the nose and mouth.
  - One logo face mask will be provided to each student and employee who will be on campus. Employees and students should have additional masks available as masks should be washed daily.

A “Mustangs Return” webpage has been created, [www.SMSU.edu/mustangsreturn](http://www.SMSU.edu/mustangsreturn), and will serve as a source for information regarding students and employees returning to campus. Links will also be available to the COVID-19 information.

We have faced many challenges and changes through these past few months, but through adversity, we have shown our resolve and are reminded of the strength of our Mustang Family. We can accomplish anything when we work together. The campus teams have worked hard to define and prepare a safe return to campus. Much work has been done, but we still have more to do. We appreciate your help and support to make our campus as safe and welcoming as possible. We know there will be questions as the start of fall semester approaches. Additional SMSU Town Hall meetings will be held via Zoom prior to the beginning of Fall Semester. Please watch your SMSU emails for additional information regarding these important meetings. Thank you all for what you have done and for your dedication to our students.

We look forward to a successful fall semester.

Sincerely,

Kumara Jayasuriya  
President