



COVID-19 RESPONSE

# CHARTING OUR COURSE

OUR RETURN-TO-CAMPUS PLAN

Updated August 2020

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TENNESSEE**  
STATE UNIVERSITY®

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# MESSAGE FROM THE PRESIDENT

## To our True Blue community,

In response to the COVID-19 pandemic and the resulting health emergency, Middle Tennessee State University put into motion a plan in March 2020 that addressed mission-critical services and operations while working to protect the health and welfare of campus constituents. This COVID-19 Response Plan guided our successful remote delivery of instruction to students for the remainder of the Spring 2020 semester, while maintaining limited on-campus activities, services, and operations deemed essential.

This return-to-work document builds upon the elements of our COVID-19 Response Plan. It outlines a three-phase approach to responsibly transition the University back to full academic and operational service levels while managing the risk to our employees and students. It is intended to provide information to aid the campus community for the gradual return of employees and be a resource for students and employees seeking answers to changes to campus operations made necessary because of the pandemic.

### There are four priorities for this return-to-campus plan:

- Working to protect the campus community's health and welfare, which includes students, faculty, and staff as well as stakeholders, business partners, and visitors. Given that the spread of COVID-19 is primarily person-to-person, this objective will require the proper participation and cooperation of everyone, on an individual basis, in addition to the University's programmatic efforts.
- Monitoring the appropriate health and emergency organizations for information, guidance, and directives. These organizations include, but are not limited to: (1) U.S. Centers for Disease Control and Prevention (CDC); (2) World Health Organization (WHO); (3) Tennessee Department of Health (TNDOH); (4) Rutherford County Department of Health (RCDOH); (5) Tennessee Emergency Management Agency (TEMA); and (6) Rutherford County Emergency Management Agency (RCEMA).
- Monitoring the appropriate University governing agencies and other organizations for information, guidance, directives, and program implications. These organizations include, but are not limited to, (1) appropriate federal agencies; (2) state of Tennessee; (3) MTSU Board of Trustees; (4) Tennessee Higher Education Commission (THEC); (5) National Collegiate Athletic Association (NCAA); and (6) Conference USA (C-USA).
- Communicating consistently and effectively with the campus community regarding all decisions, directives, guidance, actions, and requirements associated with the elements of this plan.

Guidance and requirements contained in this plan are subject to change and will be likely updated prior to future phases of re-entry and as we approach our return to in-person instruction. For our employees: When in doubt, reach out to your supervisor for guidance. Also, for the latest updates and information, visit [mtsu.edu/coronavirus](https://mtsu.edu/coronavirus).

Sincerely,



Sidney A. McPhee  
President  
Sidney.McPhee@mtsu.edu



MTSU began a three-phased approach for returning employees to work, which began on June 16. The third phase began on Aug. 3 and consisted of resuming all campus services and operations for our students. This phase allows the University to set as its highest priority the providing of services to our students and maintaining operations to fulfill its mission. This phase, as with all phases, will be informed by guidance from health professionals and in compliance with guidelines and directives of federal and state government agencies. We will update [mtsu.edu/coronavirus](https://mtsu.edu/coronavirus) frequently to share with our community some of the key COVID-19 metrics that drive the decisions of our leadership team.



**04** PHASED STAFFING RETURN TO CAMPUS

---

**06** EXPECTATIONS AND REQUIREMENTS OF EMPLOYEES AND SUPERVISORS

---

**11** WHO TO CONTACT FOR ASSISTANCE

---

**12** DECISION POINTS AND INDICATORS

---

**16** ONGOING CLEANING

---

**17** MTSU COVID DIRECTIVE FOR EMPLOYEE SCREENING AND STAYING/GOING HOME

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# PHASED STAFFING RETURN TO CAMPUS

MTSU is in the process of its return to campus. Our plan has three phases over time, a coordinated process to ensure appropriate social distancing, availability of personal protective equipment, and adequate testing capabilities for COVID-19.

These staffing decisions will be made at the unit levels, approved by the appropriate division vice president or the provost, based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so.

As staffing and learning on-site increases and operations expand, leadership will closely monitor and assess the potential spread of the virus, as well as procedures and policies to mitigate it.

## OUR THREE PHASES

President McPhee in March directed supervisors to reduce our employee footprint as a safety precaution. This included remote instruction, reduction of services on campus, reduced operations, remote work, and paid leave for employees whose work could not be done remotely. These actions were consistent with the Tennessee Governor's Executive Orders 22, 23, and 30.

On **June 16, 2020**, we entered the first of three phases to return to work:

### Phase 1—Restoring On-Campus Services/Campus Partially Occupied:



- Supervisors worked with the provost and division vice presidents to designate certain employees to begin ramping up operations in preparation for the Fall 2020 semester. Services and functions were prioritized and employee returns have been tailored to specific needs.
- In appropriate circumstances, employees continue to work remotely or in hybrid work arrangements following the process in Policy 813 Alternate Work Arrangements. Emergency Paid Sick Leave and Extended Family Medical Leave as provided under the Families First

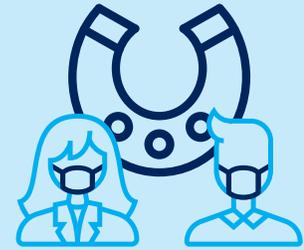
Coronavirus Response Act may be used for specified reasons (see Policy 825-A COVID-19 Illness). Employees not eligible for this leave may use their available annual and sick leave pursuant to Policy 825 Leave.

- Employees who exhausted all leave options may be allowed to take unpaid leave. Pursuant to Policy 825 Leave, Section V. Leave of Absence, employees may be allowed to be in a leave without pay status due to reasons of illness, injury, or disability for up to one year. Appropriate medical documentation will be required to approve such requests.
- This phase is consistent with the Tennessee Governor's Executive Order 30 and the Tennessee Pledge (Higher Education).

On **July 14, 2020**, we entered the second of three phases to return to work:

### Phase 2—Increasing On-Campus Services and Campus Employee Footprint:

- Supervisors worked with the provost and division vice presidents to increase on-campus services and campus employee footprint.
- In appropriate circumstances, employees continue to work remotely or in hybrid work arrangements following the process in Policy 813 Alternate Work Arrangements. Emergency Paid Sick Leave and Extended Family Medical Leave as provided under the Families First Coronavirus Response Act may be used for specified reasons (see Policy 825-A COVID-19 Illness). Employees not eligible for this leave may use their available annual and sick leave pursuant to Policy 825 Leave.
- Employees who exhausted all leave options may be allowed to take unpaid leave. Pursuant to Policy 825 Leave, Section V. Leave of Absence, employees may be allowed to be in a leave without pay status due to reasons of illness, injury, or disability for up to one year. Appropriate medical documentation will be required to approve such requests.



On **Aug. 3, 2020**, we entered the final phase to return to work:



### Phase 3—Full Services:

- This includes the resumption of on-campus instruction as prescribed, full services as required, and moving toward full operations.
- This phase will be informed by guidance from health professionals and in compliance with guidelines and directives of federal and state governing agencies.
- The overarching principle and our highest priority is providing services to our students and maintaining operations to allow the university to function and fulfill its mission. Adequate staffing must be provided to meet these requirements, and generally, it is the expectation that every office will be open and staffed.

The movement between these phases is dependent on the resulting outcomes as restrictions are lifted. If outbreak numbers begin to increase and/or peak, it may be necessary to adjust these phases, or revert to previous phases, until the situation is under control.

The three phases of reopening require **health monitoring, social distancing, staffing and work schedule options**, hygiene practices, administrative procedures, and technical innovation. Together they will help ensure that the reopening is done as safely and as efficiently as possible and in keeping with our True Blue spirit.

# EXPECTATIONS AND REQUIREMENTS OF EMPLOYEES AND SUPERVISORS

As employees physically return to work, emphasis will be placed on protecting their health and welfare along with all members of the campus community to the extent possible.

Because the spread of COVID-19 is primarily person-to-person, the University community must fully engage in proactive measures. Supervisors will play a key role in promoting the success of the University's plan as we move from phase to phase of reopening. The guidelines below provide the expectations and requirements of University employees and supervisors as employees return to work.

Facility managers and department heads will be responsible for managing the University's social distancing guidelines along with other necessary social distancing criteria for access to their specific areas (i.e., James E. Walker Library; Campus Recreation; Student Union facilities; dining venues; athletic facilities, etc.). Consistency should be a goal, but may not always be possible.

All campus departments must look for ways to continue to provide high-quality student support services, both remotely (for students who cannot come to campus) and in person (while maintaining appropriate health safety standards).

The University will establish enhanced standards for cleaning and disinfecting the campus, as well as provide sufficient staff and supplies to maintain these standards.

## EXPECTATIONS AND REQUIREMENTS OF EMPLOYEES

Because the health and safety of the campus community is of paramount concern, all employees are required to comply with the following expectations and requirements. Failure to do so will result in disciplinary action up to and including termination of employment.

Before returning to campus all employees must complete the online Return to Work Agreement through PipelineMT. Employees are certifying that they will abide by the following:

- Follow all expectations/requirements before returning to work, including, but not limited to:
  - Confirming health and providing appropriate screening information upon arrival at work as required by your supervisor
  - Participating in health screening confirmation procedures, such as temperature taking, as required by your supervisor
- Complete a self-assessment prior to coming to work each day.
- Read Policy 825-A COVID-19 Illness as well as *Charting our Course: Our Return-to-Campus Plan*.

Employees are strongly encouraged to complete online training before returning to work. This

training will be provided to employees by email through the University's training software vendor.

Employees are required to monitor personal health daily and participate in appropriate health screening procedures. On a daily basis before reporting to work, employees are required to self-assess and monitor their health by asking the following questions:

- Have I been in close contact with a confirmed case of COVID-19?
- Do I have any of the symptoms listed below that are unrelated to any other condition (such as allergies)?
  - Fever over 100.4°
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Other symptoms as updated by the CDC

If the employee is experiencing any of these symptoms and they are unrelated to any other condition (such as allergies) or if the employee has been in close contact with a confirmed COVID-19 case, the employee is required to stay home; limit contact with others; contact their health care provider or seek other appropriate medical assistance as necessary; and report work/leave status to their supervisor.

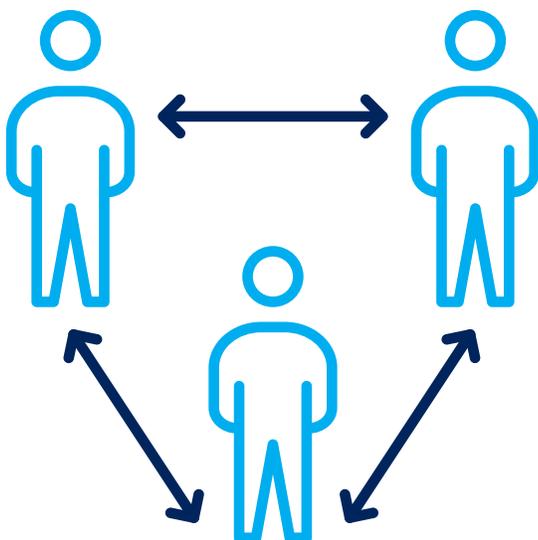
If these symptoms are confirmed at work or develop while at work, employees are required to leave the premises immediately; limit contact with others; contact their health care provider or seek other appropriate medical assistance as necessary; and report their work/leave status to their supervisor along with information regarding contacts with others and areas visited on campus when symptoms began.

## PERSONAL HYGIENE AND PROTECTIVE MEASURES

Employees are required to wear face coverings or masks inside any campus building. This applies to all areas of campus and includes but is not limited to: classrooms, labs, offices, and common areas such as hallways, stairways, elevators, restrooms, and other shared spaces. Face coverings or masks are not required in a private office when one person occupies that office. They also are not required outdoors when social distancing is practiced. A properly worn mask covers both the nose and mouth, secured under the chin, and fits snugly against the sides of the face.

Employees also are required to follow personal hygiene and protective measures, including but not limited to:

- Washing hands often
- Avoiding touching eyes, nose, and mouth
- Coughing or sneezing into your face mask or elbow
- Using face masks and coverings and other PPE appropriately
- Cleaning and disinfecting work areas appropriately



Employees are required to practice social distancing:

- Maintain 6 feet from others as work duties permit
- Avoid gathering in groups for non-work activities
- Adhere to posted occupancy limits for spaces
- Avoid traveling in the same vehicle (follow distancing requirements when traveling together is necessary)

## EXPECTATIONS AND REQUIREMENTS OF DEPARTMENTS AND SUPERVISORS

Supervisors will communicate the requirements of the online health screening certification process, Return to Work agreement, and online training to employees. Supervisors will be responsible for ensuring that all employees have completed the online process and training before returning to work.

Employees must complete the online process prior to returning to work certifying:

- They will follow all expectations/requirements before returning to work.
- They will complete a self-assessment prior to coming to work each day.
- They have read Policy 825-A COVID-19 Illness as well as *Charting our Course: Our Return-to-Campus Plan*.



Supervisors will implement the University's mandated safety strategies that are tailored to specific operations. These tailored strategies should include:

- Face-covering protocols for employees
- Ensuring adequate personal protective equipment (PPE) supplies by following purchasing procedures and supply management guidance from the Division of Business and Finance. These supplies include but are not limited to:
  - o Face coverings or masks
  - o Hand sanitizer
  - o Local cleaning/disinfecting products
  - o Departmental non-touch thermometers

Supervisors will develop and implement administrative controls to include:

- Social distancing practices
- Continuation of video conferencing in place of in-person meetings
- Adjustments to physical office layouts
- Alternative travel arrangements (limited occupancy in University vehicles)

Supervisors will direct employees who have concerns related to returning to campus to the appropriate office as set out on page 11 below in the **Who to Contact for Assistance** section of this document.

Supervisors, working with the provost or their respective vice president, should consider adapting or altering operations to provide greater safety to the community. This includes but is not limited to:

- Evaluating whether changes in layout and design to create natural separation should take place
- Providing walk-in services for students; however, appointments may be suggested to prevent gathering in waiting or reception areas
- Identifying and digitizing paper processes where possible and practical
- Using video- or audio-conference technology to limit gatherings

Supervisors, with the approval of their divisional vice president or provost, may allow employees to work remotely and/or rotate shifts within offices based on considerations of business necessity given the nature of services provided by that office or unit, balanced with minimizing density as needed to maximize health and safety.

These decisions must be made based on the position and/or service, not the individual in the position or providing the service. In making these determinations, the following factors will be considered:

- What is the nature of the services being provided; do they directly involve or affect students?
- Will contacts or inquiries to the office be responded to on a timely basis?
- Can the work be effectively and efficiently completed in a remote setting?
- Can services be fully provided while allowing for rotation of employees reporting to the campus?
- Are there physical space limitations in the office, including the ability of employees to maintain social distancing among other employees?



In-person services must be available to any student or other constituent who requests in-person service in a way that preserves social distancing and with a requirement that masks are worn. Sufficient staff should be scheduled for in-person services to ensure that wait times are not excessive for students requesting service, and so that appointments can be scheduled in a timely manner. While appointments for service can be encouraged, offices should also be prepared to offer walk-in service.

Students should not be turned away for lack of a previously scheduled appointment. More specifically, no office that provides direct service to students or other constituencies is permitted to say they will provide ONLY or EXCLUSIVELY online service. Virtual services should be offered as an addition to in-person services, to allow for assistance to students or others who are not coming to campus for classes or who prefer remote appointments.

An employee's generalized concerns regarding COVID-19 shall not be a basis to allow remote working or an alternate work arrangement.

Supervisors must provide their vice president/provost with the written rationale for allowing any remote or rotating work schedules. All employees must understand that a work arrangement that allows for remote work or rotating schedules is subject to adjustment at any time.

Supervisors will identify safety enhancements for areas with considerable person-to-person interactions (e.g., reception areas, advising, etc.). These enhancements could include but are not limited to:

- Protective barriers
- 6-foot spacing designation signage
- Additional signage (e.g., capacity, distancing, awareness) as required

Facilities Services and Campus Planning are providing input to Printing Services (Blue Print Solutions) on occupancy limits for public elevators and restrooms.

General signage for hygiene, social distancing, etc., will be prepared by Blue Print Solutions and provided by the University.

- The design and content of University-purchased signs will be consistent throughout campus in order to provide visual cues for community members and spark appropriate responses.
- Supervisors should order tailored signage necessary for specific operations through Blue Print Solutions at [mtsu.edu/blueprint](https://mtsu.edu/blueprint).



Supervisors will follow MTSU Human Resource Services guidance and directives regarding employee illness policy related to COVID-19, Policy 825-A COVID-19 Illness, including provisions of the Families First Coronavirus Response Act.

Supervisors may screen or confirm daily self-assessment for all employees upon arrival to work within their department. All employees in the department should be subject to the same protocols.

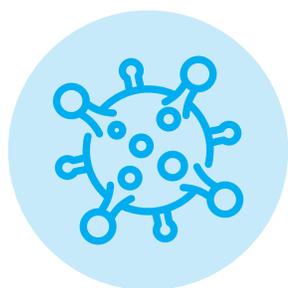
Supervisors may take employee temperatures upon arrival to work with no-touch thermometers provided by the University. All employees in the department should be subject to the same protocols.

When employees notify their supervisors that they are experiencing symptoms of COVID-19, have tested positive for COVID-19, or have been in close contact with someone who has tested positive for COVID-19, if the employee has not reported to work, the supervisor will direct the employee to stay home. If the employee is already at work, the supervisor will direct the employee to immediately leave the premises. In all cases, the employee should be directed to seek appropriate medical care.

Supervisors should immediately report symptomatic and positive cases to Health Services using the following link: [mtsu.edu/covidreporting](https://mtsu.edu/covidreporting). Contact-tracing staff from Health Services will follow up with the individual(s) reported on the form with instructions about isolation, quarantine or follow-up testing.

Supervisors should not allow employees to return to work until they are notified by Human Resources Services that the employee is cleared to return.

## WHO TO CONTACT FOR ASSISTANCE



### OVERALL COVID-19 QUESTIONS

Questions not answered at [mtsu.edu/coronavirus](https://mtsu.edu/coronavirus) can be asked via a dedicated email and phone number overseen by Student Health Services Director Richard Chapman. Reach program staff at [mtsu-covid19@mtsu.edu](mailto:mtsu-covid19@mtsu.edu) or **615-396-WELL (9355)** during 8 a.m.–4:30 p.m. Monday–Friday.

### WORKPLACE COVID-19 QUESTIONS

Concerns related by employees on their return to campus should be directed to the appropriate office as specified below:

- ADA Compliance Office, Lance Alexis, director ([lance.alexis@mtsu.edu](mailto:lance.alexis@mtsu.edu) or **615-898-2185**): Contact this office concerning an employee's medical condition or disability that might impact the employee's return to campus including being in a CDC-identified high-risk category for COVID-19. NOTE: This does not apply to an employee who is taking care of a family member with a medical condition.
- Human Resources Services, Kathy Musselman, assistant vice president ([kathy.musselman@mtsu.edu](mailto:kathy.musselman@mtsu.edu) or **615-898-2929**): Contact this office for an employee's non-medical questions, or if the employee's circumstances would allow them to benefit from the Families First Coronavirus Response Act, either with Emergency Paid Sick Leave or Extended Family and Medical Leave. As stated in previous communications, Emergency Paid Sick Leave and Extended Family Medical Leave pursuant to the Families First Coronavirus Response Act (FFCRA) and as specified in Policy 825-A, may be available. Employees who cannot report to work due to caring for a vulnerable family member in their homes, or who have a child whose school or childcare facility is closed or whose childcare provider is unavailable for reasons related to COVID-19, may be eligible for FFCRA benefits or may be entitled to leave pursuant to other leave policies. For more details about these programs, see Policy 825-A COVID-19 Illness at [mtsu.edu/policies/personnel/825-A.php](https://mtsu.edu/policies/personnel/825-A.php)

## KEY DECISION POINTS IN THE MTSU PLAN TO REOPEN CAMPUS FOR FALL 2020

President McPhee, Provost Mark Byrnes, and our leadership team put forward many changes in our operations and practices to prepare for a return to on-campus and in-person operations for the Fall 2020 semester. Here is a summary of those key decision points.

### General campus operation:

- Face coverings must be worn in all indoor areas (unless alone in a private office), and outdoors if physical distancing restrictions are not able to be maintained.
- Signage will provide instructions related to queuing, entry/exit, wearing of face coverings, occupancy, physical distancing, etc.
- Increased cleaning protocols are instituted for high-touch areas and multi-use areas (classrooms, dining halls, etc.).
- Special cleaning protocols are in place for areas that may have been contaminated by an active COVID case.



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### Academic instruction:

- 40% of courses are offered with some or all on-campus instruction; 40% of courses are offered as completely on-line instruction. Remaining classes include internships, student teaching, dissertation hours, research, independent study, etc.
- All classrooms have been reconfigured to meet social distancing guidelines. Traditional event spaces, including the Student Union Ballroom, are being repurposed for classroom instruction.
- Consistent attendance policy is established across all classes, with provisions for illness or isolation requirements. See Policy 311-A Class Attendance Policy Amendment.
- All classroom instruction may be captured via video technology for use by students who cannot come to class due to illness.



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### On-campus housing:

- All sleeping rooms are converted to private space.
- There will be assigned check-in times staggered over five days to reduce density in lobbies, hallways, elevators.
- 5% of total bed spaces is held for isolation/quarantine (100 beds).
- Visitation is restricted to one MTSU student guest per resident; non-student guests are restricted unless approved by staff.



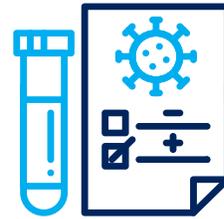


### Meal services:

- Tables and chairs removed to reach social distancing guidelines of 6 feet between tables
- No self-service or buffet-style options; all food will be served or pre-packaged
- Online ordering available through Grub Hub
- Touchless transactions instead of traditional meal card swiping
- Prepared to go to an entirely take-out menu if needed

### Student Health Services:

- Separate entry for potential COVID patients; both in-person and telehealth appointments available to students
- Testing available for all students meeting CDC guidelines of symptomatic or close exposure; expanding contracts with testing labs to facilitate faster results; and self-swab kits are becoming available
- Pursuing purchase of Sophia 2 machine so that on-campus rapid testing can be conducted
- Contact tracing to be managed by medical staff in conjunction with local/state departments of health
- Online reporting process for those with knowledge of active cases or exposure, to be evaluated by medical staff



### Mental health and academic support:

- Both in-person and telehealth counseling available to students
- Both group and individual counseling available; long-term needs will be referred to off-campus providers, as always
- Online/virtual tutoring available
- Online/virtual academic advising available



### Activities and events:

- All events will meet social distancing guidelines
- Room/ballroom capacities reconfigured to meet social distancing guidelines
- Events restricted to University events only
- Student activities provided either online, or in small groups or outdoors while meeting social distancing guidelines



# INDICATORS OF NEED TO DECREASE OR INCREASE CAMPUS AND INSTRUCTIONAL OPERATIONS

While MTSU has been working diligently to resume on-campus and in-person operations, the health and safety of the University community remains a priority. As such, President McPhee, Provost Byrnes, and our leadership team are monitoring daily several indicators that could trigger a change in our planning.

## Immediate action to move totally remote or online

- Any orders mandating campus closure/decreased campus operations/work from home by state or local public health officials/government



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## Consultation with public health officials regarding need for closing or decreasing campus operations

- Local and regional hospital/ICU capacity nears capacity, per public health officials
- On-campus isolation and quarantine rooms at full/near full capacity
- Case counts on campus significantly exceed county and/or regional case counts
- Absolute confirmed case counts rise to an unacceptable level in the county/region per public health officials
- Absentee rates from documented illness of MTSU faculty/staff/students exceed acceptable margins to continue on-ground experience

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## Consultation with public health officials regarding loosening campus restrictions and increasing “new normal” operations

- Confirmation of decreased viral virulence or infectivity and/or development of improved treatment methods
- Widespread availability of immunization (safe vaccine)



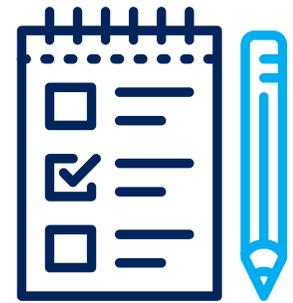
# ONGOING CLEANING

It is currently known that the novel coronavirus that causes COVID-19 is spread through respiratory droplets. Transmission occurs most frequently among those interacting within about 6 feet of an infected person. Current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty and high-touch surfaces followed by disinfection is a best practice measure for preventing COVID-19 and other viral respiratory illnesses.

To limit transmission of the novel coronavirus, MTSU is providing the following guidance from federal health agencies for cleaning and disinfecting rooms or areas of facilities on campus where those with suspected or confirmed COVID-19 have visited.

## Definitions of terms in this section:

- **Community facilities:** most non-healthcare settings visited by the public outside of a household.
- **Cleaning:** removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but removing them lowers their numbers and the risk of spreading infection.
- **Disinfecting:** using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but killing germs on a surface after cleaning can further lower the risk of spreading infection.



Many of the custodial services you have seen in the past in community facilities will continue as normal, including:

- Daily or more often cleaning of restrooms, lobbies, and break rooms
- Dusting and vacuuming
- Glass cleaning
- Emptying and relining trash and recycling receptacles

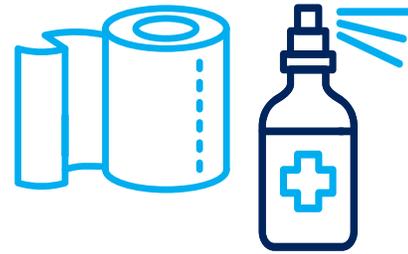
The appropriate custodial services department (Facilities Services, Housing, Dining, etc.) will clean campus buildings on a daily or routine basis, including enhanced standards for cleaning and disinfecting high-touch surfaces and high-traffic areas. For community facilities, including restrooms and elevators, this includes but is not limited to:

- Door knobs
- Handles
- Push buttons
- Toilets, faucets, and sinks

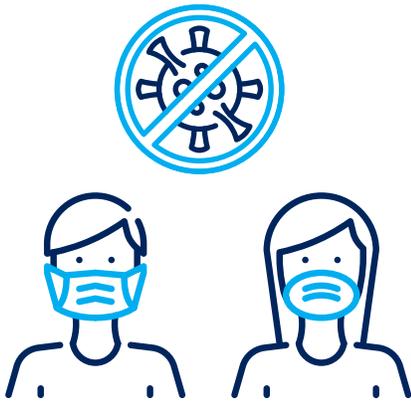


Cleaning and disinfecting products may be obtained through Facilities Services to allow departments to provide intermittent disinfecting beyond the routine cleaning and disinfecting for individual working areas as needed. Individual work areas may include, but are not limited to:

- Tables
- Countertops
- Handles
- Desks
- Phones
- Keyboards
- Touch screens
- Other frequently used equipment



## HOW YOU CAN HELP



- Utilize office waste receptacles for food waste and wet trash to control odors.
- Use provided cleaners to sanitize office space (i.e., keyboards, desk space, doorknobs, phones, etc.).
- Use good hand hygiene when touching all surfaces and use hand sanitizer before and after use.
- Be mindful of your work surfaces and minimize touching those items that are touched by others whenever possible.

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### Cleaning and Disinfecting Facilities after Suspected or Confirmed COVID-19 cases

If a person suspected or confirmed to have COVID-19 is known to have been in a facility, cleaning and disinfecting of the facility, area, or space is required. Supervisors should immediately close off the affected area while awaiting the scheduled cleaning and disinfecting. In addition, report this information through our online reporting portal at [mtsu.edu/covidreporting](https://mtsu.edu/covidreporting).

Facilities Services, working with Health Services, will schedule the cleaning and disinfecting, as well as identify the appropriate safety procedures associated with the affected areas.

In addition to cleaning and disinfecting protocols, current guidance addresses safety measures such as room/space isolation, schedule for cleaning activities, and room/space ventilation. The University will follow measures specified in this guidance for all facilities, both residential and non-residential.

# MTSU COVID DIRECTIVE FOR EMPLOYEE SCREENING AND STAYING/GOING HOME

## REGARDING YOUR OWN HEALTH AND SYMPTOMS

IF	THEN
If you have symptoms that might be COVID-related and you are at home	You should not come to campus. You must report symptoms to your supervisor using the MTSU form at <a href="https://mtsu.edu/covidreporting">mtsu.edu/covidreporting</a> . You should visit your health care provider as soon as possible to be tested. While waiting for test results, you should quarantine.
If you have symptoms that might be COVID-related and you are already on campus	You should leave campus and report symptoms to your supervisor using the MTSU form at <a href="https://mtsu.edu/covidreporting">mtsu.edu/covidreporting</a> . You should visit your health care provider as soon as possible to be tested. While waiting for test results, you should quarantine to avoid contact with others.
If you receive a negative COVID test result and have no symptoms	You may return to work if you have been symptom-free for 24 hours.
If you receive a positive COVID test result and you have no symptoms	You must isolate for at least 10 days from the date you took the test. The 10 days starts the day after the positive test. <i>You may return to work on Day 11 if you have remained symptom-free.</i>
If you receive a positive COVID test result and have symptoms	You must isolate for at least 10 days from the start of symptoms and be symptom-free for 24 hours. The 10 days starts the day AFTER symptoms start. <i>You may resume contact with others on Day 11 if you have been symptom-free for 24 hours.</i>

## REGARDING THE TESTING STATUS OF OTHERS

IF	THEN
If you <b>have been</b> in close contact (defined as within 6 feet for more than 10 minutes) with someone who has tested positive for COVID-19	You must quarantine for 14 days, starting the day AFTER the last contact with the person who is infected. <i>You may resume contact with others on Day 15 if you have no symptoms.</i>
If someone you live with receives a positive COVID test result and you continue to share space with that person	You must quarantine for the entire period during which the person has symptoms PLUS an additional 14 days after the person is no longer ill.
If you have been in the presence of someone who has tested positive for COVID-19, but you <b>have not been</b> in close contact (defined as within 6 feet for more than 10 minutes)	You do not need to quarantine or take any other action.

• **Isolation** separates sick people with a contagious disease from people who are not sick.

• **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

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