

From: [Office of the MSU Provost](#)
Subject: Reminder on Classroom Protocols: The Big Three
Date: Friday, August 21, 2020 8:20:19 AM
Attachments: [image003.png](#)



Dear Colleagues,

Thank you most sincerely for your hard work this year, not only in making rapid and unanticipated changes to your courses this spring but also in working diligently over the summer to plan for adapted course modalities this fall. Because of your efforts, we are able to welcome students back to campus, and you have my deepest appreciation.

My letter today is to remind you of three important items in which I need your help:

1. **Clean 'Cat Kits:** Let's make a habit of using our Clean 'Cat Kits. MSU has provided these kits -- containing disinfectant, hand sanitizer, a face mask and microfiber cloths -- to students, faculty and staff this fall, to ensure that the surfaces and areas you touch are sanitized above and beyond the enhanced cleaning and sanitation already happening across campus.

We want to see students using their kits regularly, and I ask that you set an example for them, using your kit to sanitize podiums, desks and other surfaces before and after classes and encouraging students to use their own kits as they enter and exit your classrooms to clean their desks, chairs, etc.

2. **Face Masks:** Please continue wearing your face covering

everywhere you go on campus, as often as possible, and encourage your students to do the same. Having as many people as possible consistently wear masks --combined with social distancing, hand hygiene and other good health habits -- will slow the spread of the virus.

3. Social Distancing: As a reminder, BOTH face coverings and a minimum of 6-ft social distancing are required in classrooms. These two simple measures, when combined, are proven to reduce the rate of infection.

These small acts will help us stay where we want to be: on campus and in person. Again, many thanks to you for your efforts this year.

We are all in this together!

Sincerely,

A handwritten signature in blue ink that reads "Bob".

Provost and Executive Vice President of Academic Affairs
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