



To all faculty and staff,

Over the summer, some researchers, campus leaders and staff gradually repopulated the campus complying with guidance from the Columbia/Boone County Department of Public Health and the advice of our experts from MU Health Care.

As public health officials and our medical experts continue to guide and direct the in-person policies for fall and our students start arriving in mid-August, faculty and staff need to finalize their return plans with their supervisors.

Flexibility will be essential to determining how each employee will carry out their work. The outcomes of these discussions need to align with our fundamental purpose: to fulfill our academic mission by providing faculty and staff opportunities to research, learn, and serve, and do so in a healthy and safe manner.

In general, it is expected that those who interact directly with our faculty, staff and students return in-person, as well as those whose work is enhanced by being on campus or is not possible to perform remotely. Some examples of such individuals include faculty who are teaching on campus, staff who have face-to-face advising appointments or staff whose work is customer-facing.

If your supervisor determines that your physical presence on campus is not required each workday and that you can fulfill your responsibilities from a remote location on some days, you can work with your supervisor to build [a telework arrangement](#). Some examples of such individuals would be those with underlying health conditions, or whose work is not customer-facing or

others who agreed to shrink workspace and need alternative schedules to meet social distancing requirements.

An employee with an underlying health condition who is at a higher risk due to COVID-19 may also request ADA reasonable accommodations. An employee can start this request process with their campus [human resources professional](#).

Upon your return, all members of the campus community must abide by the [social distancing and face coverings protocols](#) as detailed on the [Show Me Renewal website](#). Even though we will be in-person, we still encourage most [meetings to happen virtually](#).

Supervisors will ensure proper spacing between workers and that face coverings are worn whenever faculty and staff come within 6 feet of each other in a work setting. In some smaller research areas, chairs and center directors will coordinate access to lab resources to meet social distancing requirements.

Faculty members are encouraged before classes start to come check out the classrooms and/or the lab spaces where they will be teaching.

As of this week, faculty or staff no longer need to fill out the “return to work” form that was required earlier this summer. Undergraduate, graduate and professional students participating in research/creative activities — either as paid staff or in education roles — will still have to [fill out this form](#) to manage the number of people in these labs. These forms will ensure that the students’ participation in a lab is part of a plan approved at the department/center and college level.

If you find, once you return, that your unit needs supplies such as masks, cleaning products, hand sanitizer, plexiglass, etc., the university is placing bulk orders through The Mizzou Store to cut costs. If a unit needs additional supplies not offered through bulk purchasing, a unit can submit a special request to the Incident Command Team for approval. Please [use the following form](#) to place a bulk order and/or a special purchase request for items related to COVID risk mitigation.

As you assess your space, you can refer to the [Preparing Office Spaces for Proper Social Distancing Resource Guide](#) to assist you in planning. There are several assets already available for your use in the [Show Me Renewal Campaign Toolkit](#) and ready-to-print campus signage on the [Identity](#) site for you to print or request from Printing Services.

The overall guidance in this letter also applies to graduate assistants, undergraduate and federal work-study student employees.

Finally, our entire campus community will be required to complete mandatory training about our COVID-19 protocols and policies. Trainings launched this week for students via Canvas and for faculty, staff and students employed by the university (excluding MU Health Care employees) via myLearn.

We are excited about the upcoming fall and look forward to seeing you soon.

Sincerely,

Patty Haberberger
*Associate Vice Chancellor for Human Resources and Chief Human
Resources Officer*