

MICHIGAN STATE UNIVERSITY

To: DDC, HR Reps, and Supervisors

From: Sharon E. Butler, Associate Vice President of MSU Human Resources
Theodore H. Curry II, Associate Provost and Associate Vice President of Academic Human Resources

Subject: HR Guidelines Regarding Governor's Executive Order

Date: April 10, 2020

Colleagues,

We are writing to confirm that your units, colleges and departments should continue to abide by Governor Whitmer's "Stay Home, Stay Safe" order, **which has been extended through April 30** in the Governor's new [Executive Order No. 2020-42](#). The order states, "To suppress the spread of COVID-19, to prevent the state's health care system from being overwhelmed ... it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible."

As outlined in the [HR Guidelines Memo](#) from March 24, and pursuant to the executive order, the University still requires all employees who are **not** necessary to (a) sustain or protect life, or (b) conduct minimum basic operations, to stay at home rather than physically report to work at their worksites.

Employees who are working at home should continue to do so, in accordance with direction from their supervisors. Employees must also comply with the executive order.

Any employee whose physical presence at their place of work **is** necessary to (a) sustain or protect life, or (b) conduct minimum basic operations, must be designated as "necessary" and continue to report to their place of work. Units must determine which employees are designated as "necessary."

Please continue to refer to the [HR website](#) for the latest resources to assist employees, supervisors and HR professionals during this time. Continue to check the [Keep MSU Working site](#) for the latest updates and information regarding the University's response to the coronavirus.



Human Resources

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