Office of the Provost/Carrington 209
Reopening Plan

General Framework

The Office of the Provost Reopening Plan shall be followed as detailed herein. Any changes made to this Plan that are necessary due to environmental conditions shall supersede any previous version of the Plan. This Plan will be observed at all times as a guideline for the operations of the Carrington 209 suite.

The Plan is specific to the Carrington 209 suite only. The other divisions of the Provost Cost Center will have separate plans specific to their areas. Because the University is utilizing a decentralized approach to reopening, other MSU buildings will have different plans. It is incumbent on individuals to learn and follow any and all building reopening plan(s) for which they may have need for utilization.

The Office of the Provost Plan shall comply with guidelines issued by the Springfield - Greene County Health Department or the University in effect at any point in time.

June 1 to July 5

Academic leaders and staff of the Provost Office will continue to primarily carry out their work responsibilities from home. However, there will be intermittent presence of presence and work done in offices of CARR 209 when the necessity of files and computer facilities makes this necessary. At no time in this period will these offices be fully occupied, nor will they be open for routine functions and interactions with the public. Carrington 209 suite will remain closed and locked.

July 6 to July 31

The Provost area, Carrington 209, will be open from 8:00 a.m. to 5:00 p.m. with a rotating staff presence. However, the majority of the collective time for the staff assigned to 209 will continue to be working from home. At no time will there be more than one person working in an individual office in CARR 209, nor more than three staff in the suite. The door to the suite will be unlocked but remain closed. A plexiglass shield has been ordered for the front counter and will be installed according to priority determined by maintenance operations.

Access to the back offices of Suite 209 will not be allowed for the general public. This access will also be on a limited, cases-by-case basis for MSU employees not part of the Provost’s Office.

The Office shall maintain daily logs specifying individuals who have been present in offices between July 6, 2020, and July 31, 2020. Whenever the University releases guidelines pertaining to the wearing of masks, those guidelines must be followed, as well as all other University policies that might be developed over time. Any variation in this Plan will be communicated by the Provost as soon as possible and include a written rationale for any change.

This Plan is necessarily fluid and may be updated at any time to reflect changing environmental conditions.