

May 26, 2020

Dear Iowa State faculty and staff,

Last Friday, I mentioned to you a virtual meeting of 200 [administrative officers](#) to discuss planning to increase campus operations this summer in preparation for the fall semester.

We shared with them a Supervisor Toolkit to guide them in the planning phase. These campus leaders will select faculty and staff supervisors to return to campus in June to make plans for their workspaces. This effort will take collaboration and creativity as we work to mitigate the risk of COVID-19.

The toolkit and a recording of the meeting are available on the [COVID-19 Summer Planning page](#). The meeting brought to light important questions and good suggestions to help chart our path forward. We encourage anyone with questions to email COVID-19@iastate.edu.

Additionally, the [Office of the Vice President for Research](#) has issued specific guidance for increasing research operations.

As activity gradually increases on campus, we all share in the responsibility to create a safe and healthy environment. So whether you're working on campus now, or you will be in the future, please take the following actions:

- Wear a cloth face covering or face shield at any time you are in the presence of others and cannot maintain a six-foot physical distance. Cloth face coverings do not have to be plain or Cyclone spirit, but please be respectful of others in choosing the design or pattern. If you need a cloth face covering, notify your [supervisor to request](#) one through Central Stores.
- Keep your [personal workspace clean](#), and lend a hand in wiping down shared spaces and frequently touched surfaces. You do not need special products; cleaning with soap and water is effective. Should you need other supplies, supervisors should please order through [Central Stores](#). Your patience is appreciated as supply chain issues continue to create challenges for all retailers as well as the university.
- Wash your hands often with soap and water. If soap and water are not available, hand sanitizer with at least 60% alcohol is also effective.
- Monitor yourself for symptoms, and if you are sick, stay home.

A new online training is available for faculty and staff on [Learn@ISU](#) that provides more information about these actions and other procedures for returning to the workplace.

I hope you took a few minutes last week to read [Chelsea Davis's News Service story](#), *Iowa State faculty and staff work to help others as the pandemic continues into the summer*. The essence of the article is this:

"I'm just glad I can do something to help out during all of this."

Jeremy Thurlby's simple statement is a powerful sentiment. It's an important reminder that we all can do something – in big ways and small, with ingenuity and empathy – to make a difference. That way of thinking will be especially important as we begin to plan for and increase summer operations.

Thank you all for helping out to make a difference for each other.

Wendy Wintersteen
President