

July 2, 2020

Dear Iowa State Community,

I want to thank the supervisors and staff who have spent the past month developing workspace plans to support increasing operations and returning to normal work locations. I also want to thank the many members of the Iowa State community who have continued to work on campus during this extraordinary time.

We know that circumstances continue to change, and we continue to make decisions based on the best information we have available. We deeply appreciate the commitment of our faculty, staff, postdocs, graduate students, and students as we work toward resuming as a residential campus this fall.

ISU's goal is to ensure campus is ready for fall semester beginning the week of August 3.

- Supervisors should begin now to identify and communicate with employees whose roles support the student experience or require working on campus to support successful fall operations.
- Supervisors should work with these employees to determine a date for their return to their normal/campus work location, either on or before August 3, in accordance with their unit's workspace plan. For example, workspace plans may include staggered or rotating schedules to support physical distancing.
- We ask for your continued understanding and flexibility as workspace plans may require ongoing modifications to support health and safety.
- Supervisors may direct some employees to continue working remotely after August 3 to the extent their job duties allow to support reduced campus density.
- It is important that supervisors and employees are continuously communicating so that expectations are clear.

The CDC has updated its guidance on who is at [higher risk](#) for severe illness from COVID-19.

- If you are, or you live with someone who is, at higher risk for severe illness based on the CDC's criteria, you may [submit a request](#) for an alternative work arrangement.
- If you already submitted a request, it will be evaluated under the CDC's guidance, or you may update your request by contacting COVIDHRSupport@iastate.edu.

Face coverings and/or face shields are now required in classrooms, offices, and other areas where physical distancing cannot be maintained.

- According to the [CDC](#), face coverings help minimize exposure to infection and spread of the illness. A graphic published in [Science Magazine](#) helps illustrate how

wearing your face covering helps protect those around you, and their face covering helps protect you.

- **Face coverings should cover your mouth and nose.**
- Next week we will be providing additional information about how this requirement will be enforced on campus. In the meantime, faculty and staff should contact their own supervisor, and students should contact the Dean of Students Office, regarding issues related to individuals failing to wear face coverings.
- Please also show care by wearing a face covering when you are out in the community. This includes shopping, riding CyRide, and in any situation where you can't maintain a 6-foot physical distance.

Students, faculty, and staff can get tested for COVID-19 at Thielen Student Health Center (TSHC) if they are experiencing symptoms as [indicated by the CDC](#) or have been in contact with someone who has a lab-confirmed case of COVID-19.

- Students should call 515-294-5801 to discuss symptoms and determine if they qualify.
- Faculty and staff should fill out the [pre-testing questionnaire](#) and TSHC will follow up to schedule a test.
- For those who do not meet the testing guidelines for TSHC, other testing options are available through [Test Iowa](#).

Domestic travel restrictions have been lifted, but supervisor approval is required.

- Travel within Iowa and the U.S. for university business is allowed, but must be pre-approved by the employee's direct supervisor. Travelers should follow [CDC guidance](#).
- International travel for university business remains prohibited in accordance with Board of Regents policy.
- There are no restrictions on personal travel.
- Travelers are encouraged to review travel restrictions they may encounter upon arrival at their destination. Please check the [state and territorial health department websites for the latest information](#).
- More information about travel will be posted on the [COVID-19 safety page](#) next week.

We know it will take time to fully transition to a "new normal." We continue to make decisions based on the best information we have available. Your efforts to collaborate, plan, evaluate, and adapt are deeply appreciated to keep health and safety at the forefront. Thank you for your commitment to maintain our academic excellence and make the fall semester a success. Please continue to send your questions to COVID-19@iastate.edu.

I hope you take some time to relax and enjoy the Fourth of July weekend.

Wendy Wintersteen
President