



To: All Mid-State Employees

From: Karen Brzezinski, Vice President of Human Resources and Organizational Development

Date: March 13, 2020

Subject: COVID-19 Employee update

- 1) Governor Evers has declared a Public Health Emergency in the state of Wisconsin yesterday, 3.13.2020. You encourage you to read this media release which can be viewed on Mid-State's COVID-19 webpage or here: <https://www.mstc.edu/sites/default/files/2020-03/Gov-Evers-Declares-Public-Health-Emergency-Due-to-COVID-19.pdf>
- 2) The college is attending to personal travel on a case by case basis per my email from yesterday, 3.13.20. The college may require self-quarantine and if this happens we will determine whether work-from-home is possible or not. A good resources for you with regard to your personal domestic travel is the guidance from the CDC which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> and a copy of my 3.13.2020 email can be found on the COVID-19 webpage or here: <https://www.mstc.edu/sites/default/files/2020-03/3.12.20-Travel-Guidelines-Employees.pdf>
- 3) The college is monitoring and evaluating all campus activities. Communication and guidance will be provided as decisions are made.
- 4) The college's food service provider, Canteen, is implementing the following measures effective Monday, 3.16.2020:
 - The salad bar will be closing with prepackaged salads available.
 - The soup bar will be closing with soup now being available behind the counter.Note: the cafeteria will be closed the week of spring break.
- 5) We continue to monitor the COVID-19 situation daily. You can view resources on our website's COVID-19 page at: <https://www.mstc.edu/covid-19-coronavirus>. You can find our college-wide communications there as well as state and national resources including the Wisconsin Department of Health Services website page that shows the number of cases in Wisconsin.
- 6) If you have any other questions regarding COVID-19 and the College's response, please forward them to any of the COVID-19 team to assure accurate and consistent response: Karen Brzezinski, Bobbi Damrow, Deb Stencil or Mandy Lang.

Thank you to all for your understanding and patience in this challenging time. Things are changing daily and we are committed to updating you as much as possible!