Dear Faculty and Staff,

It has been another busy week, so I wanted to provide you with more updates regarding administrative and business processes.

**Tracking Costs and Lost Revenue** – UW System has asked UW-Superior to track all costs associated with COVID-19, including all revenue that has been lost as a result of our inability to hold events. We are asking that departments use the attached spreadsheet to keep track of these items and submit the spreadsheet to me by March 29, 2020 so that we can respond to legislative inquiries about the financial impact to date. UW System will also use this information to inform legislators how much the COVID-19 pandemic is truly costing our campus. Additionally, UW System is working on creating and assigning specific four-digit accounting codes to identify costs and refunds associated with COVID-19; we will pass that information on to you when it is available. In the meantime, please use four-digit codes from UW System’s current list, and the Business Office will process corrections as necessary at a later date.

**Building Safety** – To best control the spread of COVID-19 and help keep our students and employees safe, facilities management will be installing the highest available MERV-rated filters for air handlers in all buildings that contain students and employees. Air filters with high MERV ratings trap more airborne particles than standard air filters. Given the dry air in our campus buildings, these MERV-rated filters are the best way to filter viruses out of the air. These filters will be used over the next two months and should increase the quality of the air in our residence halls and buildings.

**Access to Buildings** – more updates on building access will be coming soon. In the interest of safety, many UW campuses are enacting further restrictions on building access, and we are working on a plan for this as well for our campus.

We will continue updating [www.uwsuper.edu/coronavirus](http://www.uwsuper.edu/coronavirus) as more information becomes available. Please work with your supervisor regarding any questions or issues that need to be resolved. Thank you for your continued patience and understanding as we work to keep our campus community safe.

Sincerely,

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