

Campus Community,

CSU Pueblo leadership is closely monitoring the COVID-19 situation; we have a number of individuals working on a plan to ensure that we are prepared to take care of our students and employees in the event our campus is directly impacted by the coronavirus. We have prepared a website to keep you informed and up-to-date on CSU Pueblo's policies and planning: [CSU Pueblo Coronavirus](#)

The university continues to monitor the virus and official decisions that may impact travel. Moving forward, CSU Pueblo will be using the Centers for Disease Control and Prevention's (CDC) information and travel warnings <https://wwwnc.cdc.gov/travel/notices> in order to approve all university-funded travel. Beginning this week, all university-sponsored travel to countries with a "Red Warning Level 3," or higher, will not be approved. In the event you were given approval to travel prior to this travel warning restriction, we ask that you work with your supervisor, and respective travel companies, to process cancellations, reschedule, or receive reimbursements. This travel policy is in effect until further notice. As always, you should use your best judgement, and all available information, when making personal travel plans. Effective immediately, all international university-sponsored travel must include the purchase of refundable tickets. The refundable ticket policy does not currently include CSU Pueblo's domestic travel, but we will review the policy again as needed and as additional travel advisories occur. As a reminder, when traveling internationally, all travelers must follow CSU Pueblo's policy: [CSU Pueblo Travel Policy](#). Please note that all documentation for international travel has to be submitted and approved prior to departure. This also includes travel that may have no direct cost to CSU Pueblo.

Our state and Pueblo Department of Public Health and Environment and the CDC continue to advise that the most important steps one can take to avoid getting sick from any virus – including the flu – are also the best steps to take if you're concerned about COVID-19: wash your hands often with soap and water, cover a cough or sneeze, and stay home if you are sick. If you want more information about the virus and staying well: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

If you want to know more about Pueblo County's public health plans: <https://county.pueblo.org/public-health/pueblo-department-public-health-and-environment>

As always, take care of yourselves and your families.

Thank you,

-Timothy
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