

March 10, 2020

Dear Colorado State University Pueblo Campus Community Members:

The university is committed to the health and wellness of our students, employees, and broader Pueblo community. University leadership continues to monitor the global concerns around COVID-19, and we are working closely with our state and local health officials and our Colorado State University System office in Denver. As in other emergent situations, official information is closely monitored and the potential impact of any situation on policies and procedures for campus operations is carefully considered. Beginning March 10, 2020, regular updates will be shared with the campus community at a minimum, each week, and all updated campus wide policies and messages can be reviewed daily here:

[www.csupueblo.edu/coronavirus](http://www.csupueblo.edu/coronavirus). The coronavirus is not specific to any geographic location, nationality, or identified community.

Your colleagues, peers, and friends on campus may not be at risk today, but please be mindful that they may be worried about friends and family elsewhere. In the days ahead, be kind to one another and mindful of your words. ThunderWolves are in this together. Please do not hesitate to contact your advisors and/or supervisors for any questions or concerns not detailed in this message or online.

## **OUR PLANNING PROCESS**

For the last two weeks, under the direction of President Timothy Mottet, CSU Pueblo's 6-member executive council, "G6", has begun meeting daily. The G6 meets regularly with the President's Cabinet, and multiple informational meetings have been held across all campus divisions, departments, and offices in order to ensure, in the event of an emergency, that we can continue to serve our students and our campus community. The G6 includes President Mottet; Niki Toussaint, Chief of Staff; Dr. Mohamed Abdelrahman, Provost; Chrissy Holliday, VP EMCSA; Alejandro Rojas- Sosa, VP of Finance and Administration; and Dr. Donna Souder Hodge, Chief Strategy Officer.

As many of you know, planning is underway to prepare the university to continue normal or remote operations under a restricted environment. Any decisions that might limit campus wide social interactions, shift all or some face-to-face classes to online learning platforms, or to ask employees or students to work remotely will be made in close consultation with the Colorado Department of Higher Education, Colorado Department of Public Health and Environment, and the CSU System under the guidance of local public health officials and the Centers for Disease Control (CDC). In the event we are advised to work in a restricted manner, plans are being developed to manage workload, payroll, scheduling, information technology (IT) needs, and daily university business. As a way to centralize cross-campus efforts, internal documentation, and contingency planning, G6 has asked Dr. Souder Hodge to coordinate CSU Pueblo's COVID-19 planning.

## **BUSINESS OPERATIONS: Academic Affairs and Personnel Management**

The goal of ongoing planning is to ensure the safety of our community while minimizing disruption to learning for our students and facilitating their continued academic success.

Employees and students are strongly encouraged to STAY HOME if they have flu-like symptoms. Employees should communicate with their health care provider, and students should contact the CSU Pueblo Student Health Center. Contact the Health Center in *Culebra* Hall, or via phone at 719-549-2830.

All faculty are encouraged to be generous in making accommodations for missed work, make-up exams, and more. We are making every effort to discourage sick employees or students from coming to campus and interacting with the community.

Preparations at the college and department level have begun; resources to support faculty are available at (<https://www.csupueblo.edu/coronavirus>).

Students, please reach out to faculty with any concerns you may have regarding possible shifts from face-to-face to online instruction.

## **UPDATE ON UNIVERSITY TRAVEL**

To honor our responsibility to the health of our campus and community, and out of an abundance of caution because of the increasing change around the COVID-19 situation worldwide, we have made the following decisions regarding travel, effective immediately:

### **International Travel:**

- All *non-essential* university-sponsored international travel by faculty, staff, and students is suspended until further notice.
  - Exceptions may be made under extreme circumstances, with the approval of the area vice president and the CSU Pueblo president.
  - Essential travel includes travel that is necessary for continued business operations, university recruitment, or to support or protect the health and wellness of our campus.
  - Non-essential travel may include conferences, professional development, student organizations, club sports, and other sponsored events. The determination of “essential” or “non-essential” will be made at the discretion of G6.
- All travel to a CDC identified Level 3 (or above) country is suspended indefinitely.
- All students currently studying abroad may continue in their locations, as The Center for International Programs & Inclusive Excellence (“The Center,” Occhiato Student Center 104) and Academic Affairs monitors this evolving situation. We may request students already abroad come home as the COVID-19 situation changes in the country where they are studying.
- Students enrolled in summer study abroad programs should look for communications directly from The Center or their faculty advisor/leader. All spring international travel programs are canceled through June 1, 2020. Summer programs, beginning after June 1, are not canceled at this time. Summer travel will be assessed and status updates provided by April 1, or as the situation changes.

### **Personal International Spring Break Travel (students, faculty and staff):**

We know that many of you are currently planning travel over Spring Break to visit loved ones, friends, or special destinations. We urge you to follow all travel alerts closely, and we strongly discourage you from traveling to countries with high-level travel alerts ([Centers for Disease Control Level 2 or 3](#)). If you do travel – abroad or in the United States — be

prepared to be flexible regarding your plans. Travel alerts may also change quickly as the situation evolves. Students, we urge you to discuss your travel plans with your families, emergency contacts, and university advisors and give them your detailed travel itinerary.

### **Domestic Travel**

- All non-essential, non-athletic university out-of-state travel within the United States is *strongly discouraged* at this time, with the recommendation from the university that alternatives to all travel be identified and pursued.
- Travel within Colorado is not restricted.
- CSU Pueblo Athletics is in close contact with both the Rocky Mountain Athletic Conference and the NCAA regarding best practices and advisories; all athletic travel decisions will be made in close consultation with these groups. University-sponsored athletic travel is not restricted at this time.

We will continue to communicate with you as we monitor current and future public health concerns and their impact on travel, as well as when it appears feasible to resume travel.

Please be aware that any employee or student who chooses to engage in essential university travel (or personal travel) may risk exposure to COVID-19 and may also risk being subject to travel delays returning home, as well as mandatory quarantine or self-isolation at their destination or upon returning home.

### **UNIVERSITY-SPONSORED EVENTS, CONFERENCES, & COMMENCEMENT**

On March 9, 2020, the Institute of Cannabis Research Conference was postponed due to concerns over potential impact around international travel. All other large-scale university-sponsored events or conferences are currently planned to continue as scheduled. External partner-sponsored events at CSU Pueblo will continue as planned at this time. CSU Pueblo's 2020 Commencement is scheduled to continue as planned, but students, employees, and guests who plan to attend should stay home if sick or showing signs of flu, practice good social interactions (cover coughs and sneezes), and wash hands often. As always, preventive measures are the best way to stop the spread of any virus. Any changes to scheduled events must come as a recommendation from colleges/units, departments, or groups through your area VP to G6 for approval of any cancellation or postponement and for approval of related messaging.

We will continue to update you as the situation changes.

**Thank you,**

**CSU Pueblo President's Executive Council, G6**

