

March 13, 2020

Dear Colorado State University Pueblo Employees:

CSU Pueblo remains open. Leadership is in constant contact with state and local public health officials. We are making timely decisions as new information becomes available. Our goal, as always, is to protect the health and safety of our campus and community.

On Thursday, March 12, leadership announced a plan for continuation of all instruction in online or distance formats at all CSU Pueblo locations. Faculty and students are in the process of moving all courses and academic meetings to a distance format by Monday, March 16.

As you may already know, Pueblo City School District 60 and Pueblo County School District 70 have closed for the next two weeks. In a joint communication, both superintendents have said they would reevaluate before Monday, March 30. We recognize that some of our employees will be impacted by decisions made by local and other area school districts. For those of you who cannot arrange care for your children, we urge you to contact your direct supervisor by the end of business, Monday, March 16, and let them know your circumstances.

Your children and your families are welcome on our campus; if you or your children are showing flu-like symptoms or are sick, please make arrangements for their care or stay home. If you are unable to come to campus for any reason, you always have the option to take earned leave. In the meantime, area supervisors, under the direction of the vice presidents, have begun compiling lists of necessary resources for those employees who may need to work remotely or on flex schedules. Teams are working diligently on implementation now.

If you are well and able to work, but you are unable to work on campus:

Contact your direct supervisor, who will ask you to do one, or all, of the following:

1. Remotely log in to complete your assigned duties as normal. Remote work may require:
 - *Access to a personal or university computer*
 - *Ability to access LogMeIn from a personal or university computer*
 - *Internet access. If you need access to a computer, and/or related technology, please make sure to communicate your needs to your supervisor*
2. Complete other pending work within your department or unit

3. Complete a project that will enhance the operations of your team
4. Develop and complete a professional development plan, using resources that are already available to you
5. Create and maintain a “flex schedule” that gives you an opportunity to perform your normal duties during hours that may differ from standard operational hours or personal schedules, and that provide options for work that fit your specific situation and the needs of the university
6. Develop a work plan that allows you to comply with time reporting requirements for your position

As always, we will continue to update you as the situation develops.

Thank you,

Timothy

President | Colorado State University-Pueblo
2200 Bonforte Blvd
Pueblo, Colorado 81001
(O) 719.549.2951 (C) 956.566.0889

