March 17, 2020 | 4:00 p.m. MT

Dear Colorado State University Pueblo Students, Employees, and University Partners:

The past two weeks have been like no other. I know that many of you are experiencing increased anxiety and perhaps even fear during these uncertain times. You are worried about your friends and families, about school and work, and for our fellow humans across the globe. We have heard you, we share your concerns, and we continue to monitor this situation—by the hour. Last week, CSU Pueblo suspended all face-to-face classes and moved all instruction to an online or distance format for the remainder of the spring semester. On Friday, in the wake of local and statewide K-12 closures, we implemented limited remote work guidelines for all impacted employees.

This morning, CSU Pueblo leadership, under guidance from federal, state, and local public health officials have made a difficult decision. **Beginning Wednesday, March 18 at 12pm, until further notice, we will continue to serve our students and the public as we move all operations to a remote model: email, phone, or other teleconferencing options. Though the campus will not be open to the public, designated or essential staff will be on site to 1) care for students who may need to remain on campus, and 2) maintain safety and security of campus.** We know this will be upsetting news for many of you — classes you will miss teaching or taking in person, friends you may not see, athletic events that will not be played, conferences and events not attended — but we want you to know that this decision was made with everyone’s well-being in mind.

**Commencement:** At this time, CSU Pueblo’s Commencement on May 2, is postponed — and will be rescheduled for a future date. Commencement is an important, time-honored ritual and a celebration for the entire campus. We remain dedicated to honoring our 2020 graduates and celebrating their successes at a future date when we can ensure the health and safety of our graduates and the larger campus community.

**IMMEDIATE CONSIDERATIONS: STUDENTS**

On March 12, in consultation with state and local officials, CSU Pueblo leadership outlined a plan for campus instruction. CSU Pueblo suspended all face-to-face instruction as a first step to minimize social contact on Monday, March 16 through May 1. Faculty resources can be accessed here: [https://www.csupueblo.edu/coronavirus/faculty-resources](https://www.csupueblo.edu/coronavirus/faculty-resources)

**Student Services: Housing, Athletics, Advising, Tutoring, Work Study, and Health and Counseling Services**

**Housing:** Effective immediately, all students should begin making preparations to return home for the remainder of the semester and continue completing coursework remotely. All students who are able to vacate the residence halls should do so no later than the end of spring break, Sunday March 29 at 5pm MT. Students who need to store their personal items on campus can make arrangements to do so as part of their check-out process with Residence Life and Housing. We
understand that some students may need to remain on campus for their own health and safety, and we are working with our partners to ensure that we have food and housing services available to them. Students who live in the residence halls should follow the posted check-out procedures.

Residents who must remain on campus have to complete this form: https://culebrahall.wufoo.com/forms/qetimnr0gstfwm/.

This form is also found on the Residence Life & Housing form page: https://www.csupueblo.edu/residence-life-and-housing/forms.html.

University leadership is currently evaluating the economic impact that our campus wide health and wellness decisions may have on our students. We know this situation may create a financial hardship for some of you. Please follow appropriate check-out procedures, and as new information is made available, we will communicate recovery options that may be available to you.

**Athletics:** All athletics events, practices, and access to facilities have been suspended until further notice. We continue to work under the directives of the NCAA and the Rocky Mountain Athletic Conference (RMAC) for potential long-term impact to student athletes. Contact your coaches directly for additional information.

**Advising:** First year advising for summer and fall 2020 will continue at a distance via Zoom conferencing, phone, or email; faculty advising will occur remotely or via email.

**Tutoring:** All tutoring services will immediately implement remote tutoring options. Please contact the individual tutoring centers for more details or seek additional information from the Center for Academic Enrichment at 719-549-2584.

**Work Study and Student Employees:** Supervisors will be allowed to provide continuing work opportunities to student employees who are able to work remotely. New federal guidance will allow us to continue to pay those student employees who are unable, because of health, access, or position, to work from home. All student employees and students who receive federal, state, or institutional work study funds should consult with supervisors immediately in order to coordinate and plan. If you have any questions, contact Student Financial Services at 719-549-2753.

**Health and Counseling Services:** Our Student Health Center will remain open, with limited staff, to serve students who may remain on campus. The Student Health Center is located in Culebra Hall, 109B. They can be reached at 719-549-2830. Student Counseling can also be reached in Culebra Hall, and they may be contacted directly at 719-549-2838.

**BUSINESS CONTINUITY**

Supervisors and administrators must review their department or unit’s business continuity plans, and implement now. This includes planning for remote work assignments, alternate schedules, or telecommuting. Such measures are required in order to continue the delivery of services to our students during this disruption.

Though we do not have all of the details fully in place, the President’s Executive Council is working around the clock, in close contact with our CSU System, in order to manage possible disruptions to service, protect the health and safety of our students and employees, and to create sustainable approaches to a number of immediate actions that will...
- Ensure that payroll processing will continue uninterrupted
- Complete daily, deep cleaning of campus during this period of remote work
- Identify essential personnel to manage ongoing, critical processes
- Determine clinical training alternatives for nursing and health students who may be displaced from hospitals or have a need to complete clinicals
- Communicate daily with educational partners who deliver our courses on their campuses (Senior to Sophomore, Dual Credit, etc)
- Address the full spectrum of student needs and concerns, including those of our most vulnerable student populations
- Prepare to serve any students who are unable to leave campus
- Identify communication methods that can be used to maintain a sense of community cohesiveness
- Reinforce the importance of combatting discrimination
- Support all ongoing search and screens, whenever possible. The CSU Pueblo President and the Executive Council (“G6”) will work with search chairs to determine high need or priority searches and will develop and approve appropriate language for any start dates or offer letters

**TRAVEL, ON-CAMPUS MEETINGS, and EVENTS**

All university-sponsored international and domestic travel is suspended, effective immediately, until further notice. This includes domestic and in-state recruitment travel. All non-academic, student programming and on-campus tours are canceled immediately, until further notice.

Following the CDC’s recommendation for an 8-week suspension of public gatherings, all university-sponsored campus events and meetings are canceled, effective March 18 through May 11. When possible, meetings will utilize conference calling, web technology, or other distance platforms. CSU Pueblo’s Auxiliary Services leadership and our food provider, A’viands, will continue to work closely with all outside vendors, external event planners, and university partners in order to reschedule, postpone, or cancel external events.

**OUR PEOPLE**

Employees are asked to work remotely, beginning March 18 at 12pm. We will follow the remote work guidelines shared with campus on March 13 and detailed online here. During remote work, employees will continue to submit and track annual and sick leave, per normal reporting processes. Please review the FAQs for additional detail. In the meantime, employees who have questions about their specific situations should speak to their supervisors or Human Resources. To work remotely, you must 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. Develop a work plan that allows you to comply with time reporting requirements for your position

FUTURE CONSIDERATIONS
Daily updates for students, faculty, staff, and the community can be found online at www.csupueblo.edu/coronavirus.

Colorado State University Pueblo is committed to supporting health officials and to ensuring the safety of our campus and community. We understand that there are many nuances to our current situation, but students remain our top priority. Because this situation is changing by the hour, we must be agile as a campus community and work together with patience and creativity during this global health crisis.

I know that the onslaught of news and information about COVID-19 can feel overwhelming. I urge you to focus on what you can do to protect yourself, your family, and your community from infection and to treat everyone you encounter with kindness.

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

Thank you,

Dr. Timothy Mottet
CSU Pueblo President

cc: CSU Pueblo President’s Executive Council, G6: President Mottet; Niki Toussaint, Chief of Staff; Dr. Mohamed Abdelrahman, Provost; Chrissy Holliday VP EMCSA; Alejandro Rojas-Sosa, VP of Finance and Administration; Dr. Donna Souder Hodge, Chief Strategy Officer
FOR MORE INFORMATION:

Student or Parent Inquiries
Dr. Marie Humphrey
Senior Associate Vice President of Student Affairs and Dean of Students
Ph. 719-549-2586
Email. studentaffairs@csupueblo.edu

Instructional Inquiries
The Office of the Provost
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All Other Inquiries
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