



Friday, April 3, 2020 | 4 p.m. MT

Dear CSU Pueblo Campus Community—

I hope all of you are well and staying healthy. Thank you for all of the extra work you are doing to care for our students and our campus.

We are living through an unprecedented moment in history. The COVID-19 pandemic has now affected our entire planet and created numerous challenges to our personal and professional lives. By all indications, we can expect additional disruptions in the months ahead. We understand the health concerns and economic uncertainty weighing on our community because of these disruptions, but let me assure you that we will get through this by working together. Since mid-February, CSU Pueblo leadership has been working closely with state and local public health officials; we communicate daily with our system colleagues and the Colorado Department of Higher Education. As a result, our campus continues to adjust workflow and policies as new information arises, but we also recognize that this responsiveness has resulted in an overabundance of messaging and information to all of you.

Today's message is designed to provide you with some just-in-time campus updates and to share our plans for regular employee communications over the next few months. While this situation continues, new employee information can be found here: [Employee Resources](#).

JUST-IN-TIME INFORMATION

SUMMER CLASSES, ON-CAMPUS EVENTS, AND REMOTE WORK

In light of the escalating situation involving COVID-19, all previously scheduled face-to-face (F2F) courses this coming summer will be delivered via online or distance learning. Exceptions may be made for some in-person classroom or laboratory education, for fewer than 10 students per classroom or lab, and in designated “medical training” fields only, following direction provided to us by the Colorado Department of Higher Education and the Governor's Office. Please look for more information and academic guidance from the Office of the Provost in the coming days.

Additionally, after much reflection and consultation, we have made the decision to cancel or postpone all on-campus events, summer camps, and programs for the duration of the summer. At this time, employees will continue to work remotely — through June 30. **As always, these remote work dates may be shortened, extended, or adapted as new information becomes available.**

With the suspension of most on-campus operations come practical and logistical questions. Rest assured, I am working diligently to address these issues, while prioritizing the safety and security of our entire campus community. Answers to some of your questions are outlined below, and you can find additional details at [CSU Pueblo COVID-19](#).

ESSENTIAL EMPLOYEES

Out of an abundance of caution, only designated “essential” employees should be on campus. Fewer people on campus decreases the potential health risk to the larger community. All designated employees have received a “permission to work” memo from Human Resources. If you have any questions about your status, please contact your direct supervisor immediately. The Emergency Staffing Plan may be accessed online at [Emergency Staffing Plan](#). Your safety and wellness remains a priority. If you are essential personnel working on campus, please follow the [guidelines](#) mandated by the Centers for Disease Control and Prevention (CDC).

MAIL SERVICE AND DEPOSITS

Mail service continues to be an essential function of campus. Each department or unit has approved essential personnel who may pick up packages or mail, as necessary, following social distancing guidelines. Mail will be delivered, as normal at 10:30 a.m., to mailboxes in the Administration Building. All other departments may pick up mail or packages in the mailroom located in the Physical Plant building. The mailroom is open, with limited staff, from 8 a.m. to 5 p.m., Monday through Friday.

The Cashier's Office will be open from 8:30 a.m. to 12 p.m. on Wednesdays and Fridays for campus deposits. Other questions? Call the cashier at 719-549-2107.

INSURANCE AND COVID-19

CSU Pueblo employees with Anthem benefits will no longer have a cost share or copay if you need to receive treatment related to COVID-19 from April 1 through May 31, 2020. According to the company, your COVID-19 testing is now covered through Anthem, and you will pay nothing if you have a telehealth visit with a doctor in your plan through June 14, 2020. If you have additional questions about coverage or benefits related to your employment at CSU Pueblo, please contact CSU Pueblo Human Resources at 719-549-2076 or at hr@csupueblo.edu. If you need other health and wellness support, visit [HR online](#).

ABOUT REMOTE WORK AND TECHNOLOGY RESOURCES

CSU Pueblo will continue to follow the remote work policy that was shared with campus on March 13. Employees who have questions about their specific situation should speak to their supervisor(s) or Human Resources. To work remotely, you may be asked 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

If you have [new resource needs](#) for a university computer or wifi hot spot, a check-out procedure and pick-up schedule has been established. Please complete the Remote Faculty-Staff Technology Form online at <https://bit.ly/RemoteFacStaffTech>.

FRIDAY COMMUNICATIONS

In addition to regular "Just-in-Time" campus updates, each Friday communication will include professional development opportunities, dates and times for virtual "open office hours" open to all employees, information about fun, Friday events we hope to host online, and recognition of employees. Please know, while this situation is serious and our response will inevitably change, our future at CSU Pueblo has never been more hopeful because of you and your willingness to adapt and serve our students.

With sincere wishes for your continued health and safety.



Dr. Timothy Mottet
CSU Pueblo President