



RETURN TO CAMPUS PLAN

COVID-19

Guidance for CSU Pueblo Employees, Students, and Visitors
Issued July 2, 2020

OVERVIEW

BACKGROUND

In response to the presence of coronavirus 2019 (COVID-19) in Colorado, on March 25, the Governor issued Executive Order D 2020 017 ordering Coloradans to stay at home. CSU Pueblo created a comprehensive emergency operations plan, that included business continuity plans from every division, unit, and department on campus. Additionally, following best practice from the Centers for Disease Control and Prevention (CDC) and Pueblo Department of Public Health and Environment (PDPHE), leadership named Dr. Donna Souder Hodge the COVID-19 Response and Planning Coordinator and point person for the duration of the pandemic, or until further notice. She can be reached at donna.souder@csupueblo.edu.

Most institutions transitioned to remote instructional delivery and those on a traditional semester schedule instructed students not to return to campus for the remainder of the semester. On April 28, the Department issued updated guidance reflecting Public Health Order 20-28 permitting institutions to offer in-person instruction for less than 10 students per classroom in programs and courses that cannot be taught online. Institutions were required to inform CDHE, provide information on the course(s) to be taught, and attest to meeting all social distancing and other mitigation requirements. At this time, CSU Pueblo followed the guidance and requested that Nursing, and other medical-field-related courses, with permission from the Office of the Provost, were allowed to be on campus in a face-to-face (F2F) environment. All other classes continued online or in a distance modality. With the June 18, 2020 Public Health Order 20-091, institutions were allowed to resume F2F instruction. These courses were required to abide by the classroom limitations outlined in the public health order and further guidance provided by the CDHE and the Colorado Department of Public Health and Environment (CDPHE). **In order to mitigate risk and prepare for a safe fall reopening, all other courses were shifted to an online or distance format for the duration of summer 2020.**

RETURN TO CAMPUS PROTOCOLS, SUMMER 2020

JULY 2020 RETURN TO CAMPUS: OVERVIEW

Beginning July 1, employees will return to campus— in a staged manner, over time, and following protocols that help us ensure campus safety. Moreover, while we cannot say with certainty what fall will bring, we are confident that our new academic plan for fall is student-centered, incredibly flexible, and easily pivoted if the situation warrants; we are equally confident that our housing, dining, student life and support services, and our financial and business teams are ready to provide a stellar — in person — experience for students and employees this fall.

As we did during spring 2020, all CSU Pueblo staff and services are performing their job duties from 8 a.m. until 5 p.m., in a mix of remote and in-person availability. Beginning July 1, up to 50% of our employees may be *on campus* — and available at a physical location. On July 1, employees may

return to campus between the hours of 8 a.m. and 5 p.m., Monday through Friday (note: screening is only available from 7 a.m. to 11 a.m. and from 1 p.m. to 5 p.m., M-F). Campus will not be open, at this time, outside of these hours. **All divisions, units, departments, and/or offices should be prepared to implement their approved continuity plan, with the approval of their appointing authority.**

CAMPUS COMMUNICATION AND SIGNAGE

Screening signage will be placed at all campus entrances, and directional signage will be appropriately located throughout campus. By July 15, every building entrance will have signs mandating in-building face-coverings/mask wearing, social distancing, and other public safety protocols. All classrooms and meetings spaces have been reconfigured, and new “adjusted maximum capacity” details will be posted on each space by the end of July. All buildings or public spaces undergoing deep cleaning will be closed and signs posted clearly on doors.

Weekly communications will be sent to all of campus each week, and all public health and safety updates will be shared with campus, on a weekly basis, as necessary.

PUBLIC ACCESS & KEY CARDS

Beginning July 6, campus will be open for LIMITED public access, Monday through Friday, from 9 a.m. to 12 p.m. and from 2 p.m. to 5 p.m. in order to allow for staffing changes and mid-day cleaning of all offices and public spaces. The Administration building is open to the public, and all other buildings will remain closed to walk-in public access at this time. Campus will be open to students and the public from 9 a.m.-12 p.m. and from 2 p.m. -5 p.m., in a limited fashion. All visitors must go through screening at the Administration building — the only building open to walk-ins during these hours. Visitors will be greeted in the Administration Building after screening and escorted to their destination on campus.

Visitors *with an appointment* to tour campus may proceed directly to the Buell Communications Center Screening Site where they will go through screening, be placed into small, single household groups, and asked to wear a mask and follow campus guidance during the tour.

Beginning July 6-August 17, buildings at CSU Pueblo will only be accessible by CSU Pueblo ID/key card. Please note: not all employees have access to all buildings, but any CSU Pueblo ID with an active magnetic strip will allow you to enter your approved campus buildings, based on your level of access. At this time, all CSU Pueblo employees have access to their home office building, the Library and Academic Resource Center (LARC), and the Occhiato Student Center (OSC), Monday through Friday from 8 a.m. to 5 p.m.

EMPLOYEES: RETURNING TO WORK

Like every Colorado campus, CSU Pueblo is waiting for additional clarification from CDHE and the Office of the Governor, when the most recent “Safer at Home” mandate likely expires at the end of July. In the meantime, we are working closely with the PDPHE in order to create processes and policies that offer flexibility to our students and employees and provide the greatest level of campus wide safety possible. **All offices will work with area Vice Presidents and designated Human Resources (HR) teams in order to create staffing plans for UP TO a 50% return to work on July 1.**

AT-RISK EMPLOYEES

All employees who may be designated high risk for COVID-19, or have other documented medical concerns, should contact HR in order to document a need to work remotely, at this time. Once

documented, HR will work with directors to ensure employee privacy, consistency in accommodations, and will assist in equitable planning for remote work, when applicable. Please contact HR at x2441.

STAFFING PROCESS

The 50% staffing will be determined based on individual unit contingency planning and posted campus hours of operation, in collaboration with HR and individual employee needs. We recognize that a 50% return to work will look different from department to department and will be determined, in part, on the importance of face-to-face public or student contact, and on the health and safety needs of our employees. Each supervisor will be given additional directions, via your area VP, for creating a staffing plan that meets university expectations and provides maximum flexibility and safety to all employees to the extent possible.

STUDENTS AND SUMMER 2020

Since March 13, students and faculty/staff in core medical-field-related courses, were allowed, with provost approval, and with CDHE oversight, to remain on campus, following careful screening protocols, wearing masks, and adhering to all social distancing and personal hygiene guidance. In May, this CDHE allowance extended to other high-need lab and research-based courses. To that end, throughout summer 2020, with permission from the provost and approval from CDHE, some courses and faculty, instructional staff, and continuing students may be in classes, on campus, following all stated campus safety measures. These courses and students are carefully monitored and provided limited, Monday through Friday, 8 a.m. to 5 p.m. access to campus only.

WORK STUDY STUDENTS

Work study students may return to campus, following all campus health and safety guidelines, beginning July 6. More details on that process was sent to supervisors on June 18. For more information, please contact sfs.stdemplyemnt@csupueblo.edu.

INTERCOLLEGIATE ATHLETICS: RETURN TO PARTICIPATION, JULY 6*

NCAA-permitted voluntary workouts will begin July 6 for Pack Athletics. Athletic facilities will open with safety protocols that have been approved by the PDPHE. Student-athletes, coaches, and all visitors will be required to follow CSU Pueblo guidelines for daily check-in, screening, mask-wearing, social distancing, and cleaning protocols. Incoming and returning student-athletes will receive direct communication from the Athletic Department and coaching staff outlining specific steps to follow for return to participation and will follow the PDPHE-approved Athletics Return to Work plan.

RECREATIONAL FACILITIES

Following Colorado Department of Higher Education (CDHE) guidance, the ThunderWolf Student Recreation Center and Pool at CSU Pueblo will remain closed: <https://covid19.colorado.gov/safer-at-home/guidance-by-sector/safer-at-home-higher-education>. If guidance changes, ThunderWolf Recreation will update students and members via email. If you would like to be added to the email list, please contact student.recreation@csupueblo.edu for more information. All recreational facilities will continue to offer a variety of virtual options for students, faculty, and staff.

EXTERNAL EVENTS ON CAMPUS: SUMMER 2020

No additional external events for summer 2020 will be scheduled at this time. Any event that has been booked for summer 2020 must follow all state and local guidance and Public Health Orders/approvals, and is subject to cancelation or change without notice.

BOOKSTORE

The Bookstore is open, and visitors may browse and shop —wearing masks and following social distancing protocols — after screening at the Administration Building, where they will be escorted to the Bookstore. Curbside service is available for employees, students, or visitors upon request.

WOLF PACK WELLNESS CENTER / COUNSELING CENTER

If you are ill, you may go directly to the Wolfpack Wellness Center, and you do not have to go through screening first. The Wolf Pack Wellness Center will conduct screening for all patients on site. The Wolf Pack Wellness Center will be open from 9 a.m. to 12 p.m. and from 2 p.m. to 5 p.m., by appointment only. Many appointments will continue via virtual or online methods.

Students/employees/visitors to the Counseling Center must enter campus through a designated screening site before going to their appointment. Counseling services will be open from 9 a.m. to 12 p.m. and from 2 p.m. to 5 p.m., by appointment only. Many appointments will continue via virtual or online methods.

PROTECTING CAMPUS: SAFETY MEASURES

Teams are working now to implement our screening process more widely and ensure a speedy and efficient experience for all employees and campus visitors. Signage has been placed around campus, and we encourage all personnel to redirect anyone without a color-coded wrist band (designating that they have been through screening that day) to the screening site. New cleaning protocols have already been implemented, and Plexiglas locations have been identified will begin to be installed the week of July 1, for all high traffic and public areas in place by July 6. Other core, campus wide needs will be addressed before fall 2020, on or by the week of August 17.

Additionally, we are working closely with our health and wellness center teams to extend services to all employees and students this summer and into the fall semester, for a nominal fee.

Protocols for summer and fall meetings and events (in online or hybrid formats; maximum size; appropriate locations) are being developed now, and travel protocols are under consideration. CSU Pueblo is committed to following CDHE guidelines whenever possible. These guidelines for higher education institutions, which change as the situation warrants, can be found here: <https://covid19.colorado.gov/safer-at-home/safer-at-home-higher-education>.

During the “closed hours” of 12 p.m. - 2 p.m., all employees will be asked to use the cleaning supplies provided to them at screening in order to keep their work areas cleaned, mid-day. Custodians will be cleaning all public areas and bathrooms on a prescribed cleaning schedule with increased frequency.

MANDATORY CAMPUS HEALTH SCREENING: EMPLOYEES, STUDENTS, VISITORS

Beginning July 1, a mandatory health screening checkpoint for all personnel will be open from 7 a.m. – 12 p.m. and 1 - 5 p.m. at the lower entrance to the Administration Building. Beginning July 6, the Pack Center at the ThunderBowl site will be open from 7 to 10 a.m., and the Buell Communication Center site will be open from 8:30 a.m. to 12 p.m. and from 1 to 4 p.m.

Employees may access any of the screening sites. All employees and visitors are required to go through screening immediately upon arrival to campus and prior to accessing any location, building, or office at CSU Pueblo. **Face masks/face coverings must be worn by everyone while on campus.**

Please plan all arrivals to campus around accessibility of the screening sites. Bring a copy of your CSU Pueblo ID card or a state-issued photo ID (visitors). Please schedule your time on campus, including all

departmental or division scheduling, accordingly. All screening sites utilize best practices and record keeping, necessary for potential contact tracing, as mandated by the CDPHE. Details can be found here: <https://covid19.colorado.gov/safer-at-home/guidance-by-sector/safer-at-home-higher-education>.

HOURS OF OPERATIONS:

Administration Building

Monday-Friday, 7 a.m. to 12 p.m. and 1 to 5 p.m.

Buell Communications Center

All Visitors with Appointments for Campus Tours should go directly to Buell for screening prior to tour beginning. Please arrive 15 minutes before appointment to allow time for health screening.

Monday-Friday, 8:30 a.m. to 12 p.m. and 1 p.m. to 4 p.m.

ThunderBowl Pack House

Student Athletes and Athletics Coaching Staff should enter campus at this screening site.

Monday-Friday, 7 a.m. to 10 a.m.

Thursdays from 5 p.m. to 8 p.m.

WORKING AT AN ALTERNATIVE CSU PUEBLO SITE

All employees working at off-site locations (high school University Tracks Centers, community colleges, Fort Carson) will follow screening and check-in protocols dictated by that facility/institution. The CSU Pueblo at Colorado Springs location (“the Tower”) will maintain their own screening protocols for personnel and any visitors at that location.

The screening protocol, location, and operating hours are subject to change as the situation evolves or as directed by local or state public health officials. Employees are responsible for bringing their own face masks and must wear them at all times on campus — in public or shared spaces. If you do not have a face mask, one will be issued to you when you reach the screening site. If you cannot safely wear a face mask, because of a documented medical concern, please contact Jen Martin-White in Human Resources at jennifer.martinwhite@csupueblo.edu.

GENERAL SAFETY MEASURES

1) Your Health and Wellness

Please stay home if you have been in contact with anyone potentially infected by COVID-19 or have any of the following symptoms: a fever of 100.4 or higher, dry cough or sneezing, shortness of breath or difficulty breathing, muscle aches, or recent loss of taste or smell. If you are classified as belonging to an at-risk category, or are responsible for the care of someone who is, please contact HR in order to discuss your options for remote or hybrid work. Supervisors should direct all questions or requests related to work accommodations to HR at x2441.

2) Social Distancing

Social distancing — stay two ThunderWolves a part — is encouraged at all times.

3) Personal Protective Equipment

Masks or face shields are required for all employees and visitors to the CSU Pueblo campus. If you don't have a mask, one will be provided to you at screening. Masks should be worn in all public or common areas and when interacting with others.

4) Employee Meetings, Gatherings, and Travel

Small meeting rooms and some common areas may be closed across campus, on a building by building basis. Whenever possible, or for groups of 10 or more, meetings should be held via zoom or other online distance platform. Only essential university travel will be approved until further notice. Employees who traveled for work (or personal business) may need to self-quarantine if they suspect they have been exposed or traveled to a high risk area. International travel is not permitted at this time. Any employee who must travel internationally is required to isolate for 14 days before returning to campus. At this time, campus gatherings should not exceed 10 people and must follow all campus health and safety protocols.

5) Hand Washing and Sanitizing

Your own commitment to personal safety and hygiene is key to everyone's safety on campus. Wash your hands multiple times during your work day. Sanitize your office areas, door knobs, and phones, keyboards, or any shared equipment and spaces often. Sanitizing supplies and refills will be available at the screening locations.

6) Employee Breaks and Meals

Availability of dining options in the OSC will be limited, and for grab and go or carry out only. Food delivery services are allowed on campus, but must be greeted and business conducted outside. While break rooms are still open, on a building by building basis, social distancing should always be practiced and masks worn when not eating. Please clean all kitchen items and devices before and after each use.

7) Cleaning Campus

During the hours of 12-2 p.m., all employees will be asked to use the cleaning supplies provided to them at screening in order to to keep their work areas sanitized. Custodians will be cleaning all public areas and bathrooms on a prescribed cleaning schedule with increased frequency.

8) Non-Compliance

Everyone on the CSU Pueblo is learning as we go. Our primary focus is to "Protect our Pack," but if you or team encounter a group or individuals: employees, students, or visitors who — after encouragement and professional reminders — still refuse to wear a mask/face covering, do not adhere to social distancing guidelines, or who are practicing other risky behaviors, please contact our Health Screening Team at x2373.

If You Develop Symptoms While at Work

If you experience COVID-19 or flu-like symptoms at work:

- Maintain a 6ft distance from others
- Notify your supervisor immediately
- Supervisors should notify HR anytime an employee reports symptoms
- Contact the CSU Pueblo Wolf Pack Wellness Center at 719-549-2830, or arrange a visit, if possible
- Go home, and contact your health provider

What You Can Do

To ensure the health and safety of everyone on campus, we must all commit to the following behaviors, practices, and safety protocols:

- Reading and understanding all communications from leadership and supervisors

- Visiting screening daily, and following all campus safety protocols
- Following the processes and guidelines for social distancing
- Cleaning and disinfecting our work areas daily
- Practicing proper hand washing and sanitizing
- Wearing our masks and ask questions if we are unclear about anything
- Staying home if we experience symptoms or are ill
- Communicating our needs and sharing questions with our supervisors and/or HR at all times

Educational/Informational Materials:

RETURN TO WORK GUIDE: <https://www.youtube.com/watch?v=MR9kLZ3z7vA>

CAMPUS SAFETY GUIDE: <https://www.youtube.com/watch?v=BX2L6b-n4aU>

OPERATING AUTHORITY

This guidance is based on information provided to Colorado postsecondary institutions for implementing Executive Order D 2020 091 (Safer At Home and in the Vast, Great Outdoors), issued by Governor Polis on June 1, 2020, and Public Health Order 20-091 issued on June 18, 2020. Those orders together, as updated, allow many Coloradans to return to work and recreation while maintaining a sustainable level of social distancing. This guidance for higher education institutions, issued on June 22, 2020 replaces guidance that the Colorado Department of Higher Education (CDHE) issued on April 28, 2020. In as much as Executive Order D 2020 091 encompasses all Colorado entities, this guidance is for all postsecondary institutions, irrespective of their authorizing agency. Those that are authorized by the CDHE include public institutions; private degree-granting and religious institutions authorized under §23-2-101 et seq.; and private occupational schools authorized under §23-64-101. Technical Colleges that are part of a school district should follow this guidance and guidance issued through the Colorado Department of Education. CSU Pueblo is authorized to operate as a public, 4-year institution, by authority given to us by the CDHE. Additional information from the CDHE can be requested by emailing COVID19@dhe.state.co.us.

CSU Pueblo is dedicated to following all guidance, to the extent possible, provided by and authorized through the CDHE. NOTE: This guidance is limited and preliminary only; it is subject to change without warning. CDHE has notified us that it will supplement the June 22, 2020 guidance with a more detailed “Considerations and Recommendations for Returning to Campus in the Fall” within several weeks. In the meantime, CSU Pueblo is making plans to return up to 50% of our employees to limited, restricted face-to-face work on campus, as we await additional direction and “Extensive guidance for Fall Return to Campus” from the state of Colorado and the CDHE.

ADDITIONAL GUIDANCE FROM THE CDHE:

Continue to limit non-essential activities on campuses or in buildings

- Continue to provide food on a “Grab and Go” basis, discouraging individuals from congregating.
- Continue to provide services for students who remain on campus.
- Limit gatherings on campuses outside of classrooms to 10 individuals.
- Follow other state public health orders with regard to auxiliary services and programs including athletics. Contact CDHE at COVID19@dhe.state.co.us with questions.

Implement/Continue strict mitigation policies and practices

Follow best practices outlined by the Colorado Department of Public Health and Environment with regard to COVID-19 mitigation strategies, including the following:

- Ensure 6 feet or more distancing between employees, students and visitors.
- Require the use of face coverings.
- Ensure that individuals at risk of severe illness from COVID-19 are able to work from home.
- Clean and disinfect all high-touch areas regularly.
- Implement a symptom monitoring protocol for all faculty, staff, and students to ensure that individuals with symptoms stay at home.

Graduation Ceremonies

- Graduation ceremonies are permitted under the June 18 public health order. They must adhere to the Life Rites section of Public Health Order 20-091. That order specifies that:
 - Indoor ceremonies are allowed at 50% normal capacity, not to exceed 50 individuals indoors, or 100 individuals in extra large venues
 - Outdoor ceremonies are allowed at up to the posted capacity number while still ensuring 6-foot distancing among non-family members.
- Follow further guidance from the CDHE.

Maintain Strict Travel Policies

- Continue to monitor the CDC's Travel Health Notices to support students and staff with family in affected areas.
- Discourage students from traveling anywhere other than home.
- Restrict non-personal, out-of-state faculty and staff travel. o Prohibit out-of-state employee travel without approval by the head of the institution.
- Discourage personal out-of-state travel.
- Inform faculty, staff and students of requirements to self-isolate or quarantine if they travel and have been exposed or have any symptoms: <https://covid19.colorado.gov/isolation-and-quarantine>

Other Steps to Continue

- Continue to work closely with your local public health agency. Make sure you know about local healthcare and public health emergency planning and response activities in your community and maintain open lines of communication.
- Stay informed about the local COVID-19 situation. Know where to turn for reliable, up-to-date information in your local community.
- Monitor the Colorado Department of Public Health and Environment website, the CDC COVID-19 website and your local health agency websites for the latest information. The Colorado Department of Higher Education has created a webpage with these and other resources.
- Communicate o Communicate about COVID-19 with your staff. Share information about what is currently known about COVID-19. See the Colorado Department of Public Health and Environment for updated messaging.
- Communicate about COVID-19 with students and families. Provide updates about changes to your policies or operations. Use all communication channels that you have available including your email, university/college news, website, letters, and social media to share updates.
- Communicate with the Colorado Department of Higher Education with any questions or concerns.
- Communication with the larger community and other impacted individuals.

- Maintain up to date information on your institution's website regarding procedures for access health facilities on campus, if open.
- Intentionally and persistently combat stigma. Misinformation about coronavirus and COVID-19 creates fear and hostility that makes it harder to keep everyone healthy.

Testing for COVID-19

A faculty, staff member or student should be evaluated for COVID-19 if:

- If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID19, they should stay home.
- If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should avoid public places for 14 days.
- If the individual develops symptoms, they should call the school clinic or a local health provider. If your campus clinic sees a student who they believe might have COVID-19, the clinic should immediately notify your local public health agency.
- Your local public health agency will provide you with guidance.

If you Have a Confirmed Case on Your Campus

If there is a confirmed case of COVID-19 in the community or at your campus:

- Work in close collaboration and coordination with local and state health officials and other health care and public health partners in your community to make decisions regarding measures to reduce the spread of COVID-19.
- Communicate about potential exposure to COVID-19. It is critical to maintain confidentiality of the individual while working to address potential fear and anxiety of students and staff.
- Seek guidance from local health officials about the need to lengthen facility closures.

** Our July 1 return to campus date, and all planning, is based on guidelines provided by the State of Colorado, CDHE, and local public health officials and, as such, is subject to change without notice, at any time.*