



RETURN TO CAMPUS PLAN

COVID-19

Guidance for CSU Pueblo Employees, Students, and Visitors
Issued AUGUST 3, 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 Colorado Department of Higher Education (CDHE) 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. For fall 2020, a mix of face-to-face, online, and hybrid courses will be offered in order to provide students and employees the greatest level of personal flexibility.

The Return to Campus Fall 2020 Plan is a working document and, as such, is subject to change without notice or warning.

This document has four main categories:

- 1. RETURN TO CAMPUS: AN OVERVIEW**
- 2. EMPLOYEES: RETURNING TO CAMPUS**
- 3. STUDENTS: RETURNING TO CAMPUS**
- 4. COVID-19 CASE REPORTING PROTOCOLS**

1. RETURN TO CAMPUS: AN OVERVIEW

Beginning July 1, CSU Pueblo employees returned to campus— in a staged manner, over time, and following protocols that helped us ensure campus safety and plan for the fall. Moreover, while we cannot say with certainty what new challenges the fall semester may 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 and virtual — 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 and through fall 2020, up to 50% of our employees may be on campus — and available at a physical location. This fall, employees may return to campus between the hours of 8 a.m. and 5 p.m., Monday through Friday. Campus will not be open, at this time, outside of these hours. **All divisions, units, departments, and/or offices should be prepared to implement — or continue to follow — their approved continuity plan, with the approval of their appointing authority.**

ATHLETICS, AFTER HOUR EVENTS AND FACILITIES

Sanctioned athletic events, with approval from the National Collegiate Athletic Association (NCAA) and Rocky Mountain Athletic Conference (RMAC) may happen after hours in athletics facilities with COVID-19 Response and Planning Team (COVID RPT) approval.

CAMPUS COMMUNICATION AND SIGNAGE

Notification 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 in August. All buildings or public spaces undergoing deep cleaning will be closed and signs posted clearly on doors.

Weekly communications will be sent to 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 August 24, 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. All visitors must go through screening at the Administration building, Buell Communication Center (BCC), or the ThunderBowl (for approved events) and must be escorted to their appointment or desired location during these hours. Visitors will be greeted in the Administration Building (or BCC) after screening and escorted to their destination on campus. These locations may expand, as campus needs change.

Essential 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 August 17, all buildings at CSU Pueblo will be accessible by CSU Pueblo ID/key card from 8 a.m. to 5 p.m. Please note: some designed essential or emergency personnel 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 after hours, if approved.

EXTERNAL EVENTS ON CAMPUS: FALL 2020

External events for fall 2020 will ONLY be scheduled with the pre-approval of the COVID-19 Response and Planning Team (COVID RPT). Requests must be submitted at least two-weeks before the event, and must follow all published maximum capacity limits and guidelines required by state and local public health officials. No event — outside of a classroom — may exceed 10 people without the approval of the COVID-19 RPT. All events are subject to cancelation or change without notice. **The form and additional guidance will be available August 17.**

BOOKSTORE

The Bookstore remains open; in addition to the access provided employees and students, 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.

WOLFPACK WELLNESS CENTER / COUNSELING CENTER

If you are ill, the Wolfpack Wellness Center will conduct screening for all patients on site. The Wolfpack Wellness Center will be open 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 self-reporting process more widely and ensure a speedy and efficient experience for all employees and students. Signage has been placed around campus, and we encourage all personnel and students to redirect any visitor or guest, 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 has been placed in all high traffic and public areas. Other core, campus wide needs will be addressed during fall 2020, and during fall convocation sessions.

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

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 REPORTING: VISITORS AND GUESTS

Beginning August 24, a mandatory health screening checkpoint for all visitors to campus will be open from 7 a.m. – 12 p.m. and 1 - 5 p.m. at the lower entrance to the Administration Building. 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, but screening is not required for employees or students during fall 2020. All 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. Visitors must bring a copy of a state-issued photo ID. Please schedule your time on campus 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 the Buell Communications Center 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.

2. EMPLOYEES: RETURNING TO CAMPUS

Like every Colorado campus, CSU Pueblo will always seek additional clarification from CDHE and the Office of the Governor, as the Colorado “Safer at Home” mandate changes or expires. 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 AUGUST 17.**

MANDATORY CAMPUS HEALTH REPORTING: EMPLOYEES

Beginning August 24, employees and students will not be required to go through in-person screening. Instead, campus will rely on self-reporting and has created an employee “hot line” and email address where employees can call, text, or email the COVID RPT in order to report symptoms, exposure, or positive tests.

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, if possible. Please contact HR at x2441.

STAFFING PROCESS

The up-to 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.

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 at a screening site, or you can contact HR (or a member of the COVID Team) in order to request one. 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: YOUR HEALTH, MEETINGS, AND AUTHORIZED TRAVEL

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 and at all key buildings (OSC, LARC, ADMIN, ThunderBowl). Masks should be worn in all public or common areas and when interacting with others, per state order and is enforceable by law.

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 domestic university travel will be approved for fall 2020. 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 during fall 2020 is not permitted at this time.** Any employee who must travel internationally is required to isolate for 14 days before returning to campus.

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 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 campus 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>

3. STUDENTS: RETURNING TO CAMPUS

Classes this fall will be in face-to-face, online, and hybrid formats. Please see the student course schedule for additional updates, including location, mode of instruction, and course maximum capacity. Cross-campus plans have been developed that allow for **in-person, hybrid, and online** class experiences that will help tailor student schedules in a flexible way that meets personal needs. Cross-campus plans have

been developed that allow for **in-person, hybrid, and online** class experiences that will help you to tailor your schedule in a flexible way that meets your personal need.

<https://www.csupueblo.edu/coronavirus/student-resources/fall-2020.html>.

MANDATORY CAMPUS HEALTH REPORTING: STUDENTS

Beginning August 24, employees and students will *not* be required to go through in-person screening. Instead, campus will reply on self-reporting and has created an employee “hot line” and email address where students can call, text, or email the COVID RPT in order to report symptoms, exposure, or positive tests. Some students may be required to do on-site screening, including student athletes, campus residents, and others who may engage in high-risk activities or events. This guidance is subject to change without notice.

RESIDENCE LIFE AND HOUSING

To provide the safest experience possible for our students, Residence Life & Housing (RLH) guidelines and procedures have been developed by University experts using consultations with liaisons from the Pueblo Health Department, the Center for Disease Control and Prevention, and the Colorado Department of Higher Education. RLH will continue to provide a living, learning environment for all residents while keeping the safety and security of students and staff central in all procedures and processes.

Safety Measures in Residence Halls and Campus Housing

- Measured all bedrooms and common spaces
- Capacity has been altered to ensure that each person would have more than 6 square feet of personal space.
- Small triple rooms have been converted to double rooms.
- The most common room type, double rooms with shared bathrooms, have over 137 square feet of free space (not including furniture) and will remain as doubles. Bathrooms are shared with no more than four people.
- More single rooms with shared bathrooms have been created to meet the demand.
- Common spaces will have Capacity Limit signs posted and enforced.

Hired professional and student cleaners

- All rooms and apartments will be cleaned before fall move-in.
- Professional cleaners are cleaning all bathrooms.
- Student staff cleaners are touching up and sanitizing all bedrooms that were previously cleaned in April and May but not occupied in the summer.
- Staff will do a final walk-through of the floors and disinfect all door handles the week before move-in.

Adapted Move-In

- Residents will select two-hour time-slots over four days to limit the number of residents checking in at one time.
- Only three guests will be allowed with the resident during their scheduled time. After that point, no outside visitors are allowed on the floors or in resident rooms.
- A screening process will be in place for all guests prior to check-in.

Guest Policy Updated

- Guests are only permitted within Residence Life & Housing spaces if they are residents of
- University Housing (i.e. The guest lives in Crestone, Culebra, Greenhorn, or Walking Sticks).
- In Crestone, Culebra, and Greenhorn Halls, residents are allowed to have one guest per room at any

one time.

- In Walking Sticks Apartments, residents are allowed to have one guest per resident at any one time.

Education Materials

Marketing campaign including hallway signs, door signs, mirror clings in every resident bathroom, and routinely updated bulletin boards will educate on various topics including: washing hands, properly putting on and taking off a mask, cleaning surfaces, cleaning bathrooms, and physical distancing. Communication with students will include emails and mailers with educational components as well as instructions on updated procedures.

RLH has worked with University Marketing to create short TikTok videos about hand washing and properly putting on and taking off a mask. These videos will run with other University videos on the common area T.V.s.

Updated Protocols for Day-to-Day Staff

Student Staff will incorporate sanitation steps in regular duties. Main entrance and exit doors, elevator buttons, and common touch-points in the main lobbies will be sanitized multiple times throughout the day. Hand Sanitizer stations will be placed in each building lobby and checked each business day by staff. Floor stickers and Plexiglass will be placed at the front desk to encourage safe interactions with staff.

Training Updated

Professional and Student staff will be trained on the updated procedures and University standards as related to the COVID-19 response. On-going training will occur as changes and updates are communicated. Trainings and meetings with more than 10 people will be online.

Fall 2020/Housing Contracts

All classes will be online after Thanksgiving Break, November 30, through Fall Finals, December 11. Since this is a planned change in instruction, Housing has decided to offer term dates for billing related to Fall housing.

Please talk with your family or any decision-makers related to your expenses and decide which contract term works best for you. It is ideal to select the most likely scenario so that your initial financial aid, if available, can cover the true cost of housing. We understand that plans change, so we will allow you to change your term selection later in the semester.

Terms have the same weekly cost but the total bill is decided by the number of weeks indicated. The week of move-in is not considered in billing. Weekly billing starts on the first day of class. We will not prorate by any other week combination. Student agreements will be adjusted to reflect either a 13-week term or a 16-week term.

STUDENT LIFE AT CSU PUEBLO, FALL 2020

Dining Options

The Pack Café, Café Libro, Einstein's Bagels and Tacos Navarro will be open on campus and offering a variety of to-go food options. There will be limited seating in the Pack Café. Physical distancing and up-to-date cleanliness guidelines will be strictly followed. More information can be found at www.safe-café.com (Brand: Aladdin).

Student Engagement and Leadership

Student Engagement and Leadership (SEAL) is offering events in-person and remotely for the fall semester. Follow @MyCSUPueblo on Facebook and @mycsupueblo_ on Instagram for event updates

and information.

Student Conduct and COVID-19

Students are required to follow the CSU Pueblo Public Health Emergency Response.* Failure to comply with health and safety requirements also falls under the Student Code of Conduct.** Students in need of accommodations, or those seeking an exception to this policy, should contact the Disability Resource and Support Center at dro@csupueblo.edu.

Student Organization and Club Sports Events

Student Engagement and Leadership (SEAL) is offering events in-person and remotely for the fall semester. Follow @MyCSUPueblo on Facebook and @mycsupueblo_ on Instagram for event updates and information.

Registered Student Organizations and Club Sports are highly encouraged to hold meetings virtually during the Fall semester. Information on how to set up and conduct a virtual meeting can be obtained by emailing noelle.sansouci@csupueblo.edu for Student Organizations or student.recreation@csupueblo.edu for Club Sports.

Student organization or Club Sports events or meetings that cannot be held virtually must be approved at least 10 business days in advance by the Director of Student Engagement, Noelle Sansouci, noelle.sansouci@csupueblo.edu for Student Organizations or student.recreation@csupueblo.edu for Club Sports.

Events must follow established event guidelines and comply with Pueblo County and State of Colorado recommendations. A student organization event plan must accompany the request and an example template may be found on Packlink.

In-Person New Student Orientation

All students are required to complete the online orientation program that is available in their PAWs account. The in-person orientation program is being offered in a safe, physically-distanced format allowing for small group interactions to integrate our new students to campus. Masks are required and spots are limited. Students may register for the in-person orientation program at www.csupueblo.edu/orientation.

New Student Convocation

New Student Convocation will not take place this year in its traditional format. Students will receive their "Pack On" t-shirts and academic pins during move in and from the Student Engagement and Leadership Office (OSC 102) for commuter students during orientation and the first week of classes. Videos will be playing throughout campus with the President's welcome and the Academic Pledge.

Commencement

The 2020 Commencement is currently scheduled for Saturday, December 12. The format may be adjusted and is dependent on guidance from the CDC and the local and state health departments. More information will be available by September 1 by visiting csupueblo.edu/commencement.

INTERNATIONAL STUDENT SUPPORT

Additional information will be communicated directly to international students via email. If you have questions, please contact bonnie.fruland@csupueblo.edu.

Registering for classes

Continuing students will need to contact their academic advisor to register for classes. New students will be contacted via email by Strider Swope at strider.swope@csupueblo.edu for assistance with registering for classes.

Arriving to Campus

We recommend that you make arrangements to fly into the Pueblo Municipal Airport whenever possible. Please ask the travel agent to book the flight through to Pueblo.

Transportation

Pueblo City Cab: <http://pueblocitycab.com/>. Lyft and Uber service is available in Denver, Colorado Springs and Pueblo.

Quarantine

Students traveling to CSU Pueblo from locations outside the U.S. will need to follow CDC guidelines and quarantine for 14 days: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

International Student Orientation

New international students are required to participate in orientation. Content will be delivered in online and remote formats. You will receive additional information via email.

Students: Additional Resources

*<http://csu-pueblo-policies.colostate.edu/policy.aspx?id=172>

** <https://www.csupueblo.edu/student-affairs/doc/code-of-conduct-2019-20.pdf>

WORK STUDY

Work study students may return to campus, following all campus health and safety guidelines, beginning July 6 throughout the fall, or until guidance and/or the public health status changes. For more information, please contact sfs.stdeplyemnt@csupueblo.edu.

INTERCOLLEGIATE ATHLETICS: FALL RETURN TO PARTICIPATION, AUGUST 24*

NCAA-permitted workouts will begin August 24 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 NCAA/RMAC and CSU Pueblo Athletics 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 RMAC PDPHE-approved Athletics safety plan.

RECREATIONAL FACILITIES

Following Colorado Department of Higher Education (CDHE) guidance, the ThunderWolf Student Recreation Center and Pool at CSU Pueblo will remain closed until August 19: <https://covid19.colorado.gov/safer-at-home/guidance-by-sector/safer-at-home-higher-education>. Beginning August 19, the facility and all services (while mask-wearing and social distancing) will resume for students and employees with memberships only. Based on public health guidance at that time, late-September or early October, the Recreation Center expects to open to members for limited services. 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 the team via email at student.recreation@csupueblo.edu for more information. During fall 2020, all recreational facilities will continue to offer a variety of virtual options for students, faculty, and staff.

4. COVID-19 CASE REPORTING PROTOCOLS

The health and safety of CSU Pueblo's employees, students, and community is the COVID-19 Response and Planning Team's (COVID RPT) top priority. The purpose of this message is to share CSU Pueblo's procedure for positive or probable cases of COVID-19 for employee groups. Each Wednesday, we will send campus communication updates on response and planning efforts. Additional email notifications will be sent out when confirmed positives are identified on campus. These communications will have the subject line: **CSU Pueblo Public Health Update: COVID-19.**

If you test positive for COVID-19, at any time, please notify your direct supervisor immediately. Supervisors must then notify the COVID-19 Coordinator, Dr. Donna Souder Hodge at donna.souder@csupueblo.edu, who will follow procedures for proper information gathering and other protocols. In order to protect the privacy of all involved, and to minimize the sharing of incorrect information, supervisors should not contact or notify other employees, leadership, or campus groups. Alternatively, employees may always contact the COVID Coordinator, or HR, directly.

If you are notified that a visitor, guest, or university partner you or your team hosted on campus has tested positive, please follow the procedure, as outlined below, by contacting the COVID-19 Coordinator immediately.

When the university receives notification of a confirmed case of COVID-19, we will adhere to the following 3-Step COVID-19 Positive Case Reporting Protocol in order to maintain the health and safety of the campus community:

STEP 1: NOTIFICATION

Once alerted, the COVID-19 Coordinator will work with the supervisor or office/department / unit / division in order to:

- Obtain details about the person's locations on campus and close contacts.
- Notify the school, department and/or work group (as appropriate) using the template, below.
- Authorize notification and cleaning protocols for any impacted area.

Once the above is complete, the COVID-19 Coordinator will:

- Notify the supervisor (if they are not the reporting person) and Human Resources (HR) personnel, who will contact the positive employee in order to follow up on leave options.
- Notify, when required, the Pueblo Department of Public Health and Environment.
- Notify the COVID RPT, including the health care representative from the Wolfpack Wellness Center.
- Begin campus "contact tracing" protocols, working closely with certified contact tracing team members in the CSU Pueblo Wolfpack Wellness Center.
- Notify the Executive Council "G6."
- Notify individuals or groups who were in close contact, and provide them with public health recommendations that may include staying home and monitoring their health.

STEP 2: NOTIFICATION, IMPACTED DEPARTMENTS/UNITS/DIVISIONS/STUDENT GROUPS

CSU Pueblo COVID-19 Response and Planning Team, under the guidance of the COVID-19 Coordinator, will notify entire departments or units when there is risk of widespread exposure.

STEP 3: CLEANING AND DISINFECTION

The university custodial and facilities staff, to the extent possible, will work with the COVID RPT in order to follow the [Colorado Department of Public Health and Environment \(CDPHE\) guidelines](#) for enhanced cleaning and disinfection of areas in which an individual with COVID-19 spent time.

The COVID RPT will:

- Evaluate the specific locations where the person spent time on campus for cleaning and disinfection in accordance with guidance from the Centers for Disease Control and Prevention.
- COVID RPT will facilitate scheduling of cleaning and disinfection. Custodial staff, under the direction of the COVID RPT, will conduct the following:
 - * Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.
 - * Implement cleaning protocols based on the risk of potential contamination, in consultation (as necessary) with PDPHE and the COVID RPT.
 - * Identify areas that require restricted access during and immediately following enhanced cleaning. Spaces and building access may be closed for up to 72 hours, per Center for Disease Control and Prevention (CDC) guidelines.
 - * Coordinate with building proctors/managers.

Guidance from the Colorado Department of Higher Education, the CDPHE, and the CDC has been [used as a reference](#) in creating this procedure.

DEFINITIONS

"Direct contact" includes sustained, close or daily contact with a confirmed positive individual; both parties wearing masks, observing social distancing requirements, and following other safety protocols. Limited or one-time direct contact is considered low risk and does not generally require action. Individuals should self-monitor for symptoms for two weeks.

The public health definition of **"exposure"** is close contact with a confirmed positive individual, within 6ft, for 10-15 minutes or longer, with one or both individuals not wearing a mask, and without following other public health protocols. Individuals who have had exposure level contact with a confirmed positive case, should quarantine for two weeks, contact your health care provider or the Wolfpack Wellness Center at 719-549-2830.

"Contact tracing" is a specific reference to the work that designated public health officials do in order to protect our community once an individual has been confirmed positive for COVID-19.

The terms, "isolation" and "quarantine" help protect the public by preventing exposure to people who have or may have a contagious disease.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Quarantined employees should submit a negative COVID-19 test result from a health care provider to HR before returning to campus. The Wolfpack Wellness Center also has COVID-19 tests for symptomatic or quarantined employees and students available at no charge. Please call 719-549-2830 in order to make an appointment.

Employees who are in isolation or who are quarantined may continue to work remotely whenever possible. Please contact HR at 719-549-2441 if you have any questions regarding COVID-19 leave, or related concerns.

Masks should be worn in all common areas, shared spaces, when interacting with others while anywhere on campus, and when coming in and out of buildings. "Shared spaces" may refer to cubicle areas with shared or low walls, without doors, and in work areas that are open concept. Contact your direct supervisor for additional guidance.

A "**positive case**" has been laboratory confirmed with a test.

A "**probable case**" meets the clinical criteria and epidemiological evidence, yet it has not been laboratory confirmed with a test.

CAMPUS SAFETY REMINDERS

For additional information about symptoms of COVID-19, how to minimize your risk, and to access other information and resources related to the university's response to COVID-19, visit www.csupueblo.edu/coronavirus.

If you still have any questions or concerns, or if you believe you have been in direct or exposed contact with a confirmed positive individual, either on campus or in the community, please notify CSU Pueblo personnel when you enter campus at screening, and contact the COVID RPT Coordinator, or any member of the COVID RPT, immediately.

CSU Pueblo COVID-19 Response and Planning Team

Dr. Donna Souder Hodge, Chief Strategy Officer / COVID-19 Response and Planning Coordinator

Craig Cason, Associate Vice President Facilities Management

Dr. Marie Humphrey, Associate Vice President of Student Affairs and Dean of Students

Niki Toussaint, Chief of Staff

Carol Daugherty, Director of Wolfpack Wellness Center

Kat Abernathy, Executive Director Human Resources

Jennifer Martin-White, Employee Relations Specialist Human Resources

David Herman, Environmental Health and Safety Officer

Laurie Kilpatrick, Parking and Safety Manager / Health Screening Team Lead

Haley Sue Robinson, Public Information Officer

Chris Fendrich, Director Auxiliary Services

Devin Hart, Director Sports Medicine

COVID-19 POSTIVE CASE REPORTING PROTOCOL: FAQs

Q: What if I think I have been in contact with someone who is confirmed positive for COVID-19?

Refer to the definitions for "direct contact" and "exposure," and contact your supervisor and/or the COVID-19 Coordinator, Dr. Donna Souder Hodge at donna.souder@csupubelo.edu.

Q: What if a member of my household has tested positive for COVID-19?

If a member of your household has tested positive for COVID-19, contact your supervisor and/or the COVID-19 Coordinator, Dr. Donna Souder Hodge at donna.souder@csupueblo.edu.

Q: What if I supervise an employee or student worker who tells me that they have just been tested, has had contact with a confirmed positive COVID-19 case, or has a family member who has tested positive?

Contact the COVID-19 Coordinator, Dr. Donna Souder Hodge at donna.souder@csupueblo.edu.

Q: What if I, or a member of my team, have a fever or any of the symptoms of COVID-19?

Contact your supervisor, and if you are on campus, go home until you are at least 72 hours fever-free, without the use of medication. Contact your health care provider, or contact the Wolfpack Wellness Center for an appointment or test at 719-549-2830.

Q: Where can I get a COVID-19 test?

The Pueblo Department of Public Health and Environment is currently operating a drive up testing site at the Colorado State Fair Grounds (Gate 4) from 9 a.m. to 3 p.m. Monday through Wednesday. If you are symptomatic, CSU Pueblo's Wolfpack Wellness Center has tests available. Contact them for an appointment at 719-549-2830.

Q: What do I do if I think a colleague or student has symptoms or has tested positive?

Any question related to public health can be directed to the Pueblo Department of Public Health and Environment at 719-583-4444. Continue to follow all health and safety recommendations, and always encourage your colleagues and students to visit the Wolfpack Wellness Center if they are feeling ill. If you have additional questions or concerns, please contact Dr. Donna Souder Hodge at donna.souder@csupueblo.edu.

Q: I have heard that there are new positive cases on campus. How can I confirm, and what should I do next?

All positive and probable cases will be communicated through official messages sent directly from the COVID-19 Response and Planning Team. Campus communication will be timely and transparent, to the extent possible, and will follow the COVID-19 Positive Case Reporting Protocol. In the event there is a campus wide emergency, normal emergency protocols will be followed and all communication channels utilized. To protect the health and safety of our campus, please direct all COVID-19 questions to the COVID-19 Coordinator — or to a member of this team.

Q: I'm worried about my own health and wellness and had a COVID-19 test, but I have no symptoms. Can I return to campus?

If you have worries that lead to getting a COVID-19 test, please notify your supervisor and HR (as you may be eligible for paid leave), remain home, and your supervisor will contact the COVID-19 Coordinator who will follow the procedures for campus wide risk management.

You may return to campus after receiving a negative test result. Employees are encouraged, when possible, to make arrangements with their supervisors and HR to work remotely while waiting for test results.

Q: What does “contact tracing” mean, and what will it look like at CSU Pueblo?

“Contact tracing” is a specific reference to the work that designated public health officials do in order to protect our community once an individual has been confirmed positive for COVID-19.

Our CSU Pueblo Director of Student Health Services, and a member of the COVID-19 Response and Planning Team, Carol Daugherty, MSN, FNP-BC, is a certified contact tracer. She, and other certified contract tracers on her staff, will assist with all internal processes for identification of impacted personnel and spaces on campus.

Q: I've been asked to quarantine. What's next?

Work with your supervisor and contact HR at 719-549-2441 in order to determine your best options for leave and remote work.

Before you return to campus, please submit a negative COVID-19 test result from your health care provider to HR. The Wolfpack Wellness Center also has COVID-19 tests for symptomatic or quarantined employees and students — available at no charge. Please call 719-549-2830 in order to make an appointment.

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.

** CSU Pueblo's Fall 2020 Return to Campus planning, and date, 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.*