



## **CSU PUEBLO CAMPUS BUSINESS OPERATIONS BLUE COLORADO COVID DIAL STATUS: “CAUTION”**

**REGISTER ONLINE NOW FOR DAILY HEALTH SCREENING & TESTING:**

<https://csupueblo.smartbacktowork.com>

**NOTE:** Requests for exceptions to any guidelines detailed in the BLUE plan may be made to the COVID-19 Response and Planning Team by emailing [covid@csupueblo.edu](mailto:covid@csupueblo.edu).

### **ACADEMIC INSTRUCTION**

- Academic courses shift to scheduled format, as possible: in-person, hybrid, or online.
- Requests for exceptions to scheduled course format must be made through the provost.
- Weekly testing recommended for all in-person learning and instruction.

### **CRITICAL IN-PERSON OPERATIONS: Information Technology, Residence Life and Housing, Custodial, Facilities, Mail Services, the Wolfpack Wellness Center, and COVID-19 Testing**

- Staff as needed for conducting limited business operations to maintain building automation and critical systems at reduced service levels, to be determined by area appointing authority, in consultation with campus executive leadership and PDPHE.
- Residence Life and Housing services will remain operational, as necessary to ensure the safety and wellness of any residential students.
- Mail pick up will be available during posted hours, to be determined at the time of COVID Dial move.
- In consultation with campus executive leadership and PDPHE, the Wolfpack Wellness Center, the Walking Stick Testing Site, and the COVID-19 Response and Planning Team will be available on campus, during limited hours, in order to ensure the health and wellness of critical campus teams.

### **CRITICAL STUDENT AND EMPLOYEE SERVICES: Library, Advising and Tutoring Services, Student Financial Services, Business Financial Services, Cashier, Human Resources, Auxiliary Services, Parking & Safety, all Dean's Offices, Extended Studies, Admissions, Visitor Center, Registrar, Office of the President, Office of the Provost, Testing Services, and select Student Affairs offices, as approved by the Dean of Students.**

- All critical student and employee offices/services, listed above, must be available in-person, from 8 a.m. to 5 p.m., Monday-Friday.
- Staff offices at no more than 50%; (higher staffing levels must be pre-approved by the supervisor and area appointing authority).
- IT Help Desk is available 8 a.m. to 5 p.m. in both remote and in-person modes.



## **ALL OTHER OFFICES AND STAFF**

- Supervisors should ensure that all campus services and offices are available from 8 a.m. to 5 p.m. through a combination of remote or in-person staffing.
- Staff will provide services in an in-person format, when possible, but **all offices must be open, in-person, from Noon – 5 p.m., Monday-Friday.**
- Offices may be accessed, as needed, if tested (negative results) at least once beforehand.
- Customer service for our students and community will be provided via transferred phones, tele-services, and office hour/out-of-office email notifications.
- No office should exceed 50% in-person staffing.
- Transfer phones, set-up tele-services, and office hours/out-of-office email notifications to guarantee customer service for our students and community.

## **STUDENT EMPLOYEES**

- Student employees (including work study assignments and more) may work remotely, if possible, and if approved by supervisors.
- Students must have access to IT solutions to work remotely.
- Supervisors will receive additional guidance from Student Financial Services regarding student employment.
- Student employees must be considered in 50% staffing numbers if working on campus.

## **STUDENT SERVICES & ACTIVITIES**

### Living and Learning

- Academic courses shift to scheduled format, as possible: in-person, hybrid, or online.
- Library, Occhiato Student Center (OSC), and all academic buildings will remain open for student and employee access from 8 a.m.-5 p.m. and during other scheduled class times.
- Tutoring services remain available for current students during scheduled or remote hours.
- Advising remains open for current students during limited hours, posted online and at all office entrances.
- All dining services will remain open with no more than 175 people in the cafeteria; all food available for grab and go; eating in designated OSC and LARC (café) spaces only; no eating in open communal or open spaces on campus.
- Recreation Center will be open to students and employees with limited capacity of 50%, and groups less than 50. Regular pool/facility maintenance will continue, with weekly testing required of any support staff. Should not exceed 50% capacity or 175 people, whichever is less.
- All intramurals, club sports, and Outdoor Pursuits programming will be allowed with groups of 10 or fewer. Check-in and health screening (wrist band provided) required for all approved volunteers.
- **Once every other week testing required of all Recreation Center staff and student employees.**
- All marching band and ensemble practices, outside of designated instructional hours, are allowed following strict adherence to safety protocols and risk mitigation techniques; encouraged to be outside, when possible.

### Athletics

- At the discretion of the Athletic Director, in consultation with the President and Chief Strategy Officer, Athletics may choose to continue to operate at more restrictive protocol than the currently



posted color dial level. For example, if campus is at BLUE, Athletics may continue to follow YELLOW operations. This decision would be appropriately communicated to all stakeholders at the time of any dial move.

- Athletics would review, weekly, current safety protocols, testing strategies, and student needs, in order to request new changes to protocols.
- At BLUE, Athletics would be guided by the following for athletic-related activity:
  - Athletic activity is allowed with risk mitigation techniques, scheduling and facilities may not exceed 50% posted capacity.
    - To avoid the spread of the virus, cohort models will be utilized for all teams, not to exceed 50 people inside and 75 per cohort outside, whenever possible.
    - Cohorts (including coaches) will not mix during cohort practices or workouts.
    - Limited, full-roster practices may continue **for designated, NCAA sanctioned, in and out of season training**, with prior approval from Athletics leadership, and with weekly testing protocols.
    - Masks are required during all athletic activity with sport-specific exemptions provided by the CDPHE and RMAC; social distancing is encouraged at all times.
    - After hours socializing – outside of household – strictly forbidden.
  - Athletic facilities are open for official team functions only and may not exceed COVID capacity limits.
    - Weight rooms and training facilities should be used by small cohorts, by team, only.
    - Athletic training sessions by appointment only to avoid cross team exposure.
  - Athletics leadership will analyze the Colorado **7-day COVID-19 Dial** for Pueblo County in order to make weekly decisions regarding spectators at CSU Pueblo sporting events. The RMAC has determined that there will not be any spectators at winter sport championships (basketball, swimming and diving and indoor track and field). Therefore, CSU Pueblo will not have spectators at any of the remaining home winter sporting events during spring 2021.
    - **Indoor** – 175 people, maximum, including student-athlete guests, CSU Pueblo students/staff and general fans.
      - Spectators will be kept on the east side bleachers (away from teams)
    - **Outdoor** – 250 people, maximum, including student-athlete guests and CSU Pueblo students/staff and fans.
  - Professional offices may remain open in order to support competing teams, staffed at levels not to exceed 50% personnel at any time. Coaches will utilize remote team meetings and offices may not exceed 50% personnel (per team) at any time.
  - Coaches may bring recruits to campus for visits, Monday through Friday, 8am-5pm and on the weekends or after hours, with prior approval, for official, scheduled visits. If escorted by a CSU Pueblo employee, recruits may attend indoor or outdoor sporting events.
  - Interaction with students and recruits should be minimized in all cases; recruits should not stay with CSU Pueblo students or employees under any circumstances.
  - Coaches and staff are allowed to travel for recruiting purposes; overnight and out-of-state travel only as necessary. Negative test required 1 day before departure and immediately upon return.



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### **PUBLIC ACCESS**

- General, public access to campus is allowed in the Administration Building from 8 a.m.-5 p.m. All visitors and guests must be escorted to any other building on campus, and must have a scheduled appointment. Health screening at buildings required.
- Visitors, contractors, and partners allowed on campus, as required for maintenance and cleaning or emergency/preventative interventions, following all agreed-upon protocols.
- Members and guests allowed in the Recreation Center following all posted safety guidelines. Health screening is required upon entry.
- Scheduled tours in the Visitor Center may occur, Monday through Friday, 8 a.m.-5 p.m., and for scheduled, approved weekend or after-hours events. Groups should not exceed 10 per cohort; no more than two families in group, when possible.
- Weekly testing required for all Visitor Center staff and tour leaders, including student ambassadors.
- Admissions staff allowed to travel for recruiting purposes; overnight and out-of-state travel allowed, as necessary. Negative test required one day before departure and immediately upon return.
- Only CSU Pueblo visitors or guests allowed in CSU Pueblo Residence Life and Housing facilities, except as required for maintenance and cleaning or emergency/preventative interventions.
- Daily check-in and health screening (wrist band provided) required for all approved volunteers (Recreation Center and Athletics).

### **MORE ABOUT REMOTE WORK**

- Time-sensitive mail may be picked up by designated departmental personnel.
- If you are unable to work remotely, contact your supervisor and HRIE.
- Employee and Supervisors working remotely should refer to the [Emergency Staffing Plan](#), for guidelines on responsibilities and expectations.
- Stipends for technology (phones, hotspots, etc.) may be pre-approved by the respective Appointing Authority. Remote employees may be reimbursed up to \$25 per month to cover the business use of: non-university issued mobile phone, internet services, and other necessary expenses (see [Emergency Staffing Plan](#)).
- For more information about on-campus testing, campus COVID-19 impact, or available resources at CSU Pueblo or from public health, visit the university COVID-19 web pages at [www.csupueblo.edu/coronavirus/](http://www.csupueblo.edu/coronavirus/), or call the hotline at 719-420-0002.

### **TESTING REQUIREMENTS\***

- Some testing is required at every level of the Colorado COVID Dial.
- All CSU Pueblo employees and students must test once before accessing campus the first time, beginning January 4, 2021. **Policy revised as of March 1, to “RECOMMENDED.”**
- REQUIRED TESTING\*\* remains in place for the following:
  - student-athletes (frequency determined by Athletic Director in consultation with NCAA and RMAC)
  - employees/students who travel or have regular interaction with visitors or resident students should test once every other week:



- Visitor Center staff and student workers  
Residence Life and Housing staff and student workers
  - Athletics staff and student workers
  - Recreation Center staff and student workers
  - Parking & Safety staff and student workers
  - Health Screening team members
- All employees and students must create a secure account on the “CSU Pueblo Smart Back to Work” portal before arriving to campus.
  - Register here for daily health screening and to schedule any required testing appointments: <https://csupueblo.smartbacktowork.com>.
  - Your first test will include a PCR and an antigen (rapid) test and should be completed the first time you come to campus, beginning January 4, 2021. Policy changes as of March 1, 2021. Initial testing is recommended, but not required, of general population employees and students.
  - Subsequent tests may be at your convenience via the CSU Pueblo Smart Back to Work portal: <https://csupueblo.smartbacktowork.com>. If you are required to test regularly, a week is defined a Monday-Sunday. Testing is only available, unless announced otherwise, Monday-Friday 8:10 a.m. - 5 p.m. (first test at 8:10am and last test at 4:10 p.m.).
  - Testing is at the Walking Stick Testing Site, 4000 Walking Stick Blvd. (on-campus); follow directional signage.
  - The CSU Pueblo Smart Back to Work portal will require a daily health assessment of all employees and will be your portal for registering for tests, and receiving weekly results.
  - If you are experiencing COVID-19 symptoms, or believe you have been exposed, call the COVID hotline immediately in order to discuss your risk and/or to schedule a test at the Wolfpack Wellness Center. The COVID line is 719-420-0002. The Wolfpack Wellness Center can be reached at 719-549-2830.
  - Employee and student tests must be administered at CSU Pueblo. The University will not collect, verify, or maintain employee or student medical files beyond those records already required or as mandated by on-campus testing and documentation requirements for public health reporting.

*\*Subject to change*

*\*\* CSU Pueblo continues to offer COVID-19 testing, at no charge to CSU Pueblo students and employees, and recommends that all students and employees who continue to work, teach, live, learn, or access any services or offices on the CSU Pueblo campus test regularly at the BLUE DIAL LEVEL (this is subject to change as our county or campus situation changes).*