



CSU PUEBLO CAMPUS BUSINESS OPERATIONS ORANGE COLORADO COVID DIAL STATUS: “High Risk”

REGISTER ONLINE NOW FOR DAILY HEALTH SCREENING & WEEKLY TESTING:

<https://csupueblo.smartbacktowork.com>

ACADEMIC INSTRUCTION

- Academic courses are encouraged to continue in online or remote modes, when possible.
- Additional in-person instruction may continue or expand, with approval by the provost and academic deans, for those classes that are critical to student success and graduation, including, but not limited to: labs, research courses, experiential learning courses, and senior capstones.
- Priority will be given to classes that are critical for degree completion for graduating undergraduate and graduate students.
- Weekly testing required 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.**

- Supervisors must ensure that all campus services and offices are available from 8 a.m. to 5 p.m. through a combination of remote and in-person staffing.
- **ALL CRITICAL STUDENT AND EMPLOYEE OFFICES, LISTED ABOVE, MUST BE AVAILABLE, IN-PERSON, from 11 a.m. to 2 p.m., Monday-Friday.**
- Staff offices at no more than 25%; (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 remote or in-person staffing.
- Staff will provide services in a remote format, when possible.
- Offices may be accessed, as needed, if tested (negative results, rapid) 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 25% 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 25% staffing numbers if working on campus.

STUDENT SERVICES & ACTIVITIES

Living and Learning

- Academic courses are encouraged to continue in online or remote modes, when possible.
- No interruption to clinicals, labs, exam proctoring, or research.
- Library, Occhiato Student Center (OSC), and all academic buildings will remain open for student and employee access, during scheduled, in-person 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 50 people in the cafeteria; all food available for grab and go; eating in designated OSC 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 25% and groups less than 10. Regular pool/facility maintenance will continue, with weekly testing required of any support staff.
- All intramurals, club sports and Outdoor Pursuits programming will be allowed with groups less than 10.
- All marching band and ensemble practices, outside of designated instructional hours are allowed given strict adherence to testing protocol and risk mitigation techniques. Practices within instructional hours only (encouraged to be outside).
- Tech Drive Through and IT Help Desk remain open from 8 am to 5 pm or as posted by supervisors.

Athletics

- Athletic activity is allowed with risk mitigation techniques, scheduling and facilities may not exceed 25% posted capacity.



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- To avoid the spread of the virus, cohort models will be utilized for all teams, not to exceed 25 people inside and 50 per cohort outside, whenever possible.
- Cohorts (including coaches) will not mix during cohort practices or workouts.
- Limited, full-roster practices may continue **for competing sports only**, with prior approval from Athletics leadership, and with weekly testing protocols.
- Masks are required during all athletic activity; 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.
- Any use of CSU Pueblo facilities requires mask-wearing, social distancing, and may not be used for recreational activities, captain practices, or student-only workouts.
 - 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.
- Professional offices may remain open in order to support competing teams, staffed at levels not to exceed 25% personnel at any time. Coaches will utilize remote team meetings and offices may not exceed 25% personnel (per team) at any time.
- Coaches may bring recruits to campus for visits, Monday through Friday, 8-5pm *only*.
- Recruits (and any guests) must present a negative COVID-19 test, taken no more than 72 hours prior to any campus access or CSU Pueblo student/employee interaction. **These tests must be turned into (maintained and kept on file) in the office of the Director of Sports Medicine.**
- 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 may be allowed to travel for recruiting purposes; overnight and out-of-state travel discouraged. Negative test required 1 day before departure and immediately upon return.

PUBLIC ACCESS

- No general, public access to campus.
- No visitors or guests allowed on campus, except as required for maintenance and cleaning or emergency/preventative interventions.
- Scheduled tours in the Visitor Center may occur, Monday through Friday, 8-5pm *only*.
- Scheduled visitors (and any guests) must present a negative COVID-19 test, taken no more than 72 hours prior to any campus access or CSU Pueblo student/employee interaction. **These tests will be collected and securely stored with the Director of the Wolfpack Wellness Center.**
- Interaction with students and recruits should be minimized in all cases; visitors should not stay with CSU Pueblo students or employees under any circumstances.
- Admissions staff may be allowed to travel for recruiting purposes; overnight and out-of-state travel discouraged. Negative test required 1 day before departure and immediately upon return.
- No visitors or guests allowed in CSU Pueblo Residence Life and Housing facilities, except as required for maintenance and cleaning or emergency/preventative interventions.
- Volunteers are allowed for events on a case-by-case basis, with approval from the COVID Response and Planning Team and event supervisor and/or area appointing authority. See testing requirements for volunteers.



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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/, or call the hotline at 719-420-0002.

TESTING REQUIREMENTS*

- Testing is required at every level of the Colorado COVID Dial.
- All students and employees who continue to work, teach, live, learn, or access any services or offices on the CSU Pueblo campus will be required to test once a week at the ORANGE DIAL LEVEL (this is subject to change as our county or campus situation changes).
- All employees and students should 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 make your weekly testing appointments: <https://csupueblo.smartbacktowork.com>
- All employees, resident students, and student athletes will be required to immediately test upon their return to campus, before accessing facilities, buildings, offices, or services.
- 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.
- You will have the rapid results in 15-30 minutes, and you may access campus immediately upon receiving those results (available on your Smart Back to Work portal; or you may socially distance and wait for results at the site).
- Subsequent tests may be scheduled (walk-ins until online registration is launched) at your convenience once a week. A week, for these purposes, is defined a Monday-Sunday. Testing is only available, unless announced otherwise, Monday-Friday 9 a.m. -5 p.m. (last test is run at 4:30 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.
- 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*