



CSU PUEBLO CAMPUS BUSINESS OPERATIONS PURPLE COLORADO COVID DIAL STATUS: “Mandated Stay at Home”

ACADEMIC INSTRUCTION

- Academic courses will move online or to remote instruction.
- In rare circumstances, some courses, clinicals, and research may be deemed “critical” by the state and may be authorized for an exception by the provost, in consultation with the Pueblo Department of Public Health & Environment (PDPHE) and the Colorado Department of Higher Education (CDHE).

CRITICAL IN-PERSON OPERATIONS: Information Technology, Residence Life and Housing, Custodial, Facilities, Mail Services, 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 be minimal, as necessary to ensure the safety and wellness of any remaining residential students.
- Mail pick up may be very limited, and will be available only 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 may be available on campus, during limited hours, in order to ensure the health and wellness of campus.

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 staffing.
- No access allowed to offices.
- Customer service for our students and community will be provided via transferred phones, tele-services, and office hour/out-of-office email notifications.

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.
- Students are not allowed to work in-person on campus.

STUDENT SERVICES & ACTIVITIES

Living and Learning

- All academic courses move online or to remote instruction.
- In rare circumstances, some courses, clinicals, and research may be deemed “critical” by the state and may be authorized for an exception by the Provost, in consultation with the Pueblo Department of Public Health & Environment (PDPHE) and the Colorado Department of Higher Education (CDHE).



- Library, Occhiato Student Center (OSC), and all academic buildings are closed to students and employees.
- Tutoring services for current students will be available remotely during scheduled hours.
- Advising for current students will be available remotely during scheduled hours.
- No dining services.
- Recreation Center is closed to employees and students. Regular pool/facility maintenance will continue, with weekly testing required of any support staff.
- No intramurals, club sports and Outdoor Pursuits programming will be allowed.
- All marching band and ensemble practices will be remote.
- CSU Pueblo Residence Life and Housing facilities are closed, with the exception of students who cannot travel home.

Athletics

- No athletic-related activity allowed. Activity includes practices, training, travel, on/off-campus recruitment, informal gatherings, and university-sponsored events.
- All athletic facilities and buildings will be closed.
- All professional staff and coaching staff offices must operate remotely.

PUBLIC ACCESS

- No public access to campus.
- No visitors or guests allowed on campus, except as required for maintenance and cleaning or emergency/preventative interventions.
- No recruitment or after-hours visitors for any purpose.

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, at a minimum, once a week.
- All employees and students will receive additional direction for creating a secure account on the “CSU Pueblo Smart Return to Work” portal before arriving to campus.



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- 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.
- The CSU Pueblo Smart Return 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.
- Tests must be administered at CSU Pueblo.

**Subject to change*