



## **CSU PUEBLO CAMPUS BUSINESS OPERATIONS RED COLORADO COVID DIAL STATUS: “Stay at Home Recommended”**

### **ACADEMIC INSTRUCTION**

- Limited in-person classes, labs, and research will be allowed with prior approval of the provost.
- If Pueblo County’s COVID Dial level stabilizes and remains at RED, additional, in-person classes may be allowed with approval by the provost.
  - In person learning will be prioritized by those programs considered critical by the state or as approved by the provost and recommended by academic deans.
  - Additional priority may be given to labs, research, and senior capstones, based on assessed risk and socially distanced, low-risk interactions. Priority will be given to classes determined to be essential for progress to degree 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 the Pueblo Department of Public Health and Environment (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 before the start of the semester, or 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 EMPLOYEES 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, 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
- Staffing in these offices should not exceed 10%



- IT Help Desk is available 8 a.m. to 5 p.m. in combinations remote and in-person modes, to be determined based on campus needs.

### **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.
- Customer service for our students and community will be provided via transferred phones, tele-services, and office hour/out-of-office email notifications.
- Limited office access for identified essential personnel, with weekly testing before accessing campus.

### **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.
- If assigned to a critical or area, highly-trained student employees may work in person, but they must be considered in 10% staffing plan, test weekly, and must be supervised at all times.

### **STUDENT SERVICES & ACTIVITIES**

#### Living and Learning

- Limited in-person classes, labs, and research will be allowed with prior approval of the provost.
- If Pueblo County's COVID Dial level stabilizes and remains at RED, additional, in-person classes may be allowed and expanded with approval by the provost.
- Library, Occhiato Student Center (OSC), and all academic buildings will remain accessible via swipe card access only during scheduled, in-person class times.
- Tutoring services for current students will be available remotely during scheduled hours.
- Advising for current students will be available remotely during scheduled hours.
- Limited dining services; all food available for grab and go (no eating in open communal or open spaces on campus).
- 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, ensemble, and choral practices will be remote. Exceptions may be made, with the recommendation of the COVID Response and Planning Team, with approval from the provost, if...



- Practice and rehearsals can be held outdoors, in a cohort model not to exceed 10 people per cohort.
- Masks worn at all times possible
- Social distancing strictly following
- Testing for all students and employees occurs, at a minimum, weekly
- Residence Life and Housing services will remain operational, as necessary to ensure the safety and wellness of any residential students.

### Athletics

- Athletic activity is allowed with risk mitigation techniques, scheduling and facilities may not exceed 10% posted capacity.
  - 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.
- The Leomiti Warrior Center and Massari Arena may be accessed during scheduled hours, for official instructional programs run by coaches or athletic training staff 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.
- 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.
- No in-person recruiting or visitors to the CSU Pueblo campus.
- 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.
- 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 not allowed on campus. This includes classes, practices, competitions, rehearsals, or more.
- No in-person recruiting.

### **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\***

- 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.
- 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*