



## **CSU PUEBLO CAMPUS BUSINESS OPERATIONS YELLOW** **COLORADO COVID DIAL STATUS: “CONCERN”**

**REGISTER ONLINE NOW FOR DAILY HEALTH SCREENING & COVID-19 TESTING:**

<https://csupueblo.smartbacktowork.com>

**NOTE:** Requests for exceptions to any guidelines detailed in the YELLOW 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 should continue in online or remote modes, as scheduled.
- Additional in-person instruction should continue, as previously approved by the provost and academic deans, including, but not limited to: labs, research courses, experiential learning courses, senior capstones, and more.
- Regular COVID-19 testing is recommended for all in-person learning and instruction and is offered without charge at the Walking Stick Testing Site.\*\*

### **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 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, 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, Client Support Services, and other IT front end staff are available 8 a.m. to 5 p.m. in both remote and in-person modes.



COLORADO STATE UNIVERSITY  
**PUEBLO**

### **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 a hybrid format, when possible.**
- 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 may continue in online or remote modes, as necessary.
- 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 or posted open hours, in consultation with campus leadership.
- 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 100 people in the cafeteria; all food available for grab and go; eating in designated OSC spaces only.
- **Recreation Center will be open to students and employees with limited capacity of 50% and groups fewer than 10.** Regular pool/facility maintenance will continue, with weekly testing required of any support staff. Should not exceed 50% or 50 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.
- Weekly testing required of all Recreation Center staff and student employees.
- 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).

#### 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 YELLOW, Athletics may continue to follow ORANGE 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 or expanded changes to protocols.
- At YELLOW, 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 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 designated, NCAA sanctioned, in and out of season training**, with prior approval from Athletics leadership, and with weekly 100% 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 our remaining home winter sporting events during spring 2021.
    - **Indoor** - No Spectators
    - **Outdoor** - 175 people, maximum, including student-athlete guests and CSU Pueblo students/staff only. No general 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, 8-5pm, and on weekends for scheduled, approved visits.
  - **Recruits (and their companions) must present negative COVID-19 test, taken no more than 72 hours prior to any campus access or CSU Pueblo interaction. These tests must be provided to (maintained/ kept on file) by 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. If escorted by a CSU Pueblo employee, recruits may attend indoor or outdoor sporting events.
  - 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**

- Limited, public access to services provided in the Administration Building is allowed from 8 a.m.-5 p.m. Check-in for mandatory health screening at the Administration Building, 2<sup>nd</sup> floor.
- Scheduled tours in the Visitor Center, Monday through Friday, 8 a.m.-5 p.m., and for scheduled, COVID-19 Team approved weekend and after-hours events. Groups may not exceed 10 per cohort; no more than two families in cohort. Maximum capacity determined by venue and current COVID restrictions.
- Weekly testing required for all Visitor Center staff and tour leaders, including student ambassadors.
- 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 allowed to travel for recruiting purposes; overnight and out-of-state travel discouraged. Negative test required one 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.
- 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\***

- Surveillance testing may be required at every level of the Colorado COVID Dial.
- Surveillance testing is not offered for individuals who are not living, learning, or working in person at this time. Test results are for CSU Pueblo surveillance purposes only.
- All CSU Pueblo employees and students must test once before accessing campus the first time, beginning January 4, 2021.
- REQUIRED **WEEKLY** TESTING\*\* is required for the following:



- student-athletes, as directed by the COVID leadership, the Director of Sports Medicine, Athletic Director, or designee
- employees/students who travel or have regular interaction with visitors or resident students:
  - 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 each day.
- Register for daily health screening and make your surveillance testing appointments at <https://csupueblo.smartbacktowork.com>.
- All employees, resident students, and student athletes are encouraged 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).
- 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 weekly, 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.).
- Surveillance testing is available at the Walking Stick Testing Site, 4000 Walking Stick Blvd. (on-campus); follow directional signage. Symptomatic testing may be scheduled at the Wolfpack Wellness Center by calling 719-549-2830.
- 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 surveillance tests, and receiving surveillance 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 or 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 once a week at the YELLOW DIAL LEVEL (this is subject to change as our county or campus situation changes).*