



COVID-19 PHASE 3 PLANNING

RETURN TO WORK

MAY 13, 2020

Q&A FROM THE OFFICE OF THE PRESIDENT

Do the recent orders from the state and county mean I can return to working in person on a CSU campus?

Our university status essentially remains unchanged: Units, divisions and colleges should continue to focus on remote and virtual operations. State orders continue to recommend working remotely as much as possible as well as restricting how many employees we are allowed to return to in-person work.

We expect all individuals who can work remotely to continue to do so at least through the month of May and possibly longer depending on state and county orders and health guidelines.

This does not mean that individuals can return to work in person on June 1. Toward the end of May, the CSU Pandemic Preparedness Team will provide further guidance.

At this time, the state, county and University have not authorized individuals to return to work on our campuses, other than those individuals previously identified as performing essential, in-person tasks.

Employees who are not already authorized to work in person on a CSU campus to perform in-person essential duties may not return to work without approval from the Pandemic Preparedness Team. Depending on health guidelines and orders from the state or county, the Pandemic Preparedness Team will review and approve return to work plans submitted by Deans or Vice Presidents for departments or units during the next several weeks (and, possibly, months). All employees must wait for notification from their Dean or Vice President that the Pandemic Preparedness Team has approved their return to in-person work. More about that process is below.

What is the plan for returning to work on a campus?

The university is taking a measured, scaled and gradual

approach with return to work plans. Everyone who can carry out their work duties from remotely should continue to do so.

- The Pandemic Preparedness Team will prioritize units and functions based on a number of factors including, but not limited to, the nature of the work to be performed, the university's supply of personal protective equipment, implementation of symptom and temperature monitoring, and our ability to clean and disinfect work areas.
- Departments and units requesting the ability to return to work must meet all state, local, and CSU public health guidelines and receive approval from their respective Dean or Vice President, as well as the Pandemic Preparedness Team.
- **Some units and individuals will not be approved to return to work on a campus until a later date, potentially into the summer or fall.**
- **EMPLOYEES WHO MEET CERTAIN CRITERIA SHOULD NOT RETURN TO CAMPUS.** All high-risk or vulnerable employees, employees who live with high-risk or vulnerable individuals, or those with childcare responsibilities, should be permitted to continue to work remotely.

What process is being followed for returning to work?

The Pandemic Preparedness Team has developed a plan that includes a checklist that all priority units working toward mobilizing additional staff on a campus **must** work through in consultation with the Pandemic Preparedness Team.

To protect the health of our community, there will be no exceptions to this process.

This checklist has been made available to units through Vice Presidents and Deans.

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- Contact your supervisor for more information about the checklist and when your unit will be prioritized for returning to work on a campus.
 - Vice Presidents and Deans can access the checklist via the Pandemic Preparedness Team. The checklist should be submitted to the Pandemic Preparedness Team by Deans or Vice Presidents (or representatives they designate), and not by individual units or employees.
 - Until your unit or division has received the Pandemic Preparedness Team's approval to return to in-person on campus work, you may not return to work.
 - The Pandemic Preparedness Team is creating an automated symptom checker that employees will be required to use before coming to work each day. The symptom checker developed by the PPT will be the only symptom checker system recognized by the university. To protect the health of our community and to ensure that the Pandemic Preparedness Team has complete information, **other apps and systems must not be used and will not meet university criteria to qualify employees to return to work in person.**
 - Any questions related to this process should be emailed to EHS_pandemic_team@mail.colostate.edu.
- Additional information regarding university planning is available at safety.colostate.edu/coronavirus.
- I'm working on a campus as an employee performing essential, in-person functions. How do the Safer at Home orders apply to me?**
- Employees who are working in-person performing essential tasks are reminded that they must:
- Wash their hands often with soap and water for 20 seconds or more, or use hand sanitizer if soap and water are not available. (<https://safety.colostate.edu/wp-content/uploads/2020/04/Soapfor20.pdf>)
 - Wear a bandana or other cloth face covering at all times while on a university campus. This is a directive from the state, county, city and the university. Employees who do not have a cloth face covering may contact the Pandemic Preparedness Team through their supervisor or by emailing Environmental Health Service's public health office public_health_office@mail.colostate.edu. Medical-grade masks are not required in most situations and should be reserved for medical personnel, certain research, and for performing specific tasks as identified by public health officials. CSU **Public and Occupational Health** will provide guidance on when higher level personal protective equipment is required, including medical grade surgical masks, N95 masks or gloves.
 - Practice social distancing while working and anytime on university grounds, including maintaining at least six feet distancing in all work areas.
 - Wipe down work areas and surfaces that are touched often, such as doorknobs, breakrooms, and keyboards, with disinfectant that has been provided by **Public and Occupational Health** to most units. If employees need disinfectant, and they work Housing and Dining or Facilities Management, they should contact their department supervisor. Those who do not work in one of those departments should contact Environmental Health Services Public Health (public_health_office@mail.colostate.edu).
 - Monitor for symptoms and stay home if they do not feel well – regardless of whether or not the individual is experiencing symptoms of COVID, the flu or other ailments and illnesses. Supervisors are expected and required to accommodate sick leave requests; proof of illness is not required.

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Once I return to working on a campus, what will be required of me?

Public health requirements that are currently in place are expected to apply, although public health guidance is frequently changing. You will be required to follow executive orders and public health guidance in existence at the time you return and applicable university policy and guidelines.

What's the status of summer events?

The PPT is waiting on guidance related to summer activities, events and camps hosted by the university.

- As of late April, all events through May 27 are canceled. This does not mean that events after May 27 will be held.
- **Events after May 27 may or may not be canceled.** The Pandemic Preparedness Team is awaiting further public health guidance before deciding the status of those events.

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ADDITIONAL RESOURCES:

Learn more: www.safety.colostate.edu/coronavirus | Ask a question: www.safety.colostate.edu/covid-19-question-form