Division of Information Technology
Employee Expectations for COVID-19

- All units that can work remotely, are encouraged to continue to do so until leadership and the Safer @ Home Committee communicate a phased return to work process for the division.
- As business needs evolve, units can submit for return to campus approval via an application process through the CSU Pandemic Preparedness Team in coordination with division leaders and the Safer @ Home Committee.
- Based on business needs, any employee can make an ad hoc campus visit; however, they must notify their manager prior and follow all provisions of these Employee Expectations.

1) No employee is permitted to return to work on campus without prior authorization – See your supervisor or manager for next steps.
2) If experiencing symptoms, complete the Symptom Reporter immediately regardless of the day of the week or whether you are scheduled to come to a campus or not: https://covid.colostate.edu/reporter/
3) Those units and employees that are approved to work on campus must adhere to all public health orders, CSU guidelines and reduced building capacity requirements (<50%). Requirements Include:
   a. Stay at home when you are sick
   b. Immediately fill out the Symptom Report so a public health official can follow up with you as soon as possible: https://covid.colostate.edu/reporter/
   c. Wear a cloth face covering on university grounds 100% of the time unless you are alone
      - Face mask must be worn covering your nose and mouth
      - Do not touch the mask. If you do, wash your hands or use hand sanitizer to disinfect
      - Wash your mask frequently
   d. Practice physical distancing
      - Avoid gatherings
      - Maintain a minimum of 6 ft
      - If, due to business needs, 6 ft of physical distance is impossible or impractical, a face covering must be worn. This applies to employees working indoors, outdoors or travelling in vehicles
   e. Clean and disinfect common areas and equipment frequently
   f. Wash your hands thoroughly and frequently
4) Immediately communicate to your supervisor and manager if/when additional supplies are required such as hand sanitizer, cleaning supplies or face masks
5) For the following, employees are **required** to self-isolate and seek guidance prior to coming to the work:
   a. If in the past two weeks, you are living with or have had recent and close contact with someone who has TESTED positive for COVID-19
   b. If you are experiencing COVID-19 related symptoms (mild to severe) – Symptoms appear 2 to 14 days after exposure to the virus: Fever, Cough, Shortness of breath, runny nose, headache, body aches, sore throat, nausea/vomiting, diarrhea, loss of taste or smell, chills
c. If you have recently traveled to/from another country – expectations apply for both business and personal travel - If you have recently traveled to/from another state, some circumstances may require you to self-isolate so seek guidance before returning to campus

d. When in doubt, seek guidance first – always error on the side of caution!

6) In the event of an expected exposure to COVID-19, employees must:

a. Immediately self-isolate
b. Seek guidance from your health care provider
c. Report any COVID-19 symptoms to the university immediately, as well as report exposures or positive tests from a non-CSU testing location through the COVID-19 Reporter: 
https://covid.colostate.edu/reporter/
d. Contact your supervisor for guidance/next steps.

e. Your Supervisor will:

• Seek assistance from the manager and the HR Officer on next steps
• Ask for a summary of coworkers with whom you have been in recent close contact – Rams take care of Rams, so please be sure to disclose recent close contact with coworkers even if that close contact occurred during off work hours
• Confirm that you have been wearing the required face mask and adhering to all other public health safety requirements
• Implement immediate isolation strategies for the team pending feedback from EHS
• Reach out to EHS for judgement on work restrictions
• Implement appropriate isolation strategies more broadly
• Communicate next steps and expectations such as paid leave and return to work options

Employees are encouraged to raise questions and concerns related to COVID-19 or the above summary of Employee Expectations with their supervisors, managers or the HR Officer and all feedback is welcome; however, compliance to these Employee Expectations is not optional and willful non-compliance will be subject to disciplinary action.

CSU must comply with CDC, state and local public health orders, and the Colorado Department of Higher Education guidance. This is a dynamic and evolving world health crisis and these Employee Expectations are current and consistent with the current policies of the University. In the event these Employee Expectations directly conflict with any official University policy related to COVID-19, the University’s policies will control and supersede these expectations.