



COLORADO STATE UNIVERSITY

PUEBLO

COVID-19

CLASSROOM GUIDANCE

CSU PUEBLO.

WE ARE HERE TO SUPPORT YOU.

CSU Pueblo is dedicated to following all guidance, to the extent possible, provided by and authorized by the Governor of Colorado and the Colorado Department of Higher Education (CDHE), as well as the Colorado Department of Public Health and Environment (CDPHE) and the Pueblo Department of Public Health and Environment (PDPHE).

The following guidance is subject to change as the situation evolves, or as guidance from the agencies listed above changes. Last updated time stamp will be in lower left of this document.



**THROUGHOUT THIS GUIDE, YOU WILL FIND
RESOURCES AND GUIDANCE FOR TEACHING AND
LEARNING DURING COVID-19**

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SECTION 1

CLASSROOM GUIDANCE

- Faculty should reinforce compliance with health and safety requirements in the classroom.
- Face masks are required at all times — unless an accommodation has been approved by the Disability Resource and Support Center (students) or by Human Resources (employees).
- Face shields are not an appropriate replacement for a mask. In some cases, both a mask and shield may be worn in a clinical setting.
- Social distancing — stay two ThunderWolves apart — should be maintained in the classroom.
- No food in classrooms or common/shared spaces. Water may be allowed, at the discretion of the faculty member. If you teach a long class, we recommend a water or food break.
- It is recommended that faculty and students clean their work area at the end of each class. Work areas within the classroom can also be cleaned prior to class at the discretion of faculty.
- Cleaning supplies have been provided in every instructional space on campus. To refill, call 719-549-2373, and let the Health Screening Team know what classroom needs additional supplies.
- You may pick up cleaning supplies for your own personal work spaces at the Administration Screening site in the Parking and Safety Office on the first floor.
- It is also recommended that faculty maintain good record-keeping through seating charts and attendance in order to provide potentially necessary information to the COVID-19 Response and Planning Team (COVID RPT)
- Seating charts are HIGHLY recommended. Your careful record keeping may allow maximum flexibility in classroom quarantining procedures and will allow the COVID RPT to quickly and accurately identify those students who may be most at risk for infection.
- If a seating chart has not been created, it may be recommended that the entire class be placed in quarantine for a two-week period.

SECTION 2

CLASSROOM PROCEDURE FOR COVID-19 CASES

Reports of students with COVID will come to the university's COVID-19 Response and Planning Team through a variety of methods:

- Student notifies COVID RPT, or
- Student notifies faculty or staff mentor/advisor, who reports the information to the COVID RPT, or
- Faculty member who hears update from student notifies the COVID RPT immediately
- Wolfpack Wellness Center test results
- County or Primary Care testing follow-up will flag that individual attends/works at CSU Pueblo

Students reporting symptoms, a potential exposure, or a positive test result through the COVID RPT or screening will be flagged for outreach from the COVID RPT and instructed to self-isolate or quarantine pending guidance from the Wolfpack Wellness Center.

If a faculty member has concerns, or is uncertain a student has reported the symptoms, faculty should report the concern to the COVID RPT at 719-420-0002 or via email at COVID@csupueblo.edu, or contact the COVID-19 Response and Planning Coordinator, Dr. Donna Souder Hodge, at 719-549-2282 or at donna.souder@csupueblo.edu.

The COVID RPT will assess the concern and begin any necessary internal, CSU Pueblo (only) contact tracing in order to determine close contacts that may have had a significant exposure to an infected person. CSU Pueblo COVID RPT members will immediately contact CSU-Pueblo's liaison at the Pueblo Department of Public Health and Environment to coordinate efforts and assess risk.

Under no circumstances should faculty or staff make “official” notifications to students, classrooms, or campus. **When in doubt, call the COVID RPT at 719-420-0002.**

In most cases, one positive case in a single classroom will not result in a decision to move a class online for two weeks; it is unlikely that entire classes will be asked to quarantine, unless there are two or more cases in a single class, or the course/instructor/students failed to comply with posted safety procedures. In most instances, faculty may be asked to quarantine and some students may be asked to monitor for symptoms.

If the COVID-19 positive student has attended your class within a critical 48-hour window of the onset of symptoms or positive test results, a member of the COVID RPT will notify you. You will not receive any other confidential health information related to the case. In most cases, official notifications come from COVID@csupueblo.edu email to official CSU Pueblo email accounts. Please make sure your phone numbers are up-to-date with Human Resources so that additional outreach is possible.

The COVID RPT may ask for a **seating chart** to be able to identify the students that were sitting within a 6-ft distance from the student who tested positive and have you help identify any additional contacts that might not be apparent from the seating chart. Students are responsible for notifying you of their absences from class or work study or other on-campus positions. In some cases, the Dean of Students may also notify you (if the student is too ill to notify you themselves); at this time, most positive cases associated with the university have been asymptomatic.

In every official email communication from the COVID RPT, students are provided details for contacting the Dean of Students for assistance in communicating with faculty or on-campus supervisors, and both students and impacted employees are asked to contact The Wolfpack Wellness Center in order to make arrangements for a “return to campus clearance.” Each case is unique, as are the risks, and every clearance, therefore, requires medical clearance in order to mitigate risk.

SECTION 3

FACULTY REPORTING SYMPTOMS, A POTENTIAL EXPOSURE, OR A POSITIVE TEST RESULT

If a faculty member tests positives, is ill, or believes they have been exposed, they should not notify their students, but should contact the COVID RPT. Certified internal contact tracers will notify students, and others, as identified through CSU Pueblo notification best practices, and when appropriate, under the guidance of PDPHE.

Anyone who has received a COVID-19 test should notify the COVID RPT and must quarantine away from campus until test results come back. If you test at your own health care provider, or at a designated state testing site, you should identify yourself as a CSU Pueblo employee, and provide a local (even if temporary address) for notification purposes. Test results, positive or negative, must be provided to the team at the Wolfpack Wellness Center in order to be cleared to return to campus.

Instructors should work with department heads to review contingency plans for teaching if they become ill or are placed in quarantine and are unable to teach remotely. Under no circumstances should a faculty or staff member announce positive cases, identify at risk students, or all-class quarantining. Students who are in classes that move to an online format, for any of the above reasons, should be notified that

Instructors may wish to continue teaching remotely while in quarantine or isolation, depending on symptoms. There is no requirement, however, that a faculty member who tests positive and is suffering from symptoms of COVID-19 continue working through the illness. The faculty member should contact Human Resources to discuss options during quarantine or isolation. Human Resources may be reached at 719-549-2441.

SECTION 4

STUDENT CONDUCT, PRIVACY, & COVID-19

Students are required to follow the CSU Pueblo Public Health Emergency Response.

- Failure to comply with health and safety requirements also falls under the Student Code of Conduct.
- The Student Code of Conduct can be found here: <https://www.csupueblo.edu/student-affairs/student-conduct/index.html>
- Students in need of accommodations, or those seeking an exception to this policy, should contact the Disability Resource and Support Center at dro@csupueblo.edu.
- Students who receive a COVID-19 test should notify the COVID RPT and must quarantine away from campus (or in Residence Halls, as directed) until test results are available. If you test at your own health care provider, or at a designated state testing site, you should identify yourself as a CSU Pueblo student and provide a **local** address for notification purposes.
- Test results, positive or negative, must be provided to the team at the Wolfpack Wellness Center in order to be cleared to return to campus.
- If you are ill, stay home. Contact professors and the COVID RPT if you have any questions or concerns.
- If students need assistance working with faculty or instructors regarding missed classes or assignments, because of isolation, illness, or quarantine (both related or unrelated to COVID-19), they should contact Dr. Marie Humphrey, the Senior Associate VP for Student Affairs and Dean of Students, whose team can intervene, as requested or necessary. She can be reached by email at marie.humphrey@csupueblo.edu or by phone at 719-549-2919.

- Faculty and staff will not be given details of absences or student specific information.
- If a student chooses to reveal this personal, medical information, faculty and staff should confirm that the COVID RPT is aware, but should otherwise protect that information and should not share specifics with colleagues, students, or campus leadership, unless asked during the course of internal contact tracing protocols.
- Additional information on quarantining and isolation procedures for on-campus residence halls can be found here: <https://www.csupueblo.edu/coronavirus/student-resources/living.html>
- Best efforts will always be made to protect the privacy of students, to the extent possible, in a public health emergency.

SECTION 5

NON-COMPLIANCE

Everyone on the CSU Pueblo campus is learning as we go. Our primary focus is to “Protect our Pack,” but if you or your team encounter a group or individuals — employees, students, or visitors who, after encouragement and professional reminders, still refuse to wear a mask/face covering, do not adhere to social-distancing guidelines, or who are practicing other risky behaviors, please contact our Health Screening Team at x2373.

If you still have any questions or concerns, or if you believe you have been in direct or exposed contact with a confirmed positive individual, either on campus or in the community, please notify CSU Pueblo personnel when you enter campus at screening, and contact the COVID RPT Coordinator, or any member of the COVID RPT, immediately, at 719-420-0002. Or, email us at COVID@csupueblo.edu.

SECTION 6

CLASSROOM OR BUILDING CLOSURES

If there is one COVID-19 positive case, classrooms will likely **not** be closed, but will be cleaned and disinfected as soon as the risk is assessed. However, specific classes that have potential exposure may need to move to an online modality for 14 days at the discretion of the COVID RPT, in collaboration with the Provost, academic deans, and the impacted faculty member, when possible.

If there are two or more COVID-19 positive cases in a single area within 72 hours, classrooms and/or building areas may be closed for 24-72 hours to mitigate risk. When there is risk of exposure in an area, facilities on campus (recreational/ athletic spaces or practices spaces/classrooms and labs) may be closed for 24-72 hours in order to clean and disinfect harder to clean or specialized equipment, as an additional precautionary measure.

Cleaning and closures may begin before a campus wide notification is sent out. However, all stakeholders, limited to highest reporting authority (dean or directors) in the impacted buildings will be engaged in any recommendations for closure, cleaning protocols, decisions related to the safety of all employees, and reopening. Said recommendations would be developed quickly, subject to specific directives from public health officials, as applicable. In case of a recommendation for closure, the highest reporting authority will be asked to use discretion, but notify faculty and staff who will be impacted.

The COVID Response and Planning Team (COVID RPT) will manage communications to those who may have been exposed and may ask you for assistance with that communication. Otherwise, it is not appropriate for an instructor or department to notify a class/students that a classmate has tested positive. The COVID RPT provides detailed instructions on a need-to-know basis to those who may be exposed.

SECTION 7

DEFINITIONS

"Direct contact" includes sustained, close or daily contact with a confirmed positive individual; both parties wearing masks, observing social distancing requirements, and following other safety protocols. Limited or one-time direct contact is considered low risk and does not generally require action. Individuals should self-monitor for symptoms for two weeks.

The public health definition of "**exposure**" is close contact with a confirmed positive individual, within 6ft, for 10-15 minutes or longer, with one or both individuals not wearing a mask, and without following other public health protocols. Individuals who have had exposure level contact with a confirmed positive case, should quarantine for two weeks, contact your health care provider or the Wolfpack Wellness Center at 719-549-2830.

"**Contact tracing**" is a specific reference to the work that designated public health officials do in order to protect our community once an individual has been confirmed positive for COVID-19. CSU Pueblo's COVID RPT does primary, internal contact tracing only.

The terms, "**isolation**" and "**quarantine**" help protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Quarantined employees may be asked to submit a negative COVID-19 test result from a health care provider to HR before returning to campus. The Wolfpack Wellness Center also has COVID-19 tests for symptomatic or quarantined employees and students available at no charge. Please call 719-549-2830 in order to make an appointment.

THANK YOU FOR YOUR SUPPORT & PATIENCE.

CSU PUEBLO COVID-19 RESPONSE & PLANNING TEAM

Dr. Donna Souder Hodge, Chief Strategy Officer / COVID-19
Response and Planning Coordinator

Craig Cason, Associate Vice President Facilities Management

Dr. Marie Humphrey, Associate Vice President of Student Affairs
and Dean of Students

Niki Toussaint, Chief of Staff

Carol Daugherty, Director of Wolfpack Wellness Center

Kat Abernathy, Executive Director Human Resources

Jennifer Martin-White, Employee Relations Specialist Human
Resources

David Herman, Environmental Health and Safety Officer

Laurie Kilpatrick, Parking and Safety Manager / Health Screening
Team Lead

Haley Sue Robinson, Public Information Officer

Chris Fendrich, Director Auxiliary Services

Devin Hart, Director Sports Medicine



COVID-19

SYMPTOMS? QUESTIONS?

CALL

719.420.0002

OR

EMAIL

covid@csupueblo.edu

#PROTECTOURPACK

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**COVID-19
RESOURCES**



SCAN ME

**COVID-19
RESOURCES**

csupueblo.edu/coronavirus

