



# Lory Student Center

Re-Opening and Return to Work Plan

July 2020 - Fall 2020

*Updated August 4, 2020*

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## Plan 1: Re-Opening the Lory Student Center

*LSC Emergency Procedures are not changed by this plan. All Emergency Procedures, including evacuation, are still to be followed as planned.*

The phased reopening of the Lory Student Center is not a return to pre-pandemic normal. This phased plan presents a pathway for reopening that relies on Five Key Actions that must be taken to reduce the spread of COVID-19. These key actions will reduce individual and community risk and help keep the LSC staff, students, and guests safe. They include physical distancing, wearing cloth face coverings, handwashing, cleaning surfaces, and staying home if you are sick or instructed to isolate/quarantine. All of the LSC will need to commit to maintaining these Five Key Actions.

A four-phased model is presented here. Phase One includes information about how the building is closed and operating with only critical staff. Phase Two is a flexible approach to having staff return to the LSC. Lastly, Phases Three and Four outline how the LSC will reopen services and welcome back students and the university community. All information in this model is meant to align with University, state, and local guidance/requirements. If anything in this plan is contradictory, University/state/local requirements take precedence.

This model relies on the LSC community to partner with decision makers to make mid-phase adjustments that reduce the likelihood of needing to revert to previous phases and prolonged stalls within a phase. Much of the guidance in each phase will come from the University administration, Local public health department, and the Governor of Colorado and will necessitate flexibility and updates of the phases.

### Five Key Actions

- 1) Physical Distancing
  - a. Stay at least 6 feet from people
  - b. Do not gather in groups, meetings, or events above the size indicated by the Phase.
  - c. Stay out of crowded places and avoid mass gatherings as indicated by the Phase.
- 2) Cloth Face Coverings

- a. When outside the home, the wearing of cloth face coverings (masks) by all individuals unable to consistently maintain 6 feet of distance is strongly encouraged and at times required.
- 3) Proper Handwashing
  - a. Washing your hands with soap and water for 20 seconds helps to remove the virus from your hands. If soap and water is not available, hand sanitizer can be used.
- 4) Cleaning Surfaces
  - a. Regularly disinfect surfaces including desks, door handles, tables, and other shared equipment.
- 5) Stay Home if Sick or Instructed to Isolate/Quarantine
  - a. If you are sick or instructed to stay home, stay home. Refer to CSU Human Resources for details on tracking hours.

Using the Five Key Actions, the phased model, and under state, local, and University guidance, the LSC will be able to reopen and once again provide services to students and the CSU community.

This section includes information for each of the four phases. Each phase serves as a broad framework that will be enhanced through a collaborative process with the planning team and affected areas. Mid-phase adjustments, such as reducing or increasing capacities or requiring the wearing of cloth face coverings in certain settings, may be issued in order to protect phase progress or to align with updated guidance from the University, state, or local authority.

In all four phases, the Five Key Actions should be implemented.

## Phase 1 - Building Closed and Only Essential Employees On-site

March 23 - July 19, 2020

### Critical Functions

The following activities are still taking place during Phase 1 in the LSC. The essential employees that are working in the LSC are practicing social distancing, wearing face coverings, washing hands frequently, and ensuring areas are disinfected by Environmental Services.

### Building Operations

- An Event Services employee is in the LSC from 7:45am - 5pm, Monday - Friday as the building manager. They are available to allow temporary access to the building, answer the building manager phone, and ensure the building remains secure.
- Operations and maintenance staff are present to oversee building systems and complete repair/maintenance projects.
- Information Technology staff are present at times to support remote working needs of LSC employees.

### Bookstore

- The Bookstore has minimal staffing to ensure students have access to textbooks and supplies and can return textbooks.

- All functions are being provided “curbside” with no customers being allowed in the LSC.
- Staff are wearing face coverings, frequently washing hands, and having customers remain in their vehicles to minimize contact.

#### Environmental Services

- A deep cleaning of all public areas, offices, and suites is being conducted by Environmental Services staff.
- Bathrooms, Bookstore, and Food Pantry areas are being frequently disinfected.

#### Food Pantry

- The LSC Theatre is being utilized as a food pantry location in partnership with the Larimer County Food Bank.
- LSC Catering staff and SLiCE staff are managing food deliveries and the food pickup process.
- Only 5 - 7 employees are present each day to maintain social distancing.
- All staff handling food have been trained in safe food handling procedures and are utilizing face coverings and gloves.
- Customers can come to the Theatre dock and pick up a box of food without having to enter the LSC while maintaining distance from other customers and employees.
- Environmental Services is providing extra cleaning and disinfecting services in the Theatre.

#### AV & Technical Services

- AV & Technical Services staff are present at times to provide various services to support virtual meetings and digital content.
- All filming and production is handled with minimum staff that are able to work independently and maintain distance.

#### Building Access

The Lory Student Center is closed to the general public and only accessible to critical employees with keycard access. A building manager is on duty Monday through Friday from 7:45am to 5pm to provide access to non-critical employees if needed. The building manager phone is also monitored until 10pm on weekdays and 7am - 10pm on weekends.

- Building closed to all but critical employees.
- Building manager on duty Monday - Friday, 7:45am - 5pm.
- Building closed on weekends.

#### Catering

All catering is closed.

#### Dining

All dining venues are closed.

#### Employees/LSC Departments

All non-critical LSC employees are working remotely.

## Events

All events have been cancelled through Aug 3rd. Most events are cancelled through the summer, including Orientation, Admissions, and most conferences.

## Operations

Operations staff are monitoring the building daily. Environment Services staff are working in the LSC to clean areas used by critical staff and deep cleaning all areas of the building prior to Phase 2.

## Vendors

All vendors are closed.

## Phase 2 - Bringing Employees Back

July 20 - August 2, 2020

During this phase, some employees may return to the LSC and their offices. Although employees will be transitioning from working-from-home, the LSC will remain locked and not open to the public. Many areas will still not be operational. The beginning of this phase will include a small number of employees returning leading to higher levels of staffing at the end of the phase.

Prior to returning to work, all employees (including student employees) must complete the [COVID Employee and Student Acknowledgement Form](https://covidrecovery.colostate.edu/return-to-campus/) (<https://covidrecovery.colostate.edu/return-to-campus/>).

Departments will also need to submit an application to return to work. LSC departments will all be included in a single application submitted on their behalf. Other Service and Business partners will each need to [submit an application](#).

## Building Access

- Building remains locked.
  - o Building is not open to CSU community or general public.
  - o Staff will access via one of two designated entrances. The North/Transit Center entrance and the South/Curfman entrance will be available for staff to use. Each entrance will be staffed from 7:30am - 4:30pm.
  - o Employees are encouraged to only be in the building from 7am - 6pm if possible. This will allow Environmental Services additional time for cleaning.
  - o Employees are encouraged to not come to the LSC on weekends, with some exceptions (Bookstore, Operations, Environmental Services).
- Signage and stanchions will ensure employees are directed to the appropriate door for entry and exit at each building access point.
- Block open interior vestibule doors to decrease contact points.
- Students can schedule one-on-one meetings with staff, observing social distancing.
  - o Will need to be let into building by the staff member with whom they are meeting.

- Must have an appointment with an office.
  - Meetings should be held virtually if possible.
- Any employee (including student employees), vendor, or person working in the LSC will need to follow guidelines for checking symptoms. See [Plan 2](#) for details. The [Daily Health Screening](#) form must be completed each time the employee comes to the LSC.

## Dining

- Dining options remain closed.
  - Cams Lobby Shop will be open July 20<sup>th</sup> with reduced hours.
- See [Appendix B](#) for specific plans.

## Employees/LSC Departments

### Workspaces

- During this phase, departments should develop a plan for office furnishings, signage, and expectations.
- Department Kitchenettes
  - Do not prep food in kitchen area.
  - Wipe off microwave/fridge handles after each use.
  - Do not share coffee carafes or other sharable items (i.e. salt & pepper, sugar, toaster, condiments).
  - Use hand sanitizer prior to and after entering kitchen.
- Remove high-touch items such as magazines, common pens, etc.
- Ensure a minimum of 6 feet of space between all desks/workspaces.
- Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- Post signage for employees and guests on good hygiene and new office practices, and make regular announcements to remind employees and/or guests to follow distancing guidelines.
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).

### Practices

- Continue to practice the [Five Key Actions](#).
- All employees in the LSC should wear face coverings (bandanas, masks, face covering).
  - Employees should use their own covering.
  - Vendors should also wear face coverings.
- Limited number of employees can return at the beginning of Phase 2.
  - Each department should determine how many employees will be in-person, based on the department's needs, ability to maintain separation, and while following state and university guidelines. Employees should continue to work remotely when possible and in compliance with CSU HR guidelines.
  - Employees working in an office setting should maintain 6' of separation between workspaces. If this is not possible, fewer employees should be working in-person at a time.
  - Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Bookstore will continue to function with their curbside option outside of Transit Center.

- Accommodate workers with child or elder care responsibilities, or who live with a person who still needs to observe stay-at-home requirements due to underlying conditions, and workers who live in the same household as a vulnerable person to the greatest extent possible by promoting telecommuting or other remote work options, flexible schedules, or other means.
- Supervisors must provide job modifications and are prohibited from discriminating against employees who are showing symptoms of COVID-19 or who have been in contact with a known positive case of COVID-19.
- Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible.

### Events/Catering

- No events happening during this time.
  - o Grand Ballroom will be unavailable August 24 - November 20, Monday - Friday, 7am - 5pm.
  - o Theatre will be unavailable during fall semester.
- Meetings should remain virtual. There may be possible exceptions for small meetings attended by LSC staff that can observe social distancing. Meetings would be limited to 10 people or less (or in accordance with current guidelines).
- Catering not available for meetings/events. See [Appendix B](#) for LSC Catering plans.

### Marketing/Communications

- Signs must be posted at each entrance informing all employees, students, staff, faculty, and guests that they must:
  - o Avoid entering the facility if they have a cough or fever, Covid-19 symptoms.
  - o Maintain a minimum six-foot distance from one another.
  - o Sneeze and cough into a cloth or tissue, or if not available, into one's elbow.
  - o Not shake hands or engage in any unnecessary physical contact.
- Signage around public areas of building advertising guidelines including wearing face coverings.
- Signage at entrances/exits guiding people through proper doors.
- Floor markings for social distancing at offices.
- Floor marking for food court/vendors.
- Public messaging and signage as well as internal signage.
  - o Safer at home, mitigate risk of getting virus
  - o Why we are doing this, what risks are, educate others
- Signage for restrooms.
- Signage at elevators indicating to limit usage to only those that need it and maintain distancing by only have 1 - 2 people at a time.
- Mark floors at vendors, Info Desk, etc. Possibly mark areas where not to stand.

## Operations

- Revised schedules/protocols for Environmental Health to address cleaning in the public areas and offices.
- Centralized cleaning/hand sanitizing supplies that can be distributed to offices.
- No drinking fountain access. Water bottle filling is permitted with signage indicating how to minimize risk of contamination.
- All offices will be disinfected by Environmental Services prior to staff returning, and on a schedule once staff have returned.
- Bathrooms
  - o Some restrooms will be closed during this phase.
  - o Use automatic door openers.
  - o Paper towels will be available in all restrooms and use of air dryers will be discouraged.
  - o Wash hands.
  - o Post signage indicating the general cleaning schedule.
  - o Cleanings will be more frequent.
  - o Block off every other urinal and sinks in a case by case basis.
    - Signage on exterior indicating that capacity is reduced to #, wait outside if at capacity.

## Vendors

- Vendors remain closed to the public.
- Vendors may have employees return to work to prepare for opening to the public.
- Vendor employees will need to complete a daily health screening form.

## Resources/Supplies

- Cleaning/disinfecting supplies for offices; schedule of replenishment. Provided/organized by LSC Environmental Services.

## Phase 3 - Opening the Doors/Restricted Operations

August 3 - August 16, 2020 (one week before classes start)

This phase would allow the general public access to the LSC under new guidelines for capacity and distancing. This phase would be implemented slowly, with additional services and vendors opening as the phase progresses into the next phase. This is the “soft opening” of the LSC, prior to students returning to campus.

## Building Access

- Building operating on reduced schedule.
  - o Monday - Friday, 7am - 5pm (Building Manager scheduled 6:45am - 5:30pm)
  - o Saturday, 9am - 6pm
  - o Sunday, Closed
  - o Some doors will still be staffed to provide guests with information about the LSC.
- All entrances open. Signage and stanchions will ensure employees/guests are directed to the appropriate door for entry and exit.
- Open to general public without appointment.

- Block open interior vestibule doors so guests do not have to touch handles.
- Any employee (**including student employees**), vendor, or person working in the LSC will need to follow guidelines for checking symptoms. See [Plan 2](#) for details. The [Daily Health Screening](#) form must be completed each time the employee comes to the LSC.

### Dining

- Some dining may open at the venue's discretion. Cams Lobby Shop and Sweet Sensations to operation on reduced schedule.
- Reduced or no seating in dining areas.
- Socially distanced lines at each venue.

### Employees/LSC Departments

Any employee coming to the LSC will need to follow guidelines for checking symptoms. See [Plan 2](#) for details. The [Daily Health Screening](#) form must be completed each time the employee comes to the LSC.

### Workspaces

- Department Kitchenettes
  - o Do not prep food in kitchen area.
  - o Wipe off microwave/fridge handles after each use.
  - o Do not share coffee carafes or other sharable items (i.e. salt & pepper, sugar, toaster, condiments).
  - o Use hand sanitizer prior to and after entering kitchen.
- Remove high-touch items such as magazines, common pens, etc.
- Ensure a minimum of 6 feet of space between all desks/workspaces.
- Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- Post signage for employees and guests on good hygiene and new office practices, and make regular announcements to remind employees and/or guests to follow distancing guidelines.
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).

### Practices

- Continue to practice the [Five Key Actions](#).
- All employees in the LSC should wear face coverings (bandanas, masks, face covering).
  - o Employees should use their own covering.
  - o Vendors should also wear face coverings.
  - o See [Appendix E](#) for how to handle people not wearing a mask.
- Reduced in-person employees.
  - o Each department should determine how many employees will be in-person, based on the department's needs, ability to maintain separation, and while following state and university guidelines. Employees should continue to work remotely when possible and in compliance with CSU HR guidelines.

- Employees working in an office setting should maintain 6' of separation between workspaces. If this is not possible, fewer employees should be working in-person at a time.
- Employees should continue to work remotely when possible.
- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible.

### Events/Catering

- Large events not permitted. Size of events permitted will be based on guidelines in effect during the event date.
  - Grand Ballroom will be unavailable August 24 - November 20, Monday - Friday, 7am - 5pm.
  - Theatre will be unavailable during fall semester.
- Meetings should remain virtual.

### Marketing/Communications

- Signage around public areas of building advertising guidelines.
- Floor markings for social distancing at offices.
- Floor marking for food court/vendors.
- Signage indicating that adherence to health guidelines is required to receive service; or utilize the mask we provide.

### Operations

- No drinking fountain access.
- Revised schedules/protocols for Environmental Health to address cleaning in the public areas and offices.
- Centralized cleaning/hand sanitizing stations.
- Removal of a vast majority of our public space furniture (storing it in one of our ballrooms, as large events have been cancelled for the foreseeable future), and resetting the remaining pieces in a manner that encourages social distancing
- Place signage on public space furniture to encourage social distancing.

### Vendors

- Vendors open with social distancing procedures in effect.
- Some vendors may remain closed.
- Vendor employees will need to complete a daily health screening form.
- See [Appendix B](#) for vendor specific plans.

## Phase 4 - The New Normal

August 17, 2020 (Week prior to school starting)

The new normal will allow the building to operate while prioritizing the safety of our staff, students, and guests. Large gatherings will still be restricted, and social distancing measures will still be in place. Some services/vendors may remain closed or with limited access.

### Building Access

- Building operating on normal schedule starting August 24<sup>th</sup>.
  - o Monday - Friday, 6am - 9pm (Building Manager scheduled 6:45am - 9:30pm)
  - o Saturday, 7am - 9pm (Building Manager scheduled 6:45am - 9:30pm)
  - o Sunday, 11am - 9pm (Building Manager scheduled 10:45am - 9:30pm)
- Open to general public.
- All doors open with signage and stanchions directing people through in/out doors.
  - o Plaza doors will operate primarily as entrance only with an option to exit with P&D providing spacing within the vestibule.
  - o Contingency plan to close the Plaza entrance to limit crowding. Personnel and signage will be on standby to close entrance if needed.
    - Further entrances will be closed temporarily if necessary.
  - o Information table at main entrances for the first days of the semester.
- Floor markings to encourage distancing and proper traffic flow.
- Any employee (including student employees), vendor, or person working in the LSC will need to follow guidelines for checking symptoms. See [Plan 2](#) for details. The [Daily Health Screening](#) form must be completed each time the employee comes to the LSC.
  - o Student employees coming to work after already being on campus should complete the Daily Health Screening form prior to coming to campus for the day or will need to complete the Daily Health Screening form when arriving at the LSC for their shift.

### Dining

- Dining establishments are open at the venue's discretion.
- Reduced seating in dining areas.
- Socially distanced lines at each venue.

### Employees/LSC Departments

Any employee coming to the LSC will need to follow guidelines for checking symptoms. See [Plan 2](#) for details. The [Daily Health Screening](#) form must be completed each time the employee comes to the LSC.

### Workspaces

- Department Kitchenettes
  - o Do not prep food in kitchen area.
  - o Wipe off microwave/fridge handles after each use.
  - o Do not share coffee carafes or other sharable items (i.e. salt & pepper, sugar, toaster, condiments).
  - o Use hand sanitizer prior to and after entering kitchen.
- Remove high-touch items such as magazines, common pens, etc.
- Ensure a minimum of 6 feet of space between all desks/workspaces.

- Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- Post signage for employees and guests on good hygiene and new office practices, and make regular announcements to remind employees and/or guests to follow distancing guidelines.
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).

### Practices

- Continue to practice the [Five Key Actions](#).
- All employees in the LSC should wear face coverings (bandanas, masks, face covering).
  - o Employees should use their own covering.
  - o Vendors should also wear face coverings.
  - o See [Appendix E](#) for how to handle people not wearing a mask.
- Accommodate workers with child or elder care responsibilities, or who live with a person who still needs to observe stay-at-home requirements due to underlying conditions, and workers who live in the same household as a vulnerable person to the greatest extent possible by promoting telecommuting or other remote work options, flexible schedules, or other means.
- Supervisors must provide job modifications and are prohibited from discriminating against employees who are showing symptoms of COVID-19 or who have been in contact with a known positive case of COVID-19.
- Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible.

### Events/Catering

- Large events not permitted. Size of events permitted will be based on guidelines in effect during the event date.
- Meetings are permitted if they follow guidelines.
- Room capacities are adjusted for appropriate distancing.
- Wiping down surfaces in meeting rooms between each event, including tables, lecterns, and AV racks, and AV control screens.
- Microphones and wireless clickers will be disinfected between uses.
- New capacity charts and new layout diagrams with the 6ft measures for all meeting spaces.
- Potentially limiting rooms so we do not have multiple groups in close proximity to each other.
- Catering available for meetings with restrictions. See [Appendix B](#) for LSC Catering Plans.

### Marketing/Communications

- Signage around public areas of building advertising guidelines.
- Floor markings for social distancing at offices.
- Floor marking for food court/vendors.
- Advertise how LSC is keeping CSU safe.

- Large signage (possibly digital) displaying how to use the LSC during this time.

### Operations

- No drinking fountain access. Water bottle filling stations will continue to be available.
- Revised schedules/protocols for Environmental Health to address cleaning in the public areas and offices.
- Centralized cleaning/hand sanitizing stations.
- Removal of a vast majority of our public space furniture (storing it in one of our ballrooms, as large events have been cancelled for the foreseeable future), and resetting the remaining pieces in a manner that encourages social distancing
- Place signage on public space furniture encourage social distancing.

### Vendors

- Vendors open with social distancing procedures in effect.
- Some vendors may remain closed.
- Vendor employees will need to complete a daily health screening form.
- See [Appendix B](#) for vendor specific plans.

## Plan 2: Monitoring Health Conditions to Ensure Detection of Infection

Employees are expected to screen for COVID-19 symptoms each day prior to coming to work. Employees with flu-like symptoms may not come to work and may not be on university grounds.

### Screening Employees

Employees are expected to screen for COVID-19 symptoms each day prior to coming to work. By returning to the LSC, employees agree to adhere to the stated requirements and to communicate to staff, students, and faculty the necessary public health procedures. CSU Public Health should be notified immediately if an employee has a fever or is exhibiting symptoms. Notification will happen automatically if fever or symptoms are reported on the Daily Health Screening form. CSU Public Health can also be contacted at <http://ehs.colostate.edu/WPublicH/Home.aspx>

Student employees coming to work after already being on campus should complete the Daily Health Screening form prior to coming to campus for the day or will need to complete the Daily Health Screening form when arriving at the LSC for their shift.

### Self-Screening

- Use the health screening form located online at <https://covidrecovery.colostate.edu/daily-symptom-checker>. An example of the online form can be found in [Appendix A](#).
- The online health screening form will notify the employee of next steps based on their answers. Supervisors will only receive the employee submission if employees indicate symptoms or high temperature.
  - o Notify a supervisor if you are exhibiting any symptoms or have a temperature of 99.2 °F or greater.

- o Temperature of 100.4 °F is an automatic “No Go”. You should not be at the LSC and you should notify your supervisor.
- Employees should complete the symptom checker if they have a fever or symptoms, even if they are not going to be on campus.

### Screening at the LSC

- For employees that are unable to screen themselves at home.
- Health screening forms and non-contact thermometers will be available for screening.
- The following departments will have the ability to screen their employees:
  - o Retail Dining
  - o Bookstore
  - o Environmental Services
  - o Event Services
  - o SLiCE
  - o Campus Activities
  - o Info Desk
  - o Loading Dock
  - o Payroll/Business Office

### Screening Others

Employees, vendors, contractors working in the LSC will be asked to self-screen or be screened at the LSC. Signage will indicate that people with symptoms or elevated temperature should not enter the LSC.

The LSC Building Manager will be available to provide symptom checker forms and no-contact thermometer. They are available at 970-215-7112.

## Plan 3: Plan for Containment to Prevent the Spread of the Virus, if detected

Even with a rigorous monitoring plan for employees, it is possible that the virus will be detected in an employee, student, faculty, or guest. CSU Public Health should be notified immediately if an employee has a fever or is exhibiting symptoms.

### Detected in an Individual Employee

- If a person in the LSC develops symptoms or tests positive for COVID-19, there will be an increase in cleaning frequency and all high touch surfaces as well as any shared equipment will be disinfected in the area where the person is known to have been.
- CSU Public Health will utilize employee health screening form if available to gather information regarding the individual.
- Contact tracing will be used to determine who has interacted with the individual.
- Anyone with close contact with the individual will self-isolate for 14 days.
- If two or more employees from a unit test positive for COVID-19, the unit/office will be closed for 72 hours.

## Detected in a Student/Guest at the LSC

- If a student or guest that has visited the LSC is identified as having symptoms or tests positive for COVID-19, CSU Public Health should be notified.
- Attempts will be made to identify where in the LSC the person may have visited.
- There will be an increase in cleaning frequency and all high touch surfaces will be disinfected in the area where the person was present. The increased cleaning will also help if it is not possible to identify where in the LSC the person visited.
- Contact tracing will be conducted if possible.
- Anyone with close contact with the identified person will self-isolate for 14 days unless given other directions by CSU Public Health.

## Supervisors Guide to Addressing Reports of COVID-19 Exposure

If an employee is diagnosed with COVID-19 or suspects they have been exposed, the following actions should be taken by their supervisor. Remember to maintain the employee's privacy throughout this process.

- Contact CSU Public Health at [ehs.colostate.edu/WPublicH](https://ehs.colostate.edu/WPublicH) or call 970-491-6121.
- Ensure that the employee has completed the daily symptom checker and reported their symptoms or exposure.
- Advise the employee to stay home and self-isolate until provided public health guidance.
- Advise staff with moderate to severe symptoms to seek medical care.
- Notify other department personnel of potential exposure ONLY if advised by CSU Public Health. Staff with "close contact" will be assessed to determine risk and need to self-isolate or self-monitor.
- Protect the employee's privacy by not sharing information with other staff.
- Ensure social distancing and hygiene practices are being followed in the workplace.

## When Can the Employee Return to Work

If diagnosed with COVID-19, the employee can return to work:

- When directed by their provider, or per CSU Public Health guidance.  
**AND**
- When they have met the following:
  - o At least 72 hours without a fever while not taking fever reducing medication, and improvement in respiratory symptoms,  
**AND**
  - o At least 7 days have passed since symptoms first appeared.

## Plan 4: Plan for Shutdown Again, If Necessary

There may be multiple sorts of closures to consider. The first and most obvious is the closure of the entire building based on campus closing or outbreak. The next closure could be closing one area if a staff member or visitor is confirmed, through contact tracing, to have been in area. This would most likely mean closing one office or area of the LSC. The plan below is focused on closing the entire LSC.

## Considerations for Closures

- Staff should be encouraged to minimize the amount of personal effects like plants and perishable food in their offices to make this process move faster.
- The building would be closed immediately to the public when the decision is made that we need to close. Transit Center would stay open on day of closing to allow people to get home.
- Staff working in the building would have 2 days (Day 1 & Day 4) to enter building to get things they need for another closure. This would be done in shifts.
- On Day 5 entry would be limited to only essential workers.

## Timeline for a 4 Day Closing

### Day 1

Decision is made to close the LSC. Closing will happen immediately on that day. Doors will be locked, and all non-employees will be asked to leave the building. As they are able employees will be asked to leave the LSC as well. Before leaving staff should ensure all areas (offices, event spaces, meeting rooms, back of house, bookstore) locked down and secure. Transit Center will be the last area to close so folks can arrange transportation.

### Day 2

Whenever the building is cleared of all visitors and all staff a 24-hour clock will start where nobody will be allowed in the building.

### Day 3

A deep cleaning of the building will be completed. A full day with nobody else in the building will be allowed for this. Deep cleaning of all areas will last approximately 3 days. Essential staff will be able to return while cleaning is being completed after day 2.

### Day 4

Staff will be allowed, on a schedule, to come back and get anything they need and did not take home on Day 1. At this point the limited operation of the building with essential staff only ([Appendix D](#)) similar to Spring 2020 will begin.

## Other Closure Actions

- Staff in every office need to make sure all perishable foods are taken with them or disposed of. Food vendors, catering and the LSC Dining Services will follow all appropriate rules and regulations regarding perishable items.
- All electronic access will be removed except for those employees who will be considered essential during the closure ([Appendix D](#)).
- Preparation of signage to close the building will be done ahead of time and the signage will be put up on Day 1 of closure.
- LSC Operations staff will work with campus partners to ensure the safety of all water in the building during the closure and in preparation for reopening.
- Prior to closing again, verify that staff has technology and office supplies to work from home or remote location: Wi-Fi connections, home/office laptop or computer, monitors,

- keyboards, mouse, cables, office supplies etc. necessary to set up remote office. Test technology as soon as possible. Printing is problematic but this can be worked around.
- Prior to closing again make sure all internal communication plans are understood and that proper technology (Zoom, Teams, VPN, Remote Desktop access) are set up and ready to implement.
  - Prior to closing establish external guest communication process: Determine who is reaching out to clients, what is being or should be communicated, what follow up is needed, altering or cancelling reservations, pa op orders, rebooking reservations, etc.
  - In preparation for a possible closure each office should establish work day expectations: clocking in/out as applicable, approx. work days/times, task priorities, who is doing what, client communication process, event details, invoicing processes, meetings, training and/or professional development expectations.
  - Lockers
    - o Day 1: Off-Campus Life will communicate with all students with an active locker rental about the closing. Students will be informed that they, or a friend, will have an opportunity to enter the building on Day 4 during three pre-established times (9am, 1pm, and 6pm) to grab items. Students will be required to sign up for a time ahead by emailing Lindsay Mason.
    - o Day 4: LSC Building Manager will escort students into the building during the pre-established times. Same as the spring semester, students will be asked to be efficient and to check in with Building Manager before leaving so they know everyone has exited the building.

## Plan 5: Operations During Extended Winter Break

The LSC will be open with reduced hours and services starting on November 21, 2020. Hours and services will be determined at a later date.

*Updated Aug 4, 2020*

# Appendix A: Employee Health Screening Form

## Employee Health Screening Form

This is provided only as an example of the form and the possible outcomes. The actual form should be completed online at [safety.colostate.edu/return-to-work-on-a-campus/](https://safety.colostate.edu/return-to-work-on-a-campus/).

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### Health Screening Guidance

All employees, including student workers, are expected and required to screen for COVID-19 symptoms each day and report them here. They should screen for symptoms before leaving home. If they must be on a CSU campus to access technology to fill out this screening, they should self-report immediately after arriving on campus, but before entering any buildings.

- All employees not performing essential, in-person operations should work from home or work remotely.
- All Vulnerable Individuals (i.e., those individuals who are 65 years and older, individuals with chronic lung disease or moderate to severe asthma, have serious health conditions, individuals who are immunocompromised, pregnant women and individuals determined to be high risk by a licensed healthcare provider) should work from home or remotely, except when necessary to perform required work duties, provided that Vulnerable Individuals cannot be compelled to perform in-person work for any business or government function, including a critical business or critical government function.
- Work accommodations should be made available to those workers with child or elder care responsibilities, or who live with a person who still needs to observe stay-at-home requirements due to underlying conditions.

### Question:

Please select the type of report you wish to submit:\*

- I'm self-reporting
- Reporting on behalf of someone else

## Employee Health Screening Form

### Self-Reported Information:

Name: Rogien, Jason

eMail: jason.rogien@colostate.edu

Supervisor: Peters, Robert

Dept: Lory Student Center

#### Instructions

Please record the date, temperature, shift type and select all symptoms that apply.

### Symptoms:

Date:\*

05/20/20

Temperature:\*

98.6

Shift Type:\*

Start of Shift  End of Shift

Phone Number:\*

(000) 000-0000

Are you living with, or have you had close contact with someone who has TESTED positive for COVID-19?\*

Yes  No

Select all new symptoms that apply (not related to pre-existing conditions or seasonal allergies)

- |   |   |
|---|---|
| <input type="checkbox"/> Fever                                    | <input type="checkbox"/> Head or Body Aches           |
| <input type="checkbox"/> Chills                                   | <input type="checkbox"/> Sore Throat                  |
| <input type="checkbox"/> Cough                                    | <input type="checkbox"/> Nausea, Vomiting or Diarrhea |
| <input type="checkbox"/> Shortness of Breath/Difficulty Breathing | <input type="checkbox"/> Loss of taste or smell       |

Describe Other Symptoms (400 characters):

I Certify the information is true.

Submit

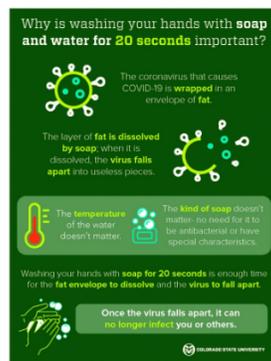
Submission Complete

**Thank you for your participation.**

Please keep yourself and others healthy.

- Wear a cloth face covering
- Stay six feet away from others
- Wash your hands often with soap and water for at least 20 seconds

Add Another Entry



Close

No fever or symptoms reported.

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Submission Complete

Thank you for your participation.

- **Stay at home and do not report to work, until**
  - You have had no fever for at least 72 hours (that is three full days of no fever without using medicine that reduces fevers)  
**AND**
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - At least **10 days** have passed since your symptoms first appeared
- **Notify your supervisor**
- You may want to contact a health care provider if needed.

Add Another Entry



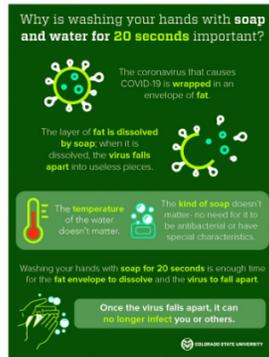
Fever or symptoms reported.

Submission Complete

Thank you for your participation.

Monitor for other COVID symptoms such as: cough, shortness of breath, fever/chills, body aches, sore throat, new loss of taste or smell.

Add Another Entry



Close

Slightly elevated temperature reported.

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Submission Complete

Thank you for your participation.

- Stay at home and do not report to work until you receive Public Health guidance
- Notify your supervisor

Add Another Entry



Close

Living with or have had close contact with someone who has tested positive for COVID-19.

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# Appendix B: LSC Catering & Retail Dining

## LSC Catering

### Overview of Reopening:

- Catering Chef to implement special menus with selections favorable to safe food service i.e. boxed cold lunches, plated hot meals, individually wrapped snacks, bottled beverages
- Options for buffets / displayed foods may be added only with an attendant to serve guests (guests will not handle serving utensils)
- Shared high touch surfaces will need to be sanitized before and after each event including table tops, chairs, door handles, etc.
- Events to be set up to encourage distancing (possibly no round tables, no receptions, unless we do attendant stations)
- Will need to bring student staff back in to facilitate service as events will need more staff to

### Guest Facing Operations:

- Clients will work with Catering Coordinator to make menu selections that encourage safe service, and that will fit with their event schedules/set up
- Attendee name lists and/or sign in (need to figure out how to sign in without touching anything...) will be crucial in case the need for contact tracing arises
- Guests being served will get either disposable-prewrapped cutlery kits that include salt & pepper, and a napkin, or a silverware roll-up (rolled into a cloth napkin)
- Guests will not share carafes or have self service beverages, but rather servers will pour drinks for them. We may have preset waters with a disposable plastic wrap cover if appropriate
- We will continue to utilize single use china and glass, or if appropriate, compostable disposable items
- Looking into potential of using disposable table coverings, otherwise all linens will need to be laundered after each event

### Back of House Operations:

- Staff to utilize symptom checker everyday before shifts, and excuse themselves if symptomatic
- Increased handwashing, glove use even when handling boxes and other items that previously were not a concern for contamination
- Increase surface sanitizing, including all tables, cooler doors, carts, stationary cooking equipment

- As part of the temporary menus we will implement, we'll have a rotating menu of plated options that guests can choose from to minimize need for too many staff in the kitchen
- excuse staff from working who report or show symptoms
- guest contact dishes to be run twice in high temp sanitizing machine, gloves used when handling used dishes/wash hands when changing gloves
- high touch areas sanitized daily with 5000ppm chlorine solution

### Retail Dining

Retail dining establishments have been working directly with Public Health officials and will be following restaurant guidelines.

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# Appendix C: Department Reopening Form

Department plan form for reopening.

Requester Information	
<b>Requester *</b> select requester here	<b>Phone *</b>
	<b>Email *</b>
<b>Department *</b> select department here	
Return Rationale	
<b>Desired Return Date *</b> 	
<b>Rationale for request to resume in-person on-site work as an essential, critical activity that cannot be performed remotely: *</b>	
On-site or Off-site Employee Use	
Per public health guidance, work that can be performed remotely should continue to be performed remotely. This includes meetings. Employees who have preexisting health conditions or who are otherwise identified to be at higher risk, including vulnerable individuals (as defined by State or Local orders) or those living with vulnerable individuals should continue to work remotely if at all possible.  Note: Public health orders dictate this must be less than 50%	
<b>On-site Daily Estimate *</b> of employees returning to on-site work Enter a number	<b>Off-site Daily Estimate</b> of employees returning to off-site work Enter a number
<b>Total Number of Personnel returning *</b> Enter a number	<b>Identify all personnel *</b> Enter the names of all personnel included in the return to work request
<b>For any individual not selected above, please enter their name and email here here:</b> Full name and Email	

**Personal Protective Equipment and Mask Assessment:**

Personal protective equipment stock requirements: All employees and participants will be required to wear cloth face coverings such as a bandana or homemade fabric mask. If determined appropriate by CSU Public and Occupational Health, employees may be required to wear other personal protective equipment that provide higher levels of protection. University guidance will balance the need to protect the health of employees as well as the need to preserve finite personal protective equipment resources for those employees performing tasks that require more protection.

Does this work require medical grade surgical or N95 masks, face shields, gowns, or gloves? \*

- Yes
- No

Do you have a minimum of a 30-day supply for all required PPE? \*

- Yes
- No

Do you have cloth face masks available for staff not required to use PPE? \*

- Yes
- No

## Appendix D: Essential Employee List

### Essential In-Person Functions

#### Lory Student Center

Name	Title	Employee Status	Details
Linda Carpenter	IT Specialist for Client Services	Admin Pro	Assist with remote access/IT related issues
Jason Rogien	Assistant Director, Event Services	Admin Pro	Building management, MEP/security assistance
Cecilia Ogasawara	Plant Care Specialist	State Classified	Maintain/water plants throughout LSC
Ashleigh Jesionowski	AV & Technical Services Supervisor	Admin Pro	Assist with virtual meetings/AV if needed
Tyler Manns	Event Manager/Building Manager	State Classified	Building management, MEP/security assistance
Benjamin Rosing	Executive Chef	State Classified	Daily checks on kitchen alarms status for freezers in four locations
Pamela Norris	Director, SLiCE	Admin Pro	Food pantries
Mike Buttram	Program Coordinator, SLiCE	Admin Pro	Food pantries
Keith Lippwe	Accounting, Office Manager	State Classified	Food pantries, accounting, deposits
Geoff Valdez	Asst. Director Dining	Admin Pro	Emergency response
Caleb Hund	Technical Coordinator Dining Services	State Classified	Maintain updates to Clover POS system and

			Inventory System must be maintained onsite
Environmental Services:			
Nancy Cowley	ES IV Manager	Classified	Available as necessary
Brian Marsden	ES III Supervisor	Classified	Available as necessary
Jerrel Siler	ES III Supervisor	Classified	Available as necessary
Bradley White	ES II Lead	Classified	Available as necessary
Balbino Oqueli	ES II Lead	Classified	Available as necessary
Alma Tejada	ES I	Classified	Available as necessary
Steven Todd McCollam	ES I	Classified	Available as necessary
Juliette Bartzen	ES I	Classified	Available as necessary
Dan Morey	ES I	Classified	Available as necessary
Janna Romer	ES I	Classified	Available as necessary
Mikalalah Millheim	ES I	Classified	Available as necessary
Maintenance:			
Rodney Valdez	Plumber	Classified	Available as necessary
Kent Bowen	Electrician	Classified	Available as necessary
Ross Mabon	Carpenter	Classified	Available as necessary
Kristy Millsapps	Administrative Assistant III	Classified	Available as necessary
Tamene Abebe	Director of Operations	Admin Pro	Available as necessary
Tyrell	Assistant Director Campus Activities	AP	Receive mail/packages, Food pantries help, available as necessary
Amber Ramos	Director Campus Activities	AP	Receive mail/packages, Food pantries help, available as necessary
Josephine Martinez	Plant Care backup	State Classified	Provide backup plant care/watering

## Appendix E: People Not Wearing a Mask

Sample exchange if a customer approaches a service point without a mask

Below are three sample messages that can be used when speaking with a customer that is not wearing a mask. The second and third examples provide options in case the initial statement is not sufficient.

*"Hi, I noticed you don't have your mask on. I have one here for you if needed, given that they are required in the LSC."*

*"I have to ask you to put one on before we can get started. If you don't have a mask, we have one for you this time. Thanks."*

*"This is for the health of everyone and it is not my decision to ask you to wear a mask. If you are not going to wear a mask today, I must ask you to leave."*

### Accommodations for Not Wearing a Mask

The customer may indicate that they have an accommodation to not wear a mask. Follow the procedures provided by your supervisor in this case.

### Customer Continues to Refuse to Wear a Mask

If the customer refuses to wear a mask or use the one provided, you may call the building manager at 970-215-7112 for further assistance. Stay calm and do not get drawn into an argument with the customer. If necessary, walk away and call the building manager or your supervisor.