Return to work on a campus

The current status of the university is remote and virtual; offices and buildings are closed, per public health orders. Once public health orders change the Pandemic Planning Team must still approve the return to work on any campus. Most operations will remain online and virtual and will not be approved to return to a campus at this time.

Once you are authorized to return to work in person, you will be required to monitor for COVID symptoms each day before you arrive on campus, or as you arrive on campus before you enter any university space or begin performing in-person duties.

Employees not currently working on a university campus

You will receive an automated message regarding your unit Kauli checklist approval, but this does not mean you are authorized to return to work. This is one step in the approval process but you should not return to campus at this step.

The Pandemic Planning Team may also take additional steps before you are authorized to return. Once those steps are completed, you will receive authorization from the Pandemic Planning Team via an email through your supervisor. This direct communication will then indicated that you have completed everything authorizing work to resume in person. Research project requests may require additional authorizations such as building access, travel, and regulatory compliance.

When you are on university grounds you must comply with all public health orders, including wearing a mask if you are near others or sharing a closed space.

- Application for labs, units and divisions to return to work

Employees already working on a campus performing critical tasks

If you have been reporting to work to perform tasks on university grounds, you are required to report your symptoms daily before you arrive on university grounds or before you begin interacting with others or performing those duties.

Employees who are conducting field work or working off campus but not from home (such as working in a satellite office, an outreach office, or conducting research away from university grounds) must also submit this screening each day they work.

Daily Health Screening

Results of this form are sent to employee supervisors if they have symptoms. If symptoms are not present, the supervisor receives only a notification that the form has been completed. Individuals who have symptoms are provided with health advice and should contact their medical provider if they do not feel well.

This symptom checker is required by the Governor’s executive order for the University to allow individuals to resume work on university grounds.

You must also complete this acknowledgement form (not required daily, but required to be completed once) COVID Employee and Student Acknowledgement Form.

When you are on university grounds, do not open open doorways into buildings or onto floors, wings or office or laboratory spaces.

More information about returning to work is available at these FAQs

Return to work FAQs (Spanish version)
After selecting Fort Collins:

COVID Employee and Student Acknowledgement Form

(subject to change per State orders)

Our highest priority is to ensure the safety of students, faculty and staff in the campus environment. Per Colorado Department of Higher Education guidance issued April 27, 2020, with limited exceptions, universities are instructed to continue to close campuses to all but essential personnel and activities.

Colorado State University has identified essential activities and personnel required to maintain facilities, provide essential services, and protect critical research. CSU also continues to provide housing and support services for students currently residing in residence halls.

To ensure the safety of our campus community, CSU is following applicable CDC, state, and local public health guidance as listed below:

- Employees not identified as critical to in-person operations or not classified as essential employees are expected to continue to work remotely.
- Require work that can be performed remotely, continue to be performed remotely, including meetings.
- Ensure at least 50% of the workforce is working remotely, or shifts have been staggered so no more than 50% of the typical workforce is on site at any one time.
- Encourage vulnerable individuals to Stay at Home, except when necessary to provide, support, perform, or operate necessary activities, Minimum Basic Operations, Critical Government Functions, Necessary Travel, or Critical Businesses. This includes employees who are vulnerable because of an underlying health condition, who are pregnant, or who have a child under the age of 13.
- Make work accommodations for Vulnerable Individuals, who remain subject toStay at Home requirements.
- Accommodate workers with childcare responsibilities 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.
- Provide reasonable accommodation and prohibit discrimination against employees who are showing symptoms of COVID-19 or who have been in contact with a known positive case of COVID-19.
- Limit non-essential travel for faculty and staff and recommend 14 days self-monitoring for symptoms if travel does occur and practice increased social distancing measures.
- Ensure all personnel including students, staff, and faculty to wear a non-medical face cloth covering, medical-grade mask, or bandana that cover the nose and mouth.
- Increase frequency of cleaning and disinfect of all campus spaces, break rooms, bathrooms, and other common areas frequently (at least daily).

To protect the health and well-being of our CSU community members, all faculty, staff and students MUST comply with the following public health guidance:

- Do not to come to work if sick (including any of the following: headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, body aches, diarrhea, fatigue, vomiting and abdominal pain).
Click the submit button in the actions section on the far right column. Sometimes this appears at the end of the form depending on your browser.