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FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY COMMUNICATION

Issue 08

Dear FM Team,

Below are procedures for employees and supervisors regarding working on campus during the COVID-19 pandemic.

COVID-19 Work Place Protocol

1. Employees should be free of any signs of illness related to COVID-19 to enter the workplace. If you experience typical symptoms of COVID-19, which may include elevated body temperature, cough, shortness of breath, and sore throat, do not go to work. We expect employees to take responsibility to protect their personal health and the health of others in the workplace.
2. If an employee becomes ill at work, they will be asked by their supervisor to go home immediately. An employee who is ill for any reason should not be at work—specifically, if an employee is experiencing typical symptoms of COVID 19, which may include an elevated body temperature, cough, shortness of breath, and sore throat while at the workplace.
3. Supervisors should be notified and take necessary precautions to send the employee home immediately with advisement to contact their primary care provider or qualified health care provider. If an employee experiences these symptoms at home, they should contact their supervisor via phone and not come to work. It is not necessary for the supervisor and employee to have these conversations in person, but it is necessary for the employee to contact their supervisor so that the appropriate notifications can occur.
4. Employee and supervisor will continue communication regarding health status as recommended by the healthcare provider and/or Public Health. Please notify HR when health status changes.

Please take care in following these protocols to uphold the safety of our department and the wider university community.

Sincerely,



Tom Satterly, P.E.
Associate Vice President for Facilities Management

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