

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY COMMUNICATION

August
10, 2020

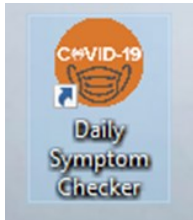
Issue 70

Supervisors,

Monday, August 10, 2020 all FM employees including students who report to work on campus are expected and required to screen for COVID-19 symptoms each day before leaving for work and report them either online into the Employee Daily Symptom Checker portal or on a paper copy which is attached to this email.

Employees will need to take their temperature prior to arriving at work on campus, as all employees will be required to document their temperature in the Symptom Checker daily.

The icon below allows you to access the Daily Symptom Checker portal directly with one click. If you do not have the below icon on your desktop, please contact the Help Desk at: fac_shared_help_desk@mail.colostate.edu.



If employees can access technology at home, they can enter their temperature check information in the Daily Symptom Checker. If they are fever and symptom free, they can also fill out the Daily Symptom Checker online when they arrive to work, or they can fill out the paper copy. See attached.

If an employee forgets to check their temperature, and reports to work, they are to remain in their car and contact their supervisor.

Lastly, if an employee has a fever or any symptoms, they stay home and record their symptoms in the Daily Symptom Checker and wait for further instruction by email or through their supervisor.

Supervisors will need to let Kathy Brady know if an employee has been instructed to stay home, so she can initiate the appropriate paperwork.

Please ensure your employees are using the Daily Symptom checker starting Monday.

Thank you,

A handwritten signature in blue ink that reads "Tom".

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

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