

COVID 19 continues to unfold and its impacts and duration are still unclear. Maintaining faculty and staff health is critically important, as is continuing to provide high quality, responsive service to our students. In order to try and keep everyone as healthy as possible **we would like you to work remotely if possible** and to utilize technology like Team for meetings, more on that later.

Supervisors will be working with their departments/units promoting employee remote work, where practical. In those instances where a physical on-campus presence is necessary, we will work to create appropriate social distancing and to communicate using technology in these situations. Your Vice President/Director will be working with each unit to define the specific arrangements for each department, moving in this direction quickly. Again your health and well being and that of your colleagues is of paramount importance. To help you be effective working from home IT has come up with a “toolkit” for you to use which is below.

Yesterday, the Joint Budget Committee was briefed by the state’s economist who told them the obvious that the economy was being affected, what they could not tell them is how much or how long. The end result is that it is unlikely that higher education will see an increase in our general fund appropriation for next year. As a result we will need to tighten our belts a bit and defer some expenditures. Today, I have advised the Management Team that CMU is suspending all open position searches and pending employment offers, until each can be reviewed. Your Vice President/director will be reaching out to you shortly with more information.

As a reminder, if faculty, staff, or students on campus experience symptoms, they should **call the Community Health Partnership COVID-19 line at 970.644.4001**. Do not go to the emergency room or clinic before a call and preliminary phone screening. Self-quarantine while waiting for your preliminary health screening and or physical appointment.

If you or any employee is exhibiting signs of illness you should go home and let your supervisor know. Based on CDC guidance, supervisors may send employees home if you appear ill, in order to limit the spread of communicable illnesses. Again, the first option should be to work from home. If you are ill but cannot work from home you may be granted paid administrative leave with the approval of their CMU departmental Vice President/Director. Supervisors will be asked to report employee illness-related absences on a daily basis to the HR Office. Separately, supervisors will receive an email communication outlining that reporting process, including specific information which will be required. It will be important that employees stay in regular contact with their supervisors during their illness related absence, to monitor your well being, exposure to others and to manage work responsibilities

Health insurance providers have announced changes to health plans coverage for COVID-19 diagnostic testing. You can find more information: <https://www.coloradomesa.edu/human-resources/index.html>

If you are feeling overwhelmed and need to reach out for help, you may contact the State of Colorado Employee Assistant Program (C-SEAP) at 1-800-821-8154. C-SEAP is also offering a webinar: Managing Stress and Anxiety During Uncertain Times. You can register at: <https://attendee.gotowebinar.com/register/3413333098894490892>

Other HR questions should be directed to jknuckles@coloradomesa.edu or by phone at 970-248-1426.

Tim Foster, President
Colorado Mesa University

Work-From-Home Access

Many of you work remotely on a weekly basis if not daily through MAVzone. For those that need access to systems such as Banner, Cascade and CRM Advise, we have additional support services for you to access those applications in order to successfully work from home. If you have never had remote desktop access in the past, the first step is to submit a Help Desk ticket through Web Help Desk so your account can be setup.



First step: submit a Help Desk Ticket via MAVzone > Applications > IT Help Desk. Then select “Work From Home Access” for the Request Type and finish filling out the Help Desk Ticket. Once you are setup, you will receive follow-up instructions via email

For support in these unprecedented times, we are encouraging users to contact the Help Desk through MAVzone and submit a ticket. The Help Desk will also be available to take calls but availability will be limited as Information Technology adheres to social distancing best practices.

Internal Communication with Teams

As more faculty and staff work remotely, we recommend the use of Microsoft Teams for Chat and internal computer-based Calling.



Check out the Microsoft Teams How-To documents on the Technology Help Desk Support website for more information on Chatting with Teams and links to Microsoft’s Teams video training library.

Outlook Out-of-Office Settings

In Outlook 2019, Click File (upper left) > and select Automatic Replies to set up an auto reply message. You may also setup from your browser. In MAVzone > OWA (Outlook Web App):

1. Click the gear/cogwheel in the upper right-hand corner.
2. Search “automatic replies”, select once found, and toggle on “Turn on automatic replies”.
3. Populate an auto reply message for “Send automatic replies inside your organization” [emails from CMU staff, faculty & students] and “Send replies outside your organization” [email from all other email addresses and domains].
4. Click “Save” to complete.

Accessing Voicemail from Off-campus

PhoneMail can be reached from any telephone by dialing 970.248.2200. Once connected, you will be asked to enter your office telephone extension and your passcode. Follow the prompts to listen and delete your voice messages. More information about recording greetings can be found online under the Technology Help Desk Support website and Get Started: Faculty/Staff: Technology Resources: Telephones.

Technology Help Documents

For more information about these topic and others, please visit the Technology Help Desk Support website: <https://www.coloradomesa.edu/information-technology/index.html>