Supervisor and Department Head Responsibilities

- Ensure 6-foot distance between all physical workspaces as well as between all students, faculty, and staff wherever possible.
- Limit, wherever possible, the sharing of equipment and other resources.
- The university encourages employees to minimize group gatherings. This includes formal meetings and informal gatherings, particularly in small spaces such as hallways or common areas. The use of Microsoft Teams and Zoom meetings should be used to the maximum extent practicable. If meeting in person, all individuals must be able to maintain six-foot social distancing requirements.
- Work with your team to identify employees or team members who are in a vulnerable population as defined by CDPHE and have employees reach out to Amy Grimes in HR to discuss options for remote work.
  - Individuals who are 65 years and older; individuals with chronic lung disease or moderate to severe asthma; individuals who have serious heart conditions; individuals who are immunocompromised; pregnant women; and individuals determined to be high risk by a licensed healthcare provider are considered vulnerable under Executive Order D 2020 044. Vulnerable people at high risk of severe illness from COVID-19 should follow Stay-at-Home recommendations, which means only leaving home for medical care and essential activities.
- Any employees meeting the vulnerable definition and will be engaged in prolonged remote work should follow CMU’s Flex Place policy in addition to contacting Amy Grimes in the Human Resources office to complete required paperwork.
- Supervisors and department heads should ensure they communicate and work with employees showing COVID-19 symptoms, who may need to work from home while determining risk to campus. Supervisor should contact Amy Grimes in Human Resources to follow-up with required paperwork.
- Ensure faculty and staff are aware of CMU’s cleaning protocols.
- Ensure proper use of face coverings as defined by CDPHE are used by all students, faculty, and staff when indoors and not in their own office space - see CDPHE Mask Guidance.
- Ensure proper signage is displayed as appropriate. University approved signage can be found here. Supervisors will be responsible for ensuring compliance within their buildings and will be responsible for printing and posting any updated signage.
- Ensure any employees are following CMU’s Travel Policy and implement 14-day self-quarantine measures for employees who come in contact with the virus while traveling.
- Ensure that all employees are aware of requirements to report any new symptoms via the Symptom Track App in their MAVzone.
- Ensure that hand washing supplies are made available, and if not notify facilities through MAVzone work orders if additional supplies are needed.
- Interior doors should be propped open for the maximum time possible to avoid contact as much as possible.
- Supervisors and department heads should develop a visitor tracking system to be used for all visitors to the building. The log should include name, phone number, date and time of visit.
- Supervisors and department heads will act as main point of contact for allowing employees to return to their physical workspace. If a supervisor or department head is in the vulnerable population, they should designate a member of their team to act as point of contact. Supervisors and department heads should do the following:
  - Schedule a walk-through of your workspace with facilities and ST2 Executive Committee to determine any additional needs or signage required. This should be complete by June 12th.
    - Contact Carley Maher to schedule (cmaher@coloradomesa.edu)
  - If your space is shared with multiple units, coordinate with supervisors or department heads to ensure consistency is achieved in the building.
  - Be available to employees on their first day of return to go over required protocols and physical workspace.
  - Require employees to complete all requirements on the employee checklist and certify compliance by signing before they return to campus. All completed and signed forms should be turned into supervisors and then to HR.
- Supervisors should collect the signed employee acknowledgement and submit all to HR.

*Failure to comply may result in disciplinary action*