



To: RMSMC Staff

From: Pete Waack, CEO, Rocky Mountain Student Media

Date: 8/14/20

Re: RMSMC Covid Regulations and Guidelines

**Introduction:**

This plan is an ongoing draft and will have continuous updates based on employee feedback, as well as changes in Colorado State, CSU, and Lory Student Center (“LSC”) regulations and guidelines. We intend to be flexible so Rocky Mountain Student Media (“RMSMC”) can move forward or backwards based on changing conditions, since the outlook and our current plans could be very different within a few weeks.

(Note: “Employee” is used broadly to include anyone that comes into our Lory or Clark spaces, including volunteers and guests).

Our guidelines at times will reflect more conservative rules than what is required by other agencies. The health and safety of our community is the most important thing to us, and we hope that strict rules will help keep everyone as safe as possible. RMSM has two facilities (Lory and Clark spaces) that have minimal airflow – and we will do everything in our power to avoid becoming the hot-spot on campus.

**Most important procedures, regardless of re-opening phase:**

Before returning to work at LSC or Clark building, all employees must fill out the Employee Acknowledgment Form (just one time).

<https://colostate.kuali.co/app/builder/#/app/5eb977a3f1b980001a0066e8/run>

On any day an employee intends to physically come to work at any RMSMC office or function, they must fill out the daily Health Screening Form before as they enter the space or shortly after arrival. We have a touchless thermometer at the front desk of RMSMC, though it is preferred if you buy your own thermometer.

<https://covidrecovery.colostate.edu/daily-symptom-checker/>

If an employee tests positive at any time or shows symptoms of any illness, it is a requirement to fill out the Health Screening Form, regardless of whether the employee intends to come into the office. This is so

we can keep updated logs of everyone's health. At this point, RMSMC is unsure what CSU will do with a report showing symptoms of a positive Covid test result.

All people that enter the office must check in at RMSMC front desk and identify what office space they will be working at and for how long. If they are not associated with CSU, they will be required to fill out a paper version of the daily Health Screening Form.

### **CSU and Lory Student Center Policies:**

- If 2 more people test positive in an office, that office will be closed, and all employees will be required to work remotely. This is part of the LSC's policies and applies to RMSMC.
- Masks must always be worn when in the LSC public space or when moving out of an office. Social distancing is a requirement until further notice.
- After-hours access for the LSC is open only for essential employees via card swipe at the north or south entrance (or the RMSMC back entrance). If the LSC is closed, an employee must arrange with an RMSMC essential employee for access.
- Physical Distancing
  - Stay at least 6 feet from people
  - Do not gather in groups, meetings, or events above the size indicated by the Phase.
  - Stay out of crowded places and avoid mass gatherings as indicated by the Phase.
- Cloth Face Coverings
  - When outside the home, the wearing of cloth face coverings (masks) by all individuals unable to consistently maintain 6 feet of distance required.
- Proper Handwashing
  - Washing your hands with soap and water for 20 seconds helps to remove the virus from your hands. If soap and water is not available, hand sanitizer can be used.
- Stay Home if Sick or Instructed to Isolate/Quarantine
  - If you are sick or instructed to stay home, stay home. Refer to CSU Human
- Avoid large gatherings and any group experiences where you know you won't be able to practice physical distancing (that fingertip test above). That means no big parties, barbeques, trips to the pool or the Reservoir, or pick-up games. Agree with your friends that you will connect with one another, just in small groups rather than big ones. And when you do get together, wear your masks.
- Stay home when you are experiencing COVID-19 symptoms or know you have been exposed to someone who has COVID-19.

### **RMSMC Opening Plans**

All employees and guests (if maximum number not reached) will be allowed in offices. Each RMSMC department will establish their own employees' schedules of who is allowed in the office at what times, so that social distancing can be maintained. All employees and guests are permitted in the office until maximum occupancy is reached. This may be relative for each department and office space.

All employees are encouraged to work remotely as much as possible. All employees (including volunteers, etc.) must submit a schedule of in office hours before Aug. 21. No presence in office if not working unless coming in for a short period of time to pick up equipment or for other limited purposes.

Everyone entering the office must sign in at front desk (please bring your own pen.) and indicate which office area they will work at. When leaving the office, notify the front desk so number of employees can be closely monitored.

Please note the following:

- Large group meetings and events. As of 7/17/20, Colorado State University and the Lory Student Center has yet to release guidelines on events or large group meetings. More information to follow. RMSMC will not allow large group gatherings unless online or held outdoors.
- Some departments will have additional Covid guidelines. Your adviser will notify you of these rules.
- The office will be closed to all employees from 5PM on Friday to 5PM on Saturday to allow for a dwell period and deeper cleaning by housekeeping staff. If you need access during that time, please consult your adviser.

## **RMSMC Covid Procedures and Guidelines**

- Work remotely if possible.
- No in person should attend work if showing any Covid symptoms.
  - If you show signs, test positive, or have been in close contact with someone that has signs or tested positive: (1) stay home, (2) contact your supervisor, and (3) fill out CSU's Health Screening Form immediately.
- Masks:
  - Employees and guests are expected to provide their own masks. RMSMC will provide disposable masks as a back-up.
  - Masks must be worn when moving about the RMSMC office space or into the Lory building proper.
  - Mask may be removed if in an office space where only one person is working (no matter the size of the space). If there is more than one person in an office space, masks must be worn. If working in an open area and social distance can be maintained, you may remove your mask while working.
  - If someone refuses to wear a mask, contact RMSMC CEO or another professional adviser to engage with person to discuss policies.
- Social distancing (6 feet) is always required, unless masks are worn.
- Any office equipment will be disinfected by the employee after shift with disinfectant spray and paper towels, or disinfectant wipes. When a starting work, please also disinfect in the same way.
- All areas will be disinfected near daily by cleaning staff. This includes:
  - Switches
  - Handles
  - Remote controls
  - Appliances
  - Hard surfaces

- o Telephones
  - o Keyboards and mice
- All employees are required to wash hand regularly.
- All employees are required use company supplied hand disinfectant often throughout their shift.
- Employees are required to cover their mouth and nose with a tissue when they cough or sneeze. After coughing or sneezing, immediate disinfecting or washing of hands is required.
- No employee is required to meet in person or do work in person if they are not comfortable to do so.
- No food in office, only sealed drink containers.
- No water service will be available in the office.
- Until further notice, there will be no tours or guests (recruiting or otherwise) of the RMSMC offices unless prior notice.
- Office space maximums:
  - o Individual offices: 1 person without mask, up to 3 with masks.
  - o KCSU:
    - DJ booth: 4 people
    - Café desk area: 4 people
    - Production studio: 1
  - o Collegian Newsroom: 4 employees
  - o Video Bay: 3 Employees
  - o Creative services desks: 4
  - o Ad/Marketing department: 4
  - o Conference room; 6 people, with masks.
  - o Front desk area: 1 person without masks, 3 with masks.
- We take your behavior when off work very seriously. You need to be responsible and follow safe guidelines even when not working work. If you witness a RMSMC employee not practicing safe Covid behavior, please fill out the reporting form at [rockymountainstudentmedia/covid](http://rockymountainstudentmedia/covid)