

CSU, Chico College and Department Return to Campus Guide Fall 2020

As of August 20, 2020

As we look to the start of the Fall Semester, our two priorities are safety and student success. Toward that end, campus leadership has developed a comprehensive [set of guidelines and expectations](#) for our partial return to campus. The following offers specific guidance on how academic colleges and departments can return to campus safely and appropriately during the fall 2020 semester.

An additional guide specifically addresses how faculty can return to campus safely and appropriately during this same time period. This guidance lays out appropriate parameters based on expert guidance provided by health authorities, but it requires personal action to mitigate the risk of virus transmission. We anticipate that these documents will be updated as the semester begins and we have a better understanding of faculty and student needs.

No person may be in a building on the CSU, Chico campus without a properly worn face covering. Faculty and staff may remove face coverings while in individually-assigned single-occupant offices. Individuals who have health issues that prevent them from wearing face coverings must have their conditions evaluated and confirmed with the [Accessibility Resource Center](#) prior to entering any campus building.

Deans/chairs will inform their faculty and staff of the Fall plans for their unit. This could be a team Zoom, or on an individual basis. Deans/Chairs should coordinate work, including required breaks/lunches, with their staff. Human Resources and Academic Personnel are available to assist with employee or manager questions.

Departments and College offices

Departments and Colleges are responsible for the following:

- Posting information on the departmental/college website and at or near the campus office that provides information on how to contact department staff by email and telephone. Receiving and responding to emails and telephone calls during normal business hours (8:00 – 5:00). For more information on how to make and receive calls while off-site, contact ITSS.
- Monitoring supplies of face coverings and cleaning supplies in occupied spaces managed by the department, and requesting additional supplies as needed.
- Staff are to be provided 7 days' notice prior to return to campus, but individual staff may choose to waive this requirement.

In addition, departments are responsible for distributing face coverings and cleaning supplies to rooms in which faculty provide in-person instruction, adequate for all faculty and student needs. These will be provided to relevant departments by FMS; departments should contact FMS if they have inadequate supplies.

Department and college offices may, but are not required to, have a limited return to offices. This may be done solely to complete activities that cannot be done efficiently and effectively away from campus. Activities may include providing guidance to students in the building (reception) and/or completing essential functions of the department. Any return to campus offices must first be

approved by the dean, and then evaluated by the Emergency Operations Committee, using the process established by the university for [safe return to campus](#).