Dear CMCI Community,

As of 2/1/2021, the CU Boulder Campus is operating in the Expanded Mode for Spring 2021. This mode increases the presence of students, faculty and staff on campus while maintaining a reduction in population density on campus. While COVID-19 cases exist in the local community, public health orders permit in-person operations with appropriate mitigation at reduced physical capacity with an emphasis on faculty/staff support for research, teaching and student success and campus life programming.

For those faculty, staff and graduate students on teaching appointments who need to be on campus regularly to fulfill their in-person duties, CMCI will continue its partnership with the CU Boulder Research and Innovation Office's (RIO) return to campus process to track and approve requests for the spring semester.

Please Note: Employees (Faculty, TAs, GPTIs, RAs, Staff) who can successfully work remotely should continue to work remotely to reduce the population density for those who are working on campus.

There are four cases to consider for work on campus or in the field:
1. If you have **previously been approved** to work on-site and do not need to change your building or rooms, you **do not need to take any action at this time**.
2. If you have **not yet been approved** to work on-site, please complete the **Request to Return form**.
3. If you have **previously been approved** to work on-site in specific buildings/rooms **but would like to request different buildings/rooms**, please complete a new **Request to Return form** for the new buildings/rooms.
4. If you have **previously been approved** to work on-site in specific buildings/rooms and **would like to increase your hours in those same locations**, please follow the **"requesting changes"** process at this webpage.

As a reminder, here are the conditions and attributes of the expanded occupancy on campus:
- Only work that requires an on-site presence for work purposes is permitted to be carried out on-site.
- Masking, decontamination, distancing, the Daily Health Questionnaire (Buff Pass), etc. need to be continued.
- Occupancy is expected not to exceed 50% of capacity at any given time, both for individual groups and for buildings. This is not a target, but rather an expected outcome of the campus COVID-19 Health and Safety Policy.
- **Offices cannot be used simply for convenience, but they can be used if the work cannot be done remotely and if use is consistent with social distancing and other safety rules**.
- **New this semester**: those with an on-campus presence at least once per week are asked to participate weekly in the COVID-19 saliva-based surveillance screening tests.

FAQs and Tips for Completing Request Form

What about Staff and faculty who will continue to work remotely, but may need to drop by their office intermittently?
These visits do not need to be tracked via this process. For intermittent visits to campus offices, please notify CMCIDeansOffice@colorado.edu

How will Approvers know when a request from their Unit has been submitted?
There is no automated alert. Instead it's recommended that Departmental approvers review the Google Doc periodically through the week and each Tuesday afternoon to be sure requests are approved or denied before the College review on Wednesday.

How do I know if I meet the criteria to work on campus?
Prior to completing the form, individuals must review the Boulder Campus guidance for on-site work, discuss the need with their supervisor, and if it is determined that on-site work is required, complete the form.

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Return to Research (R2R) vs Return to Campus (R2C) – which option should I select?
The request form will ask if the applicant is requesting access to return to campus for:
1. 'Research' or field work which includes local, domestic, and international travel requests and field trips, or

2. 'Teaching'. Faculty, TA, GPTI, Staff requests associated with Return to Campus (non-research) should be run through this channel. This includes staff who may need to be on campus to support student-facing activities.

Who fills out the Request?
Employee, Supervisor or Chair may complete the on-line request form

Which department or program should I request?
In the request form, individuals will be asked to select from a drop-down menu the 'Department/College/Institute' in which they work.

Employees from Centers, RAP, College Administrative Staff, and anyone else not directly affiliated with a Department should select 'College of Media Communication and Information'.

What if I need to work in more than one location on campus?
- Separate forms must be submitted for returning for research, returning for fieldwork, and returning for teaching or academic support.
- Separate forms must be submitted for each location that you plan on requesting access to on campus or for field visits.
- Make sure to include room numbers. Please be as specific as possible in detailing the spaces that you will be visiting.

What if I need to make to the times/hours/days on-site that have been previously approved?
- You do not need to complete a new request form.
- Visit **Table 1** and choose the tab that corresponds to your home unit.
  - Note: Only the requester will have access to these fields to make changes for everyone they requested for previously.
- Fill out the three fields (columns Z, AA, and AB) to be considered for more time on campus or in the field. All three columns must be completed.
- The CMCI Dean's office will review and approve.
- Approval emails will be sent to all the approved individuals each week.

Why do I need to participate weekly in the COVID-19 screening testing program?
Together, we all play an important role in taking care of each other. When we protect our herd, we can stay together on campus. Increased surveillance screening will help our campus and greater community take appropriate steps in mitigating spread of the virus.

Who should we contact if we have questions?
Chrissy Harrison, Sr. Executive Aide to the Dean, chrissy.harrison@colorado.edu
Sarah Mandos, CMCI Research Specialist, sarah.mandos@colorado.edu

How does the approval process work?
1. **New Requests** will be submitted via the Request to Return form and subsequent approval of request is valid for the entire Spring Semester, 2021.
2. **Chair/Directors will review** requests on the CMCI Approver's Google sheet by Tuesday of each week.
3. **Dean's Office Review** for research and field work (including field trips) is handled by Assoc. Dean of Graduate Programs and Research, Andrew Calabrese and review of teaching and staff requests is handled by Chrissy Harrison. Approvals will be made on Wednesday of each week.
4. **Campus Review by the Office of Research and Innovation** occurs on Thursdays. Upon approval by this campus office, email letters are sent to the individual who is being granted access/approval to return to campus and their requestor.

Request • Faculty, Staff, TA, GPTI, Chair, or Supervisor completes online request form

Review #1 • Chair reviews and approves requests in Google Doc

Review #2 • College Approver reviews and approves requests in Google Doc

Approval — Approval emails are sent by the central campus RIO division