

memo

College of Arts & Media

To: All CAM Faculty & Staff
From: Laurie Baefsky, CAM Safe Return Research & Creative Activities (RCA) Coordinator
CC: Dean Larry Kaptain
Date: August 14, 2020
Re: Fall 2020 CAM Policy for Off-Site Work, Fieldtrips, and other Activities

Memo: This is a unique time. We have new protocols to follow for all off-site activities. For Fall 2020, **required indoor field trips will not be permitted. Field trips, site visits, and all other off-campus activities which include overnight stays are also prohibited.** Required course activity, i.e. location-specific film shoots do not fall under the “field trip category,” but does come with risks that must be assessed on a case-by-case basis. Given the status of the COVID-19 outbreak, faculty should avoid conducting outdoor fieldtrips and other outdoor activities unless absolutely necessary for pedagogical reasons.

For the Fall 2020 semester, we encourage all faculty to consider revising existing curricula and assignments to eliminate or minimize requiring your students to work off-campus. Provide an “opt-out” option for all off-site work, if at all possible. To fall under the university liability coverage and workers’ compensation, faculty who are including required field trips, site visits, or any other off-campus activities in their course must submit a formal application.

All required field trips and off-site activity must be approved in advance on a case-by-case basis. 7 Steps:

1. STEP 1: Contact Laurie Baefsky, CAM Safe Return RCA Coordinator to initiate all requests.
2. Once you are ok’d to proceed, each faculty, CAM personnel and each of your students will need to fill out the Field Trips/Off-Site Field work CU Denver application. This requires a clear safety plan: https://ucdenverdata.formstack.com/forms/field_work.
3. Work with our RCA Coordinator on your application. Because this is a university-wide application, there will be things that don’t apply.
4. Approval chain: 1) Department Chair, 2) CAM Safe Return RCA Coordinator, 3) Assistant Dean of Business and Operations. Dean Kaptain will be cc’d on all approved requests.
5. Any necessary outdoor required activity should allow for individual attendance and should not require group meeting/travel/meals.
6. We will continue to follow University Policy 1037, Domestic Travel Policy for Faculty and Staff (Travel Involving Students or Others) with all necessary waivers and Risk and Emergency Response plans. See: https://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/1XXX%20Academic%20and%20Faculty%20Affairs/1037%20-%20Domestic%20Travel%20Policy%20for%20Faculty%20and%20Staff%20-%20Travel%20Involving%20Students%20or%20Others.pdf
7. Existing non-Covid-related CU Denver travel waivers for taking students off campus must still be adhered to. See: <https://www.cu.edu/risk/general-waivers-and-consent>.
8. A formal risk assessment for film courses requiring shoots will continue to be required and enforced.

CU Denver Current Policy: RCA Field/Off-Campus Work: All university-related off-campus research and creative activity (RCA) must be approved to be formally considered part of university duties which fall under university liability coverage and workers' compensation. To apply to conduct off-campus critical university research and creative activities under university coverage, you must complete the Field/Off-Campus Application: https://ucdenverdata.formstack.com/forms/field_work.

CU Denver Safety Precautions Currently in Place

1. In addition to the existing safety restrictions placed on field trips, site visits, and all other off-campus activities, all participants are required to wear a cloth mask of the same specifications that are required for being on campus. This applies to field trips, site visits, and other off-campus activities undertaken individually and as a group.
2. Also, in addition to the existing safety restrictions placed on field trips, site visits, and all other off-campus activities, we will require all participants to maintain physical distancing at the same distance that is required of students to be on campus or to attend in-person classes. This applies to the full duration of all field trips, site visits, and other off-campus activities whether undertaken individually and as a group.
3. All instructional staff and students must follow all state, local, and institutional requirements for distancing, wearing masks, and other risk-reducing behavior while on field trips, site visits, and all other off-campus activities. Instructional staff are responsible for checking for updates to these requirements immediately prior to the site visit, field trip, or off-campus activity given that they may change.
4. All field trips, site visits, and other off-campus activities including but not limited to meetings, travel, and/or meals must allow for individual attendance; attendance and/or travel as part of a group cannot be required.

Safe Return Resources for Faculty and Staff: <https://www.ucdenver.edu/safe-return-to-campus-fall-2020/faculty-and-staff-resources>.

Questions? Contact Laurie Baefsky, Associate Dean of Research & Strategic Partnership and CAM Safe Return RCA Coordinator, laurie.baefsky@ucdenver.edu