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DU COVID-19 Protocols

The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the DU COVID-19 website, https://www.du.edu/coronavirus, for news and other important information.

University of Denver COVID-19 Protocols for Campus Access

This document describes the procedures for campus access for DU personnel and students returning to campus during COVID-19. Please also refer to the campus Phased Re-Entry Plan for details of each phase.

The current levels of campus access are tiered based on the three phases the University has operated under thus far. The scope of each level of access and the procedures to request that level of access are described below. For each phase, the University uses an approval process to grant campus access by activating Pioneer ID card access to specific buildings. **When requesting campus access, please be sure to request the appropriate level of access for your position and job duties, regardless of the current phase of the campus Phased Re-Entry Plan.** For example, if you are COVID essential personnel in a new position or role, and the University is currently Phase III, you should request Phase I access rather than Phase III access. **If you need one-time, temporary access, see the one-time access section at the end of this document.**

1. **Phase I**

   Phase I access is required for DU personnel who will need to come to campus regardless of conditions. This includes core campus security and facilities staff, lead administrators, and employees responsible for life forms or vital equipment.

   COVID Essential Core Employees
   Essential Core employees are those individuals who are required to report to work in the event of University closing/emergency. Essential Core personnel can include, but are not limited to, certain employees in the Division of Campus Safety, Facilities, Housing & Residential Education, critical business continuity such as payroll, and those employees supporting life forms.

   COVID Essential Management Employees
   All managers of Essential Core personnel are considered Essential Management until the Provost and Sr. Vice Chancellor for Business and Financial Affairs make determinations about which services are required for the nature of the closure/emergency. Until the closure ends or the emergency is resolved, managers in those areas are responsible for providing appropriate staffing. Managers may be required to come to campus or perform duties at home.

   COVID Essential for On-line Instruction Employees
   Essential Employees for On-line Instruction are employees who cannot perform their necessary duties related to on-line instruction from their home and require access to the University facilities and infrastructure. The academic deans and Provost determine which individuals fall into this category.

These individuals remain on campus for limited periods of time, for example, the duration of their online course on the days they are teaching and complete non time-sensitive instructional activities remotely.

COVID Essential Research Activities Employees
Essential Employees for Research are those who cannot perform their necessary duties remotely without critical risk of disruption, loss of life, or animal care requirements. These individuals will be determined by the academic deans, Provost of Vice Chancellor determine which individuals fall into this category. These individuals should be on campus for limited periods of time, for example, only for the duration of time necessary to perform the necessary duties.

2. **Phase II**

Phase II access is available for DU personnel (employees and contractors) whose core work requires campus resources. For faculty, this could include research, scholarship or creative work or teaching that requires campus access or is in-person. For staff, this could include access to equipment or other people on campus. This could also include student employees, students with funding for research work, and students enrolled in classes that meet in person on the days that such classes are scheduled. Phase II access does not by default authorize full time presence on campus; scheduling must be coordinated with the COVID Access Manager.

3. **Phase III**

Phase III access is available by choice for faculty, staff, and students, subject to the conditions set forth below.

ACCESS PROCESS

Phase I & Phase II: Initiate a request for access by contacting your supervisor who will forward your name, building, room, cell phone number, email and reason for requesting return to campus to your dean or division head for review. Deans/division heads will review and provide a list of approved employees to ORSP. ORSP will send those individuals a survey seeking more detailed information about shared space and equipment. Based on the information from the completed survey, ORSP will confirm approved individuals in to a double-verified list provided daily to the Provost's office. For staff reporting to a division head, the division head provides name directly to the Provost's office. The COVID Coordinator provides daily approval, and provides the contact information to trigger card access, text messages, email notification, and a verification letter.

Phase III: Initiate a request for access through an online survey, which among other information asks about shared equipment and space (office, lab, etc.). No supervisor or dean/division head approval is required.

One-Time Access: For one-time access, please work with the procedures specific to your building under the direction of your building's COVID Access Manager. To determine your COVID access manager, log into the DU portfolio site, https://portfolio.du.edu/, and select the "COVID-19 Internal Updates" folder.

RESPONSIBILITIES

Campus access in Phases I, II and III requires that individuals returning to campus observe additional safety measures, including:

1. Complete the daily symptom monitoring survey, twice per day (at the beginning and end of your shift), 7 days per week, as is required by the Denver Department of Public Health & Environment (DDPHE).

2. Follow all on-campus protocols, including the [Symptom Monitoring Protocol](#), the [Social Distancing and Personal Protective Equipment Protocol](#), the [Disinfection and Cleaning Protocol](#) and the [Positive Test of Presumed Positive Response Protocol](#).

3. Work with your building's COVID Access Manager to follow building-specific scheduling guidelines established to enforce requirements social distancing (6 feet between individuals) and room and building occupancy requirements by phase. You may obtain the name and contact information for COVID Access Managers by logging into the internal [COVID-19 portfolio page](#).