Mary Clark
Provost
Leslie Brunelli
Sr. Vice Chancellor

COVID-19 Responsibility and Enforcement Protocol

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 for news and other important information.

University of Denver COVID-19 Responsibility and Enforcement Protocol

All employees and students must follow the COVID-19 requirements set forth below intended to contain the spread of the virus.

The University has implemented a phased approach to returning employees to campus and resuming activities on campus in accordance with state and local orders, Colorado Department of Public Health (CDPHE) and Centers for Disease Control (CDC) guidance, and University policy and protocols.

Please refer to the DU COVID-19 website for all updates on current policies.

Relevant DU COVID Protocols

The University requires that all employees and students comply with the following personal responsibilities.

COVID Canvas Course: All University employees and students must promptly complete the Trail Back to Campus course in Canvas to learn about the University's plans to mitigate the spread of the virus and to cultivate a culture of personal responsibility.

Face Coverings: All University employees, students, and visitors must wear a face covering at all times while on campus (inside buildings and outside) to help prevent the spread of the virus, with limited exceptions.

Social Distancing: All University employees, students, and visitors must maintain social distancing at all times while on campus to help prevent the spread of the virus. Social distancing on campus means 6 feet distancing between individuals and room occupancy of no more than 50% of the maximum room occupancy as identified on the posted signage. Please ask your building's Building Manager.

Cleaning and Disinfection: All University employees, students, and visitors must assist in maintaining a clean work and learning environment by cleaning and disinfecting personal spaces they use upon entry and exit. DU custodial staff will clean and disinfect common areas.

Symptom Monitoring: All University employees, students, and visitors coming to campus must complete the symptom monitoring survey to assist in limiting the spread of the virus, identifying clusters early, and establishing quantitative data for contact tracing. The Denver Department of Public Health & Environment requires that University employees perform symptom monitoring. Employees and students must complete the survey twice each day (before arrival and after departure) on days they come to campus and once per day when they are not planning to come to campus. Visitors must

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2199 S University Blvd
Denver, CO 80129
303-871-2996

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follow the visitor protocol and must complete the visitor symptom monitoring survey no more than 2 hours before arrival on campus. .

Contact Tracing: The University strongly encourages all employees, students, and visitors to download the digital contact tracing app. Use of the app is voluntary. Widespread use of digital contact tracing will increase the University's ability to manage the spread of the virus. All employees, students, and visitors must participate in manual contact tracing interviews and must provide complete and truthful information in a timely manner.

Testing: To be permitted to return to campus this fall, all employees and students must complete a mid-nasal swab RT-PCR test for the virus that causes COVID-19 and receive a negative test result, either at DU or uploaded at myhealth.du.edu. This also applies to individuals who are already on campus. Testing is one of the most effective ways to identify and quarantine asymptomatic individuals thereby significantly reducing transmission rates.

Quarantine and Isolation:

An employee or student must quarantine if they have (a) been in close contact with a person who tested positive or is presumed positive with COVID-19; and/or (b) traveled outside the US or to a US state that has high and escalating incidence of COVID-19. Quarantine means remaining in an individual's residence to the greatest extent possible during the time between when the individual was exposed to but is not symptomatic or has not tested positive for COVID-19.

Any employee or student must isolate if they have tested positive for COVID-19; are presumed positive with COVID-19 as diagnosed by a medical provider; or have symptoms of COVID-19. Isolate means staying home (away from others) by not attending classes or going to work and following instructions from a medical provider.

Reporting of Positive Test Result: All employees and students who are coming to campus or have been on campus in the prior 14 days must promptly report receiving positive COVID-19 test results to reportCOVID@du.edu, so that the University can initiate appropriate contact tracing and building closure or disinfection measures.

Enforcement

Following all protocols is critical to promoting a positive and safe learning and working environment at the University. Because COVID-19 spreads mainly through exhaled aerosols produced through coughing, breathing, and talking, face coverings and social distancing are essential to controlling the spread of the virus during certain situations such as while students are in class.

We recognize that adaptation to these new expectations and habits will take some time. It is important to establish a culture of support and caring to support long-term behavioral change.

Student Enforcement

The University community will first seek to work with students to help them adapt and provide supportive and educational opportunities to respond to a missed requirement. Faculty are encouraged to include a summary of these requirements in the course syllabus or to discuss these requirements on the first day of class to increase transparency in the University's expectations and response.

Instructors and staff are asked to use the following progressive measures to address student non-compliance:

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1. Ask the student to comply with the requirement for which a violation has been observed. For example, ask the student to "Please wear a face covering."
2. Ask the student to leave the classroom and/or office and return when they are ready to follow the requirement. For example, have the student get a disposable face covering from the entrance of the building and return.
3. Staff: If the student refuses to follow the protocol, start by asking them to leave and if they refuse to leave:
   a. Call your supervisor for assistance;
   b. Call the Division of Campus Safety at 303-871-2334; and/or
   c. Submit a COVID-specific Incident Report to Student Rights & Responsibilities, providing details about the incident.
4. Faculty: If the student refuses to follow the protocol, start by asking them to leave and if they refuse to leave:
   a. Call the department head or dean for assistance;
   b. End class early or reschedule class;
   c. Call the Division of Campus Safety at 303-871-2334; and/or
   d. Submit a COVID-specific Incident Report to Student Rights & Responsibilities, providing details about the incident and also activating the Disruptive Classroom Behavior policy.

Relevant policies for alleged violations occurring inside the classroom: Individual instructors have the right to determine whether specific student classroom behavior and conduct is disruptive to the learning environment. In extenuating circumstances, instructors may require a student to leave an individual class meeting based on disruptive behavior and conduct. Instructors are not authorized to permanently remove a student from the course without following the appropriate disruptive behavior process. Instructors should initiate the Disruptive Classroom Behavior process as soon as possible after the initial disruption. More information about the Disruptive Classroom Behavior policy can be found at https://www.du.edu/studentlife/studentconduct/honorcode.html

Relevant policies for alleged violations occurring outside of the classroom: Student Rights & Responsibilities (SRR) is responsible for adherence to and has authority for resolving violations of the University Honor Code and other University Policies. If a student is unwilling to comply with University personnel in addressing patterns and/or instances of disruptive behavior, you may submit a report to SRR. More information can be found at https://www.du.edu/studentlife/studentconduct/index.html.

Additional relevant policies as outlined in the Honor Code for non-compliance of COVID-19 policies, procedures, and protocols also include, but are not limited to, endangerment, disruption, violation of the law, and violation of other policies. SRR may engage the Crisis Assessment Risk Evaluation (CARE) Team to support behavioral intervention. More information about the CARE Team can be found here.

Possible outcomes for non-compliance: A student's failure or refusal to follow these protocols may be considered a threat to the health and safety of the community and may result in a student's temporary or permanent removal from the University. Additional outcomes may include building restrictions, removal from housing, additional trainings and additional interventions.

Faculty and Staff Responsibility and Enforcement

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All employees are expected to carry out their duties honestly, in good faith, and with diligent care. Therefore, employees must adhere to all COVID policies and protocols with very limited exceptions, such as when the employee has provided supporting documentation that wearing a face covering inhibits the employee's health.

Thus, the University will first seek to work with employees to help them adapt to these new COVID polices and protocols through supportive and educational opportunities to respond to a missed requirement. Supervisors are encouraged to refer employees to townhalls to learn about these requirements and hold quarterly meetings to review current protocols and to promote transparency in the University's expectations and response.

For employees who do not provide the necessary documentation for exemptions and/or willfully ignore DU's COVID protocols, the following corrective actions could be taken:

1. Supervisor gives verbal warning and direction to follow protocol. Supervisor keeps documentation of the verbal warning.
2. If there are multiple instances of noncompliance, the supervisor may issue a written reprimand to the employee. The supervisor, after consultation with Human Resources and Inclusive Community (HRIC), will provide the written reprimand to the employee, which should include reasons for the action being taken.
3. If the employee continues to refuse to comply with applicable protocols, the supervisor can contact the COVID Access Coordinator to ask that the employee be denied building access. The supervisor should contact HRIC to learn of any additional corrective action measures.
4. Continued non-compliance by the employee may lead to additional corrective action measures, up to and including termination of employment.

Visitors Responsibility and Enforcement

All visitors must comply with all University COVID protocols and the visitor protocol, including wearing a face covering at all times while on campus (inside buildings and outside) and maintaining 6 feet distancing to help prevent the spread of the virus.

Per the visitor protocol, the campus host will inform the visitor of University protocols and review key elements to provide transparency in the University's expectations and response. The host must work with the visitor to help them adapt and provide supportive and educational opportunities to respond to a missed requirement.

Visitors that continue to not comply with applicable protocols will be:

1. Asked by the campus host or campus host's supervisor to leave campus or immediately comply with the applicable protocols.
2. If the visitor fails to comply with this directive, the Division of Campus Safety may respond and request that the visitor leave campus.
3. If the visitor continues to fail to comply, the Division of Campus Safety may contact the Denver Police Department and ask them to issue a citation for trespass.