Campus Checklist

Welcome to the University of Denver! To prepare for your first day on campus, please be sure to complete the following action items. Please note that these action items can be completed prior to your hire date.

A. **COVID PCR Test: A negative COVID test is one of the requirements to be able to work on campus. DU offers free testing on campus. Rapid COVID tests are not accepted.**
   - Complete your COVID-19 test *on or within 48 hours before* your first day on campus
   - Testing locations and hours can be found at https://www.du.edu/coronavirus/spit-lab

B. **ID Card: This is your official identification while work at the University of Denver. Your ID Card also provides building access.**
   - Location
     o Driscoll Center South #4, 2050 E. Evans Ave, Denver, CO 80208
   - **BEFORE** coming to campus, submit your ID card photo by logging in to PioneerWeb (https://pioneerweb.du.edu)* and navigating to the Employee tab > Employee Resources > Applications/Services > Upload ID Card Photo/Request Reprint.
   - If you come to campus to get your ID card but have not yet been cleared to be on campus, please call 303-871-4545 and they will meet you at the door to give you your ID card. They cannot let you into the office to take your photo if you are not yet cleared to be on campus.

C. **Form I-9: This form is required for all new employees and is used to verify identity and work authorization.**
   - Location
     o Administrative Office Building, 2601 E. Colorado Ave, Denver, CO 80210
       ▪ Hours: Monday - Friday: 10:00am-3:00pm

D. **COVID Vaccine Record: One week prior to your expected first day on campus, upload your COVID vaccination card to the MyHealth portal.***
   - https://myhealth.du.edu
     o Click on Messages > New Message > I want to submit my Immunization Records > I would like to provide documents for the COVID-19 vaccination requirements > Attach and upload your files
   - EXEMPTIONS. Following guidance from the Denver Department of Public Health (DDPHE), only medical and religious exemptions are permitted.
     o Medical Exemption Form: https://www.du.edu/health-and-counseling-center/media/documents/immunization/covid19_medicalexemption.pdf
     o Religious Exemption Form: https://www.du.edu/health-and-counseling-center/media/documents/immunization/covid19_nonmedicalexemption.pdf

*Your DU ID number is required to access these systems.