

Mary  
Clark  
Provost  
Leslie Brunelli  
Sr. Vice  
Chancellor



UNIVERSITY *of*  
DENVER

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

## DU COVID-19 Protocols

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*The University has adopted this protocol to comply with applicable state and local public health orders and to be consistent with applicable federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to respond to changes in state and local public health orders, to be consistent with new federal and state guidance, and/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 Protocol for Campus Access

Campus personnel are designated as Phase I, II or III to allow seamless operations under different alert levels and re-entry phases. When the University is in more restrictive phases and higher alert levels, only individuals with Phase I or II access are able to enter buildings, while under less restrictive phases all personnel and students may enter campus buildings. The scope of each level of access and the procedures to request that level of access are described below. For each campus access phase, the University uses an approval process to grant campus access. Phase III access can be gained simply by following universal return to campus procedures (e.g. testing, vaccine records). Phase II and Phase I access require approvals. When individuals are cleared for campus access, they may use their badge to enter designated buildings. Phase I personnel may access campus under any alert level and in any operational phase (e.g. campus safety, upper-level administration) and typically have access to most if not all campus buildings. For Phase II and Phase III personnel, during Alert levels clear, green, blue and yellow, building access is wider, while under orange, red and purple alert levels, fewer buildings are accessible.

*When requesting campus access, please be sure to request the appropriate level of access for your position and job duties, regardless of which phase of the campus [Phased Campus Access & Support Plan](#) the University is in. 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 rather than Phase III access.*

#### 1. Phase I

Phase I access is reserved 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 Personnel**

Essential Core personnel are those individuals who are required to report to work in the event of University closing/emergency. Essential Core personnel includes, but is not limited to, certain employees in the Division of Campus Safety, Facilities, Housing & Residential Education, critical business continuity such as payroll, IT, 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. When campus is restricted to Phase I access, COVID Essential Management Employees would retain access and may be expected to come to campus.

### **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 remotely and require access to the University facilities and infrastructure. 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. The academic deans/division heads and Provost determine which individuals fall into this category.

### **COVID Essential Research Employees**

Essential Employees for Research are those who cannot perform their necessary duties remotely without critical risk of disruption, loss of life, or failure to meet animal care requirements. 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 essential duties and students whose educational activities require the use of campus resources. For faculty, this may include research, scholarship or creative work that requires campus access or teaching that is in-person or requires substantial technology support not available at a remote location. For staff, this may include access to equipment, facilities, or other individuals on campus. For students, this may include student employees, students with funding for research work, and students attending in-person classes on scheduled class meeting days. Individuals with Phase II access are not by default authorized to be present on campus full time; scheduling must be coordinated with the COVID Access Manager to manage building occupancy limits.

## **3. Phase III**

Phase III access is available for personnel, and students who meet the applicable requirements set forth below.

### **PROCEDURES FOR OBTAINING ACCESS**

**Phase I & Phase II:** You must initiate a request for access through your supervisor who will forward your name, building, room, cell phone number, email and reason for requesting access to the dean or division head for review. Deans/division heads will review and provide a list of approved individuals to the COVID Coordinator team through the Provost's office. The [COVID Coordinator](#) reviews and approves requests daily and provides the contact information to trigger card access, text messages, email notification, and a verification letter. All Phase I & II employees must obtain and maintain cleared for campus access as described below.

**Phase III:** Individuals are granted access after they meet the requirements for being cleared for campus access as set forth below.

**No One-Time Access:** One-time access is no longer available. Employees must meet the requirements for being cleared for campus access as set forth below.

### **Obtaining and Maintaining Cleared for Campus Access**

Three types of campus clearance exist for the academic year 21-22:

**Cleared for Campus:** provides standard access to campus buildings, indicating that the individual has obtained and maintained cleared for campus access as detailed below.

**Cleared for High Contact:** provides enhanced campus access to specific educational programs that have COVID protocols requiring full vaccination in addition to campus clearance for participation.

**Cleared for Clinical/Field Placement:** provides highest level of campus access requiring acknowledgement of risk and full vaccination to participate in specific learning activities as required by the academic program

To obtain and maintain Cleared for Campus access in Phases I, II and III, individuals must meet the following requirements:

### **Fully Vaccinated Individuals**

1. As soon as possible, but no later than one week before your on-campus fall campus arrival date, upload proof of COVID vaccination (generally a photograph of your vaccine card) to MyHealth, found on the Health and Counseling Center (“HCC”) website. You are considered fully vaccinated two weeks after your final dose. Please plan accordingly.
2. Receive a negative PCR COVID-19 test result at or within 48 hours of your fall campus arrival. Saliva-based PCR testing is available [at the on-campus testing locations](#) without an appointment for individuals with or without cleared for campus access. You may also upload records of negative nasal swab PCR tests from outside providers if you prefer nasal swab testing.
3. Once your campus access status reads “Cleared” on PioneerWeb, you are authorized to resume on-campus work and activities. Allow a few days after submitting your negative test and proof of vaccination for HCC to update your campus access status.
4. You must continue to monitor yourself for COVID-19 symptoms. If you have symptoms of COVID-19, you must get tested and isolate as required. You are no longer required to log symptoms daily.
5. To maintain cleared for campus access, you must follow [Mandatory Testing Protocol](#). Fully vaccinated individuals who obtain cleared for campus access but fail to comply with the required testing schedule will have their campus access suspended until they are back in compliance with the testing schedule.

### **Unvaccinated or Not Fully Vaccinated Individuals**

1. Indicate your on-campus start date through the COVID-19 Vaccination Portal on PioneerWeb.
2. If you plan to be vaccinated, obtain the required dose(s) and upload your proof of vaccination (generally a photo of your vaccine card) to MyHealth on the Health and Counseling Center website as soon as possible. Until you are fully vaccinated (two weeks following your final dose), you must follow all requirements for unvaccinated or not fully vaccinated individuals.
3. If you plan to request a COVID-19 vaccine exemption, as soon as possible but no later than one week before your onfall campus arrival, upload your vaccination exemption request to MyHealth on the Health and Counseling Center website.
4. Receive a negative PCR COVID-19 test result at or within 48 hours of your fall campus arrival. Saliva-based PCR testing is available at the on-campus testing locations without an appointment for individuals with or without cleared for campus access. You may also upload records of negative nasal swab PCR tests from outside providers.
5. You must quarantine for seven days and complete the quarantine log on PioneerWeb each day (top left).
6. As required by the COVID-19 Protocol for Face Coverings and Social Distancing, you must continue to wear a mask on campus, and you should maintain social distancing wherever feasible while on campus.
7. You must continue to monitor yourself for COVID-19 symptoms and complete the daily log on the Symptom Daily Tracker on PioneerWeb. Note: Everbridge will be discontinued on August 2nd.
8. To maintain cleared for campus access, you must follow you must follow [Mandatory Testing Protocol](#). Unvaccinated and not fully vaccinated individuals who obtain cleared for campus access but fail to comply with the

required testing schedule will have their campus access suspended until they are back in compliance with the testing schedule.

Individuals seeking Cleared for High Contact and Cleared for Clinical/Field Placement access must meet all of the requirements for vaccinated individuals under Cleared for Campus above and must be fully vaccinated. The individual's supervisor or unit will inform them of applicable additional requirements for the higher-level access.

