

Phase III - Card Swipe Access Protocol

1. Fill out a form to request card swipe access via the link below.
 - a. https://udenver.qualtrics.com/jfe/form/SV_3x8jDuVRqSyxFsN
2. The Provost's office will review the request.
 - a. Please allow up to 5 business days to process the request.
3. After the form is completed, the requestor will be given instructions on how to sign up for text alerts and what is expected when they return to campus.
4. Provost's office will notify the requestor and the COVID Access Manager when the request is approved.

DO NOT LET ANYONE ELSE IN THE BUILDING WHEN YOU ENTER & EXIT.

PLEASE ENSURE THE DOOR HAS COMPLETELY SHUT WHEN YOU ENTER & EXIT.

HEALTH & SAFETY NOTICE: When entering the building please follow all of the protocols below to ensure the safety of yourself, and your fellow coworkers.

BEFORE COMING TO CAMPUS:

- Complete the self-assessment - <https://go.du.edu/covidqustr>
- DO NOT COME TO CAMPUS IF YOU ARE SICK.

ON CAMPUS:

- People must wear a cloth face covering or a non-medical mask covering your mouth and nose at all times.
- Maintain physical distancing at all times. Keeping at least 6 feet away from others whenever possible.
- Sanitize and disinfect your own work area, offices and any equipment you may use - [DU Cleaning Protocol](#)
- Social Distancing and Personal Protective Equipment protocols, please visit [the University's guide](#).
- Frequently wash hands your for 20 seconds with soap and water, or use hand sanitizer when unable to access soap and water.
- University of Denver return to work [Protocols](#)

✓ **COVID Access Manager will be the point of contact for:**

1. Cleaning, sanitizing and disinfecting protocols.
2. Procuring PPE and disinfecting products.
3. Maintain a scheduling system with occupants to allow 50% occupancy in all spaces.

✓ **Occupants will be responsible for:**

1. Completing the daily self-assessment survey.
2. Following physical distancing guidelines, along with 50% room occupancy guidelines.
3. Wearing appropriate PPE.
4. Disinfecting their own work space or any shared equipment they may touch.