



## COVID-19 New Hire Protocol

*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 New Hire Protocol

This protocol identifies how new employees gain approval for campus access. This protocol is not required for employees who (1) have an approved telecommuting agreement; (2) have an approved accommodation involving full-time remote work; and (3) are instructors or faculty teaching in fully online programs that normally have no in-person component on campus, such as certain offerings through University College; provided that such employees do not come to campus and/or do not have close contact with DU community members who participate in on-campus activities.

#### Fully Vaccinated Employees

1. As soon as possible but no later than a few days before your on-campus start 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. For information on loading your vaccine card or regarding the requirement please visit: <https://www.du.edu/health-and-counseling-center/medical/covid-records.html>
2. Once your background check and hire is complete in the system you must complete a COVID test. Saliva-based PCR testing is available [at the on-campus testing locations](#) without an appointment for individuals with or without cleared for campus access. Please try to complete your test 1-2 days before your first day of work. Please make sure that you do not eat or drink an hour before completing this test. Bring your DU ID number in order to complete this test. This testing is covered through DU at no cost to you. For additional information, please contact the COVID Coordinator at [COVIDcoordinator@du.edu](mailto:COVIDcoordinator@du.edu), or call 303-549-8867.

Once your campus access status reads "Cleared" on PioneerWeb, you are authorized to access campus for work. Allow a few days after submitting your negative test and proof of vaccination for the HCC to update your campus access status.

3. You must monitor yourself for COVID-19 symptoms. If you have symptoms of COVID-19, you must get tested and isolate as required.
4. To maintain cleared for campus access, you must follow mandatory campus testing protocols. 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 Employees

1. As soon as possible but no later than a few days before your on-campus start date, upload proof of partial 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. For



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information on loading your vaccine card or regarding the requirement please visit: <https://www.du.edu/health-and-counseling-center/medical/covid-records.html>

2. If you plan to request a COVID-19 vaccine exemption, as soon as possible but no later a few days before your on campus start date, upload your vaccination exemption request to MyHealth on the Health and Counseling Center website. For information on exemption forms and upload please visit: <https://www.du.edu/health-and-counseling-center/medical/covid-records.html>
3. Once your background check and hire is complete in the system you must complete a COVID test. Saliva-based PCR testing is available [at the on-campus testing locations](#) without an appointment for individuals with or without cleared for campus access. Please plan to complete your test 1-2 days before your first day of work. Please make sure that you do not eat or drink an hour before completing this test. Bring your DU ID number in order to complete this test. This testing is covered through DU at no cost to you. For additional information, please contact the COVID Coordinator at [COVIDcoordinator@du.edu](mailto:COVIDcoordinator@du.edu), or call 303-549-8867.
4. Unvaccinated or partially vaccinated new employees must start their quarantine 7 days **prior to specified start date**. Quarantine refers to restricting your movement, mask wearing, social distancing and reduced social contacts as a preventative measure among individuals who are not currently ill or positive for the virus. This allows us to reduce the prevalence of asymptomatic infected individuals on campus. Please complete this [attestation form](#) regarding your quarantine behavior.
5. 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. You will be required to quarantine for 14 days if you are exposed to a person who tests positive for COVID-19, and you will be required to quarantine for 7 days following international travel or travel to restricted states.
6. You must continue to monitor yourself for COVID -19 symptoms daily. Before unvaccinated and not fully vaccinated employees report to campus for work each day, the University will require all individuals coming to campus to complete a daily symptom monitoring. To do this, you should log into PioneerWeb and choose the [daily symptom tracker](#) on the top left.
7. To maintain cleared for campus access, you must follow mandatory campus testing protocols. 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.