

Subject: [col-sw-emp-staff-appt] Staff: Protocol Checklist for Fall Quarter
Date: Tuesday, August 25, 2020 at 2:48:25 PM Mountain Daylight Time
From: Amanda Moore McBride
To: Christine Mafana
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Greetings, GSSW staff,

DU and GSSW are taking many precautions to prioritize the safety of all in our community and remain mission-centered. We recognize that you have received a range of communications regarding expectations and protocols regarding fall quarter. In an effort to streamline expectations, we offer the following checklists for you to follow depending on your planned campus "return status."

Several of you have asked me for guidance on whether you should complete the return to campus protocols, even if you are working remotely in the fall. If you think that you might need to come to campus for an extended period—at any point, for any reason, during fall quarter—please complete the return to campus protocol outlined below.

If you follow the fully remote protocol below but then need to come to campus, you will be able to change your status. However, just be aware that campus access could be delayed 14 to 21 days after completion of the intent form, in order to allow all protocols to then be completed.

Depending upon your return status, please complete the respective checklist below and reference the [Testing and Quarantine Protocols for faculty and staff](#) for additional information.

I appreciate the complexities these processes and requirements create during an already overwhelming time. While we have tried to address your questions as we drafted these checklists and their details, I also appreciate that the following may create other questions. We are here to support you. If you have any questions at all, please let your direct supervisor, Associate Dean Hope Wisneski, or me know.

Thank you,
Amanda

A. [Return Status: Returning to Campus for the Fall Quarter](#)

If you are returning to campus for the fall quarter to work in your office and/or take courses on campus, please follow the steps below before the start of the quarter:

1. **Due by 8/28/20.** Login into [Pioneer Web](#) and click, "Identify campus return date," in the top left. From there, fill out the form in its entirety.
 - a. If you are currently in the Denver Metro Area, DU will provide COVID-19 testing. Select, "I would like to be assigned a testing date and time in the Denver metro area via DU during my pre-arrival 14-day window."
 - b. If you are not located in the Denver Metro Area OR if you prefer to utilize [another testing site](#), you need to complete a molecular test for the virus that causes COVID-19 and [submit your test results](#). As noted in the [DU protocols](#), returning to campus will depend on the results of this test.
2. You must quarantine for 14 days prior to your return to campus date and [log your symptoms](#) every single day during the quarantine. If you are traveling from a [restricted travel state](#), you must isolate for 10 days in Colorado before coming to campus.
3. **Due by 9/10/20.** Complete the **mandatory** [Pathway Back to Campus Canvas](#) course. Your return to campus will be prohibited unless you complete this course.

4. Once you complete these steps, your DU ID card will be authorized for entry into Craig Hall and the Research and Evaluation Center (REC). You must swipe your DU ID card every time you enter and leave the buildings. It is critically important that you follow this procedure.

B. [Return Status: Fully Remote During the Fall Quarter](#)

If you plan to be fully remote during the fall quarter, please follow the steps below before the start of term:

1. **Due 8/28/20.** Login into [Pioneer Web](#) and click, "Identify the campus return date," in the top left. From there, check "I am not returning in-person for fall term" and hit submit.
2. **Due 8/28/20.** Following completion of the "Identify the campus return date," visit the COVID accommodations page within Pioneer Web. You may follow this [link](#) to directly login, or otherwise, you can access the COVID accommodations page from the "employee" task list within Pioneer Web. You will complete a short form there regarding your remote work.
 - a. If you have an ADA accommodation, follow the link at the top of the page and complete the form.
 - b. If you have a COVID accommodation, complete the short form.
 - c. If you have an informal agreement with your supervisor regarding your remote work, click that option and complete the short form; the form will route to your supervisor for them to indicate agreement.
3. **Due 9/10/20.** Complete the **mandatory [Pathway Back to Campus Canvas](#) course**. This course is required of all faculty, staff, and doctoral students, regardless of whether you will be on campus or plan to be fully remote, and must be completed by September 10, 2020. **No exceptions.**

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