Follow these steps when you plan to come to CU System Administration office at 1800 Grant.

If you are in a high-risk population, you should not visit the office.

Daily health questionnaire

- If you have been vaccinated, you no longer need to complete the daily health questionnaire.
- If you are not vaccinated, you must complete the questionnaire each time you come to the office. Please follow the instructions below.

Each day you enter the CU System Administration office, complete an online health assessment for CU System employees or for CU System guests.

After completing the assessment, you will be sent a confirmation email. Show the email to the security guard in the lobby (if applicable). CU System Human Resources will monitor the assessment results to ensure the safety of our employees.
QR code for CU System
guests
Stay safe when you're in the office by following social distancing protocols outlined on CU's COVID-19 page.  

Request approval to work in the office

**Step 1: Complete a required Skillsoft course**

All employees must complete the Skillsoft course, COVID-19 Return to Office, to better understand social distancing guidelines and health procedures. Every employee must take this course before coming to your office location or by July 17, whichever is first.

To access the course:

1. Log in to the CU System Office portal.
2. From the portal homepage, click the **Skillsoft** tile.
3. From the Skillsoft homepage, click **Learning Plan**. The Assigned Learning page appears.
4. Find the course **CU: COVID-19 Return to Office-System**, click LAUNCH.

**Note:** When taking courses in Skillsoft, be sure to turn off pop-up blockers.

**Step 2: Complete the on-site request form**

To be cleared for work in the office, your supervisor must fill out and submit an **onsite work request form** for approval by CU System HR.

**Step 3: Complete the daily health questionnaire**

Each day you enter a CU System Administration office for a one-time appointment or approved tasks, complete an online health assessment for **CU System employees** or for **CU System guests**.

**Groups audience:**

Employee Services

**Source URL:** https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/cu-system-office-entry-procedures

**Links**

[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/cu-system-office-entry-procedures