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

If you are in a high-risk population [2], you should not visit the office.

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**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 [3] for CU System employees [3] or for CU System guests [4].

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.
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.[6]
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 on-site work request form[7] 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 CU System employees[3] or for CU System guests[4].

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
19_Symptom_Atestation_Form
[4] https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=ATsAai83Nv86vWB%2b1nayhepK8gBsasBm0IoOo20u8nrU
[6] https://my.cu.edu