CU System office entry procedures [1]

Follow these steps when you plan to come to CU System Administration office at 1800 Grant, Broomfield, Government Relations and CU Health Trust.

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

Daily health questionnaire

Each day you enter a CU System Administration office, complete an online health assessment 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.

QR code for CU System employees
QR code for CU System guests
**Broomfield office:** At least 24 hours before you plan to enter the office, please **book an entry time** [5].

Stay safe when you're in the office by following social distancing protocols outlined on CU's **COVID-19 page** [6].

---

### 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 [7].
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** [8] 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