



Recommended Back to Work Protocols

When thinking about reopening your office, there are a variety of best practices and protocols that have helped other organizations increase employee confidence when it comes to being in the office in-person. Through a combination of the most innovative and equitable solutions to COVID-19, employers, neighbors, and visitors can take advantage of gold standard practices in regular COVID testing and in-person protocols to welcome downtown Denver's greatest assets--its employees, business partners, and visitors--back in-person. The information listed below is intended to provide an overview of the best in class testing and operational protocols that businesses can use as they return to in-person work.

Background & Context

The references to testing and vaccines that are made throughout this toolkit are specific to COVIDCheck Colorado, a social benefit enterprise of Gary Community Investments, which is empowering Coloradans to return to the community through the most proactive and equitable response to COVID-19. COVIDCheck Colorado has become the trusted partner of school districts, universities, early childhood centers, and the State of Colorado by offering fast, free and reliable COVID-19 testing - enabling 40 school districts and colleges to reopen in person. Since early August, COVIDCheck Colorado has administered over 650,000 PCR tests for 150 clients and the broader community.

Until vaccines are rolled out at scale and the entire community achieves herd immunity, we know that regular and reliable testing and safety protocols can create the conditions for safe in-person business and services. Such action is critical to reverse the economic devastation that has impacted our highest need employees and businesses in the community. We believe that through a multi-pronged and strategic partnership that includes a portfolio of testing opportunities, in-person protocols, and access to vaccines we can work together to bring the Downtown Denver vibrancy that we know and love back to our city's central nervous system.

A Portfolio of Testing Options

Drive-through sites

COVIDCheck currently operates multiple mass-testing sites near downtown Denver, including a site at the Auraria Campus, North High School, and Abraham Lincoln High School. All sites offer free, highly reliable PCR testing options, with results returned on average in 36 hours. Employers and employees can take advantage of these drive through testing sites, free of charge, six days a week. COVIDCheck's sites are free and open to the public. Everyone in Colorado can take advantage of these sites immediately by [registering here](#).

Walk-up testing options



To ensure maximum access for employees, residents, and visitors, COVIDCheck is standing up multiple walk-up testing sites in high traffic pedestrian areas in Downtown Denver. Such testing includes gold standard PCR tests and allows for walk-up appointments and pre-registration appointments. These sites can accommodate 15-30 people/hour with saliva PCR tests, and results could be processed on average in 36 hours or less of arriving at a local lab. Appointments can be made by [registering here](#). Those who have questions about testing can visit COVIDCheck Colorado's list of [FAQs online](#).

Vaccine appointments nearby

There are a number of vaccine clinics in and around Downtown Denver. Anyone age 16 and older is now eligible to sign up for a vaccine appointment at their convenience. COVIDCheck is hosting one ongoing event at the Auraria campus, in partnership with Auraria and Denver Health, and one mass event, in partnership with Centura and the state, at Dick's Sporting Goods Park in Commerce City. Appointments and waitlist registration are available on [this website](#). There are additional vaccine events, including at Ball Arena, which can serve as an ongoing option too. Those who have questions about vaccines can visit COVIDCheck Colorado's list of [FAQs online](#).

Commitment to Regular Testing and Daily Symptom Attestation

Understanding the prevalence of COVID-19 within the office is one of the best ways to help stop a potential outbreak before it starts. We recommend encouraging employees to get tested for COVID-19 every two weeks. Testing is fast, free and reliable through COVIDCheck Colorado. Employees can [schedule a test](#) at any of COVIDCheck Colorado's locations throughout the city, or even visit our walk-up location at the Auraria Campus in Denver.

Upon arrival to the office, it can also be helpful for employees to declare or attest whether or not they are experiencing symptoms associated with COVID-19 through a seamless digital screening tool like [Safe Access](#). The combination of proactive testing and symptom attestation is intended to help stop outbreaks before they start.

Additional COVID Protocols to Implement Inside the Office

In addition to testing and screening for in-person staff, there are a variety of ongoing protocols you can use to mitigate against outbreaks.

- Place sanitizing stations at internal and external office entrances and meeting rooms
- Encourage frequent hand washing
- Caution employees from shaking hands or making physical contact with each other
- Implement paperless processes whenever possible
- Wipe down any items and surfaces after using (coffee machine, fridge, printer, meeting room surfaces, etc.). No matter what: if you use it, sanitize it!
- Sanitize kitchen and breakroom areas daily.