Critical Employees access to Campus (3/19/2020)

Summary
This initiative is to provide access to campus for employees designated “critical” to campus operations. This initiative will be available to employees that do not have a campus parking permit. Parking Services has identified six large parking lots that can accommodate critical employees’ vehicles at no expense to the employee.

Parking Services asks that each department identify their critical employees, their vehicle license plate and which parking lot they will use. The parking lot options are lots: 169, 308, 436, 543, 560 and Grandview. Access will be allowed by license plate number. Parking would appreciate the make and color of the vehicle as well, but that is not required.

Implementation Plan

1) All HR Liaisons will receive a spreadsheet to complete. This spreadsheet will identify the critical employees for parking services. When completed, the HR liaison should email the information to Parking@colorado.edu.

   Parking Services will enter the information into the back-of-house software. This will allow parking to manage who is on campus and allow the critical employees to drive to campus if they choose.

2) The Lots:
   Lot 169- Parking lot north of Boulder Creek, access from Folsom.
   Lot 308- Parking lot across from C4C, access from Kitteridge and Regent Drive
   Lot 436- Parking lot on the corner of Regent Drive and Colorado.
   Lot 543- Parking lot by Prentup Soccer Field and Jennie Smothers Bio-Tech
   Lot 560- Parking lot behind the ARC Building and RL2. Access off of Marine Street
   Grandview- This includes all street parking on Grandview Ave, 13th Street and 15th Street and parking lots 254 and 265

3) Management:
   Parking services will need time to enter and activate vehicles into the system, so the faster the spreadsheets can be returned to parking, the faster access can be allowed. If the critical employees change, please e-mail the changes to Parking@colorado.edu and they will be managed. Requests or changes must be requested by the HR liaison. Requests for permits or changes by individual employees will be issued at the standard parking rate.