

**University of Colorado Anschutz Medical Campus (CU Anschutz)
and University of Colorado Denver (CU Denver)
Data Center Policies and Procedures
Procedure for COVID-19 Response
Updated: February 12, 2020**

Introduction:

The following policy is to regulate activities at the CU Denver and CU Anschutz Medical Campus Data Centers (DC) during the COVID-19 outbreak in 2020. These rules are intended to ensure the safety and security of individuals and equipment in the Data Centers and to ensure the stability and continuity of services until this outbreak has subsided. Failure to adhere to this policy may result in the expulsion of individuals from the Data Centers and could result in the termination of access. Customers shall be responsible for all repair charges associated with any damage caused by failure to adhere to this policy or any other OIT Data Center policies.

Appropriate response to violations of these policies shall be solely within the discretion of CU Denver and CU Anschutz Medical Campus Office of Information Technology (OIT). OIT reserves the right to update, modify or amend these rules, as needed.

The Data Center facilities of CU Denver and CU Anschutz Medical Campus are considered common spaces according to university policy. However, they are not open to additional cleaning to Facilities staff, thus the additional requirements below.

Policy Rules:

All users that wish to have access to any of the CU Anschutz CU Denver Data Centers must send a request via email to Steve.Stelzer@cuanschutz.edu.

The request must include the following:

- 1) What the access to the data center(s) is required for (e.g. access to racks, access to network, access to power modules, access to HVAC, and so on)
- 2) What is the need (e.g. immediate restoration of services, additional capacity, maintenance, whether routine or required, equipment repair or replacement)
- 3) Requested date of access in association with above needs

General Rules:

During the COVID-19 outbreak, and until further updates, all users that are granted access to the Data Center(s) shall wear a face mask while working in the Data Center(s). Not wearing a mask will be considered grounds for barring entry into the Data Center.

Data Center authorities listed above, must be notified when users are exiting the Data Center so proper post-use cleaning can take place.

All other campus, administrative, OIT and Data Center related rules, policies and procedures will still apply.

If you have any questions related to this policy, please feel free to speak with Steve Stelzer, Program Director for all OIT Data Centers at (303) 724-0498, or email questions to Steve.Stelzer@cuanschutz.edu.