

Instructions for CLEARED4 System

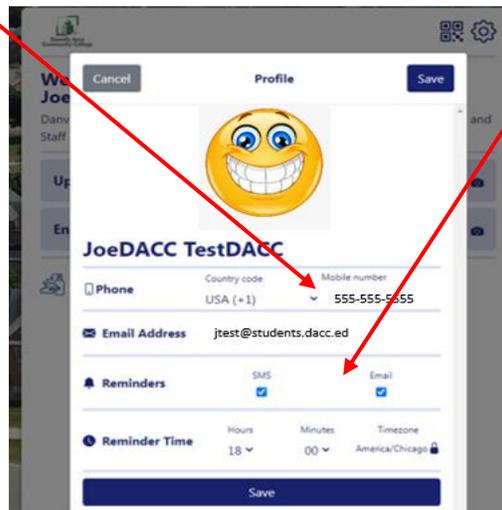
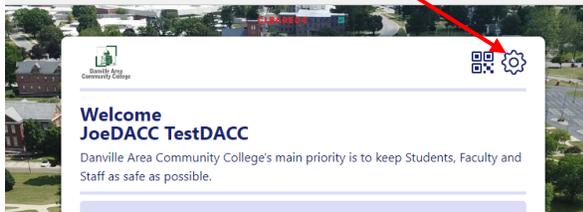
CLEARED4, also known as Cleared4Work and Cleared4Class, is the compliance system chosen by DACC to help College employees and students meet the “Vax or Test” State mandate. This system gives students and staff multiple options to be compliant. This is also the system the College will be using to allow students and employees access DACC buildings. To start using the system, you must access your DACC given email account. You will receive an email from "no-reply@cleared4work.com".

The link in the email will allow you to go to their website and set up your account. It is easiest if you can access the email from a smartphone, but it can be done from a computer, IPad, etc. It will easily walk you through step-by-step. Save this link in your browser, pin in your text messaging, or store somewhere easy to retrieve when you are at the door. Note: The link provided in this email will be your access point to the CLEARED4 system thereafter. Also, please note that the CLEARED4 system uses a two-step authentication process. Once you click on your link, an access code will be emailed or texted to you. Enter the 6 digit code to access your protected account. The two-step process is in place for data security.

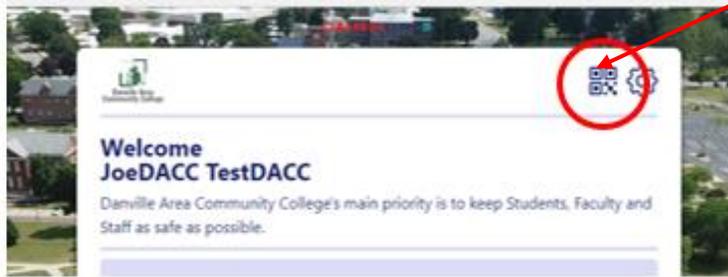
Please note the compliance mandates do not apply to students who are enrolled only in online classes. College Express students will receive compliance instructions from the College Express office.

What to expect when you set up your CLEARED4 account

1. You will be asked to read and accept the disclosure statement.
2. You will be asked to take or upload a photo of yourself. The photo is for the door monitors to recognize you and confirm that it is your information they are confirming.
3. You will be asked to do one of the following options:
 - a. Upload your COVID-19 vaccination card and information about your vaccination vendor (ex: Moderna) and the test date(s).
 - If you are fully vaccinated, the system will provide you with a blue pass. This is good for 1 year from your vaccination date. **You are done.**
 - b. Upload your COVID-19 test proof or
 - This can be done by taking a picture of your positive and negative results and loading the information required.
 - If you are testing weekly, the system will provide you with a green pass that is valid for 7 days. You will need to upload your weekly test result. A two-day grace period will be allowed for results to be processed in case there is a back log.
 - Why would you load a positive result? One, to let us know and two, the system will give you a 90 day pass (from your positive test result) to eliminate false positives after your isolation ends).
 - **DACC has arranged for free, weekly Shield CU saliva-based testing on campus for your convenience. Directions will follow in a separate email for those who want to take advantage of this service.**
4. In the settings icon  in the upper, right-hand corner of your screen, you can update your demographic information. One option is to input your cell phone number and ask to be notified via SMS (text) versus email (or both as shown).



Note: You will be assigned a unique QR code that will act as a scannable ID code. It can be viewed/scanned from your smart phone or printed out from your browser. The QR code can be printed once and then scanned if needed. You can access this code by clicking on the QR icon in the upper, right-hand corner of your account. It will look like the example below:



Process when you enter a DACC Building:

Beginning Monday, Sept 27th and continuing through October 8th, we will be providing seven Help Desk Stations throughout campus. The stations will be available from 8:30am-12:30pm to assist students and staff with questions and to help individuals comply with the mandate. All visitors will be invited to scan their QR codes to ensure that our system is working properly. This 2 week period will be considered a 'soft opening' and will allow all students and staff time to prepare for the expected implementation date of October 12th.

The seven stations will be located in the following areas:

- Vermilion Hall
- Mary Miller East
- Tech Center North
- Clock Tower
- Mary Miller West
- Bremer
- Lincoln Hall

All doors on campus will remain open until further notice.

We will continue to learn over the next 2 weeks and provide updates as they are known. Our goal is to keep our campus community safe without disrupting the day to day educational experience on campus for all. This WILL happen with the cooperation of all on campus.

Mask wearing in all buildings continues to be mandatory. Please continue to report positive COVID-19 cases through the DACC website **COVID Concern Report Form** (https://docs.google.com/forms/d/e/1FAIpQLSeahJuJlXr-yxq08uKppU11Mb8WuEtr0mmzavCX_RnhXBOGAQ/viewform).

Thank you for helping us keep our campus safe!
Stacy Ehmen

Don't forget the Second Step!

If you are testing weekly (on or off campus), you will need to upload your test results (negative or positive) into the Cleared4 system. You can just take a picture or screenshot of your results. The results must include your name, the date tested, and the results.

See the example below from the Safer Community app (used for the on-campus testing every Friday).

