



# UC Hastings Law

## SAN FRANCISCO

March 6, 2020

Dear UC Hastings Community:

The situation with COVID-19 continues to evolve rapidly. The College administration has convened the [Core Pandemic Response Team](#) per our Pandemic Plan. We recognize that this is a time of heightened stress and anxiety, and that there are a lot of questions about travel, events, and remote work/courses floating around as companies and campuses begin to make decisions. We will keep you updated as we implement contingency and preparedness plans.

The College is closely monitoring the outbreak of COVID-19 by regularly meeting and communicating with governmental agencies on university-specific guidance, including the [Centers for Disease Control and Prevention \(CDC\)](#), the [California Department of Public Health](#), and the emergency management teams with the University of California Office of the President and UC campuses. The College's response to COVID-19 is being led by the [Core Pandemic Response Team](#), which is meeting at least twice a week and as circumstances demand to set policies for and issue operational guidance to the community in response to the disease. We will continue to update our [MyHastings Coronavirus \(COVID-19\) Resources page](#) as we receive relevant information. We also encourage the entire community to stay abreast of developments.

We are committed to "institutional continuity" - completing the semester, exam administration, and graduation, while caring for the safety of all community members. As of today, we continue to expect to have classes as currently scheduled. Administrators and faculty are making decisions on upcoming events and will keep you updated.

That said, we must be prepared for all scenarios, including the possibility of transitioning to more remote and online operations very quickly if necessary. Select staff and faculty are currently receiving training on technologies for remote delivery. Again, we have not made such a decision at this point, but we wanted you to know that we are addressing that potential scenario.

Please keep an eye out for specific messages in the coming hours to each constituency group from the Academic Dean (faculty), Assistant Dean of Students (students), and Director of Human Resources (staff) accordingly. Those messages will include more detailed information about how our pandemic preparedness plans will impact you in the short term.

We are continuing to restrict all non-essential business-related travel to countries that are listed as a 'Warning Level 3' by the CDC. This list currently includes mainland China, Iran, Italy, and South Korea. Keep in mind that this remains a rapidly evolving list, so please continue to

review [CDC Travel Recommendations](#). You should consider both the decision to travel, as well as potential impacts on your ability to re-enter the United States.

Remember to follow [healthy habits](#), including the following:

- Keep your immune system healthy by getting plenty of sleep, nutrition, stress-relief, and exercise.
- Wash your hands frequently with soap and warm water for at least 20 seconds.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Avoid touching your eyes, nose, and mouth; avoid handshakes.
- Use disinfectant wipes to clean your immediate workspace.
- Clean often overlooked touch points: phones, calculators, keyboards, keys, door handles, etc.
- Avoid contact with others who are sick.
- Do not travel while sick.

Type of Coronavirus-Related Question	Point of Contact
<b>Pandemic response policies</b>	HR Director Andrew Scott ( <a href="mailto:scottandrewf@uchastings.edu">scottandrewf@uchastings.edu</a> ) or Executive Director of Operations Rhiannon Bailard ( <a href="mailto:bailardrhiannon@uchastings.edu">bailardrhiannon@uchastings.edu</a> )
<b>Curriculum, classrooms, exams, or faculty illness</b>	Academic Dean Morris Ratner ( <a href="mailto:ratnerm@uchastings.edu">ratnerm@uchastings.edu</a> )
<b>Individual students or Academic Regulations</b>	Assistant Dean of Students Grace Hum ( <a href="mailto:humgrace@uchastings.edu">humgrace@uchastings.edu</a> )
<b>Classroom or Distance Education Technology</b>	Associate Dean Camilla Tubbs ( <a href="mailto:tubbsc@uchastings.edu">tubbsc@uchastings.edu</a> ) and other persons to be designated in the event of a required move to distance learning

Again, continue to use the [My Hastings page on the Coronavirus](#) for current updates. The health and safety of the campus is of utmost importance to us and we will keep you updated on any new developments.

Regards,

David Faigman  
Chancellor & Dean

Rhiannon Bailard  
Executive Director of Operations

Andrew Scott  
Director of Human Resources