



# UC Hastings Law

## SAN FRANCISCO

March 13, 2020

Dear UC Hastings Community,

We write again to provide information regarding additional operational changes related to the COVID-19 situation. We acknowledge that we are communicating policy changes in rapid succession. We appreciate your patience and flexibility as we respond in real time to a quickly-changing environment and in the face of evolving guidance from the [CDC](#), the [San Francisco Department of Public Health](#) and the emergency management teams of the University of California Office of the President and UC campuses.

Please continue to reference the [MyHastings page on Coronavirus](#) and do not hesitate to reach out to the points of contact listed online and below.

**As of today, UC Hastings still has no confirmed cases of coronavirus on our campus.** We continue to monitor the evolving situation and implement practices to ensure maximum social distancing.

### **Campus Operations Starting March 16<sup>th</sup>**

On Monday, March 16<sup>th</sup>, the College is moving the administrative and academic operations of the campus to a substantially virtual environment for the remainder of the semester. Although essential College functions will continue and the Tower will remain open to student residents and essential support personnel, we are curtailing operations at **200 McAllister, 198 McAllister, and 333 Golden Gate with respect to all faculty, students, and staff not designated as essential for on-the-ground campus operations** or specifically authorized for entry by College administration. This decision aligns with the guidance encouraging maximum social distancing during this public health emergency. It will be revisited regularly as the situation permits. Students should attend all courses remotely. Faculty should offer their instruction remotely (see below for more details on that); faculty wishing to be on campus should obtain special permission from Academic Dean Morris Ratner using the survey links he provided to faculty yesterday. Staff should consult with their supervisors as only staff needed to carry out on-the-ground operations will remain on campus. Accordingly, there may be some limitations to operations or delays in services.

**Building hours** will remain as previously scheduled through Sunday, March 15<sup>th</sup>. **Starting on Monday, March 16<sup>th</sup>, the College will implement revised building hours for access, as stated above, by essential personnel, student residents, and limited campus visitors, or faculty with special permissions.** To be clear, the Tower will remain open 24 hours a day, 7 days a week for residents and essential support personnel. We will send all Tower residents an email with more specifics regarding actions in the Tower.

We will continue to have all necessary security, facilities, and miscellaneous support functions on-site to continue the operational integrity of the College.

## Status of Courses

As previously indicated, **starting Monday, March 16, 2020, all courses except those for which Academic Dean Morris Ratner has provided an exemption are to be delivered online.** Dean Ratner is granting very few exemptions under the evolving circumstances. The migration to online delivery of instruction will last through the end of the semester. We do not expect to change delivery format before the end of the semester. Faculty should carefully review Academic Dean Ratner's March 12<sup>th</sup> email to all faculty regarding remaining online instructional delivery options, access to campus, and new Microsoft Teams support resources. Faculty members should not hesitate to contact Dean Ratner directly with questions ([ratnerm@uchastings.edu](mailto:ratnerm@uchastings.edu)).

Students should continue to reference [the updated Student FAQs page](#) and reach out to Assistant Dean of Students Grace Hum with questions ([humgrace@uchastings.edu](mailto:humgrace@uchastings.edu)).

## Library Operations starting March 16<sup>th</sup>

In order to promote social distancing, the **library will be closing starting Monday, March 16<sup>th</sup> through the rest of the semester.** The chat, email, and phone options listed on the [Ask a Librarian](#) webpage will remain available and we will continue to have access to our [A-Z list of Library Databases](#). If you'd like to make an appointment to meet virtually with a reference librarian, complete the Reference Appointment form on the [Ask a Librarian](#) webpage and we'll arrange a meeting with you via Microsoft Teams. In addition to our subscription to West Study Guides online, West Academic, Lexis and Kluwer will be making e-book editions of assigned casebooks available to students in law schools going online because of COVID-19. For more details, please see [this guide on available resources](#). We have also arranged with the [San Francisco Law Library](#) to allow UC Hastings students to study there as needed through the end of finals. All fines as a result of this closure will be waived. Please contact Associate Dean Camilla Tubbs with any questions ([tubbsc@uchastings.edu](mailto:tubbsc@uchastings.edu)).

## Work Arrangements starting March 16<sup>th</sup>

**All staff, other than those performing functions essential to ongoing College operations that must occur on campus, are directed to stay away from campus beginning March 16<sup>th</sup>.** Director of Human Resources Andrew Scott will be communicating directly with employees and supervisors about individual situations. He is also reaching out to every department head to discuss individually.

## Campus Visitors as of March 16<sup>th</sup>

**Starting immediately, no visitors are permitted access to any campus building, with the exception of guests of Tower residents and those specifically authorized by College administration. Any permitted visitors to campus buildings, including visitors of Tower Residents, must complete [this questionnaire](#)** (also available on the [MyHastings page on the Coronavirus](#)), related to potential risk of transmission from COVID-19, prior to entry beyond the security booths of any campus building. These questions come from guidance for higher education institutions from the California Department of Public Health issued on March 7, 2020. Anyone answering in the affirmative to any of the questions will not be allowed entry into the building. Please alert any visitors coming to the campus that they will be asked to complete the form at security.

## Events through Spring Semester

We are now directing the campus community to **move to a virtual environment, postpone, or cancel any non-essential events and meetings other than classes between now and through the end of the semester, rather than just through March 20<sup>th</sup>, as previously announced.** This includes all not-for-credit activities other than routine department or faculty meetings. Like the UC campuses, **we have not yet made a decision to cancel Commencement on May 11<sup>th</sup>.** We recognize that graduating students and their family and friends need notice to consider travel plans and will let you know as soon as we can.

**Travel Restrictions**

The Department of State has issued a [Global Level 3 Health Advisory](#). In accordance with CDC guidance, we are directing students, faculty, and staff to suspend all non-essential business-related travel between now through the end of the semester. This includes both domestic and international travel. Students who are abroad should, per [the student FAQs page](#), contact Associate Dean for Global Programs Keith Hand with questions on student travel. Additionally, we strongly encourage the community to follow all CDC guidance and travel alerts as relates to their own personal travel decisions.

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

We will continue to communicate updates as we have them. Thank you again for your patience as we work together to get through this challenging time.

Best Regards,

David Faigman  
Chancellor & Dean

Rhiannon Bailard  
Executive Director of Operations

Andrew Scott  
Director of Human Resources