



UC Hastings Law

SAN FRANCISCO

Social Distancing COVID-19 Protocol per SFPD Public Health Order No. C19-07b and as revised to comply with the revised SFPD Public Health Order No. C19-07c. Effective April 3, 2020; Revised May 6, 2020

Signage: UC Hastings Law (“UCH”) has posted this protocol at the public entrances to all campus buildings; specifically at 376 Larkin, 333 Golden Gate, 200 McAllister, 198 McAllister, and 100 McAllister.

Purpose & Background: UCH has taken extensive precautions to limit the spread of COVID-19 within its campus. To ensure compliance with the latest San Francisco Department of Public Health Orders (No. C19-07c) and provide information to our campus community, we are providing this summary of actions taken and compliance required for people accessing campus buildings.

Entry to Campus Buildings Requires Compliance: UCH requires compliance with all of the following measures for anyone accessing the campus.

Measures to Protect Personnel & Student Health

- UCH has **restricted access to all campus buildings**; entry requires approval by campus administration. Unauthorized public visitors are not permitted at this time.
- UCH requires all employees who work on campus to **conduct personal symptom checks**, including taking their temperature, if feasible, before coming to work. **All employees who are sick must stay home** and notify their supervisors.
- UCH **prohibits access to campus buildings by anyone who is sick**, including with symptoms of cough and fever.
- UCH **requires residential students who are sick**, including with symptoms of cough and fever, **to remain in their units** except to seek medical care. UCH is available to provide support to these students to ensure their needs are met while recuperating at home.
- UCH **requires anyone who comes to campus to wear a face covering** that covers their nose and mouth, as required by Public Health Order No. C19-12, unless specifically exempted by Public Health Order No. C19-12.
- UCH requires everyone who is on campus to **maintain a minimum six-foot distance** from one another; **sneeze and cough into a cloth or tissue**, or, if not available, into one’s elbow; **regularly wash hands**; and to **abstain from any unnecessary physical contact**, including shaking hands.
- UCH has required all employees who can **carry out their work duties from home** to do so.
- UCH is requiring individuals reporting to work to ensure their desk or workstation is **separated by at least six-feet from any other occupied desk or workstation**.

- UCH has **increased the frequency of disinfection** for all break rooms, bathrooms, common areas, and high-contact surfaces in all occupied spaces.
- Hand sanitizer** effective in providing COVID-19 protection and **disinfecting wipes are available to employees**, particularly for employees at locations where contact with the public is more likely. For additional supplies, please contact operations@uchastings.edu.
- Soap and water is available** to all employees in restrooms and break rooms.
- Copies of this protocol have been distributed to all employees.

Measures to Keep People at Least Six Feet Apart

- UCH has **placed signs** outside of each **building reminding people to stay 6-feet apart**.
- UCH has **placed tape at least 6-feet apart** at the entrances to all buildings to ensure appropriate distancing in the event that multiple people arrive at once.
- UCH has **instructed security guards** – who interact with any visitors – **to maintain at least six feet of distance**, except if they have to momentarily come closer, for example, for deliveries or to check IDs.

Measures to Prevent Unnecessary Contact

- UCH has **closed all on-campus dining facilities** including the Dining Commons and Café at 198 McAllister.
- UCH has **closed all areas used for gatherings** including the library, fitness center, and basketball gymnasium.
- UCH has **postponed or canceled all nonessential events and gatherings through May 31st**, which is the current date Public Health Order No. C19-07c establishes as the end date for the shelter in place restrictions, though by its own terms states that the Health Officer could change the date due to the evolving situation.
- UCH has **virtualized all classes** through the end of the 2020 spring semester.
- UCH has **virtualized all meetings**, wherever possible.
- UCH has **restricted all non-essential business travel through at least May 31st**, per Public Health Order No. C19-07c.
- At **100 McAllister**, there is a **visitor touch screen**, which the visitor must touch to utilize. There is not an option to make the system contactless. UCH is **providing disinfecting wipes for use by visitors** before and after use of the screen.
- At the **376 Larkin Street parking garage**, the pay stations require visitors to touch them to utilize them. There is not an option to make the system contactless. UCH is **providing regular disinfection of the pay stations**.

Copies of the original protocol were posted on campus buildings on April 3, 2020. Several revisions have occurred. This latest revision was disseminated to all employees and posted on all campus buildings on May 8, 2020. You may contact Operations at operations@uchastings.edu with questions or comments about this protocol. Additional information is available at the [COVID-19 site on My Hastings](#).