



July 15, 2020

Dear UC Hastings Community,

This e-mail is intended to provide updated information for those individuals returning to campus. As a reminder, faculty and staff are authorized to visit campus in order to conduct business that cannot occur virtually (e.g., collecting mail, picking up office supplies, or doing a mass mailing). Per current San Francisco Department of Public Health ("SFPDH") guidelines, faculty and staff are not permitted to regularly return to work where telework is possible unless they have received authorization or direction from their supervisor. Supervisors must contact Andrew Scott, Director of Human Resources, if they intend to regularly have staff working on campus. SFPDH has made clear that educational activities (e.g., classes, library, office hours, etc.) cannot resume at this time and has not yet provided an anticipated date for resumption of on-campus educational activities. We are monitoring developments closely and will communicate out to the community when we have more information on re-opening plans.

For all individuals who need to access campus or who are continuing to come to campus as essential on-site employees we ask that you do the following:

- **Do not come to campus if you are sick.**
- **Complete a daily symptoms monitoring questionnaire** available [here](#) as well as on the UC Hastings Safe app (please download this app if you don't already have it), My Hastings and uchastings.edu *prior* to coming to campus on each day that you come to campus. Starting Friday July 17, campus administrators will conduct random checks to ensure compliance.
 - Please note that the communication sent by UCSF earlier today about using their monitoring survey was sent in error by UCSF and should be disregarded. We will send out UC Hastings Law specific reminders to use our questionnaire moving forward.
- **Wear a face covering.**
- **Show your campus identification or photo identification to the security officer every time you enter the building.** Our Security Officers work hard and do a good job in maintaining a safe on-campus environment, and we ask that you support their efforts. This is particularly critical now due to face coverings. As an example, Rhiannon Bailard who oversees the Safety & Security program presents her photo identification every time she enters the building despite personally knowing all of the security officers.
- **Maintain 6-feet of social distancing.**
- **Practice good COVID-19 hygiene** including frequent hand washing and covering your mouth and nose when sneezing.
- **Follow all directions and signage** including limiting occupancy in certain spaces.
- **Ensure you have reviewed current [building hours and access instructions](#)** as hours of campus buildings are limited.

All of these requirements are encapsulated comprehensively in our [Return to Work guide](#), which we have attached here again for your use and review. For ease of preparing for a campus visit, we have also

created a [campus entry checklist](#) that provides a brief synopsis of what to expect and what to bring, also attached.

We appreciate your patience and understanding in this ever-changing and rapidly evolving world that we find ourselves in both around the world and right here at UC Hastings Law. Please let us know if you have any questions.

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