



# Safety Bulletin

**March 6, 2020**

UCSF SAFETY BULLETIN, Update #4

This Safety Bulletin includes important updates to:

- 1. UCSF Travel Guidance**
- 2. Policy on Non-Essential Visits to UCSF Facilities**

UCSF has significantly updated our travel guidance for the UCSF community and our visitor policy, due to the continued spread of COVID-19. We are implementing these changes to help protect the health and safety of the UCSF community, maintain an adequate workforce that can serve the care needs of our patients, and help prevent the inadvertent community transmission of COVID-19.

The following guidance is effective through April 15, 2020, and will be updated as conditions change:

## 1. UCSF Travel Guidance – Updated March 6, 2020

- **International travel – UCSF-sponsored:** We are restricting all non-essential university-sponsored international travel, to any country.
  - This supports social distancing and reduces UCSF's contribution to the potential spread of infection to other areas, in support of global public health.
  - We realize the impacts may include cancelled trips, the window of time that research can be done, and for some researchers, the contractual obligation to complete projects involving international travel.
  - Requests for approval of essential university-sponsored international travel, to any country must follow the approval process outlined below.
- **International travel – personal:** We strongly recommend against personal travel out of the country.
  - If you do undertake such travel, be aware that changing circumstances may require self-isolation for 14 days upon your return.
  - In addition, changing circumstances may subject you to air or governmental restrictions affecting your return—factors that are beyond UCSF's control.
- **Domestic travel – UCSF-sponsored:** We recommend against all non-essential university-sponsored domestic travel, particularly by air.
  - UCSF is making this recommendation to help limit the potential spread of infection to other areas.
  - We encourage finding alternate means of conducting business.

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- **Domestic travel – personal:** Faculty and staff as well as students should consider their own health status and other reports before making plans for personal domestic travel, particularly by air.
  - Please keep up to date with the status of COVID-19 infection in the United States as the situation continues to change.

#### Recommended Steps for all UCSF Travel

UCSF reminds all faculty, staff and students planning to travel to:

- Register your travel with [UC Away](#) if traveling on official University business or for academic reasons, such as research, rotations, practicums and conference presentations on UCSF research;
- Purchase individual travel insurance if traveling for personal reasons or vacation;
- Sign up for travel alerts through the U.S. Department of State
- Consult with your health care provider or visit a travel clinic to ensure your vaccinations are current and for travel-related advice;
- Confirm all flight, train and bus reservations with your service providers.

#### Approval Process for Essential Travel

Anyone planning to travel internationally for university-sponsored purposes must obtain prior approval as follows:

- **Essential faculty travel** is defined as travel that is required — and cannot be postponed — in order to preserve the:
  - Safety of a patient or research subject or;
  - Results of research activity.

Essential faculty travel does not include travel to attend educational conferences. Many other activities would also be considered non-essential travel.

To request approval for university-sponsored international travel, faculty should contact their Dean in writing. Such travel may only be approved by one of the school Deans. The Deans may consult with the UCSF Emergency Operations Center.

- All **staff travel** is generally defined as non-essential.

To request approval for university-sponsored international travel, staff should contact in writing one of the following offices depending on where they are assigned:

- Chancellor (for staff in the University Development and Alumni Relations, office of Communications, Community & Government Relations, Diversity and Outreach, Legal Affairs, Science Policy & Strategy, and Chief Ethics and Compliance Officer offices); Executive Vice Chancellor & Provost; Deans; UCSF Health CEO; or Senior Vice Chancellor Finance & Administration.
- Such an exemption may only be approved by one of the University officials listed above. University leadership may consult with the UCSF Emergency Operations Center.

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- Essential **student and trainee (clinical and non-clinical) travel** is defined as that which cannot be postponed and is necessary to meet a graduation requirement.

To request approval for university-sponsored international travel, students and trainees should contact in writing the Dean of their respective school or of the Graduate Division.

- Such essential travel may only be approved by the Dean of the relevant school or the Graduate Division.
- The Deans may consult with the UCSF Emergency Operations Center.
- Deans of the schools and the Graduate Division are responsible for ensuring that students and trainees are aware of this requirement
- Department Chairs and institute/Organized Research Unit directors are responsible for ensuring that their faculties are aware of and adhere to this requirement.

## 2. **Policy on Non-Essential Visits to UCSF Facilities (during COVID-19 Precautions) – Updated March 6, 2020**

UCSF welcomes visits by health sciences professionals, including international visitors, for education, research and patient care purposes, consistent with its institutional mission and values. As always, among UCSF's primary priorities is to ensure the health and safety of the UCSF community, including patients and visitors.

The following guidance is effective through April 15, 2020, and will be updated as conditions change

During the current COVID-19 outbreak, ensuring health and safety requires the implementation of special precautions and policies affecting visitors to UCSF Health and UCSF Dental Center facilities.

While enacting this policy, members of the UCSF community are reminded to be courteous and respectful of all people so as not to stigmatize or discriminate against any groups.

### UCSF Health and UCSF Dental Center facilities

Effective immediately, all visits to UCSF Health and UCSF Dental Center facilities that are unrelated to the health care of an individual are indefinitely postponed until further notice.

- This includes both domestic and international visitors.
- Currently, UCSF Health and UCSF Dental Center are not restricting family members or others who accompany or visit a patient in the hospital or ambulatory care setting unless the visitor(s) are experiencing flu-like symptoms, have been exposed to COVID-19 or traveled in the past 14 days to a high-exposure risk country rated by the CDC as Level 2 or 3.

### UCSF campus facilities

All non-essential visits to UCSF campus facilities from countries with a CDC Level 2 or 3 Travel Health Notice are indefinitely postponed until further notice.

- Approval Process for Essential Visits: To be considered essential, visits must not be able to be postponed and must be necessary to:

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- Preserve the safety of a patient or research subject; or
- Preserve the results of a research activity; or
- Meet a graduation requirement for students/trainees.
- All persons and groups who wish to have their visit to UCSF designated “essential” must obtain advance written approval as follows:
  1. Request must first be reviewed and approved by the dean or leader in one of the following offices, depending on the visitor(s)’ host: Chancellor (for staff in the University Development and Alumni Relations, Office of Communications, Office of Community & Government Relations, Diversity and Outreach, Legal Affairs, Science Policy & Strategy, and Chief Ethics and Compliance Officer offices); Executive Vice Chancellor & Provost; Deans; UCSF Health CEO; or Senior Vice Chancellor Finance & Administration.
  2. Request must then be reviewed and approved by the UCSF Emergency Operations Center (EOC) Director via a request sent to [emer.mgt@ucsf.edu](mailto:emer.mgt@ucsf.edu).
  3. Request must receive final approval from the Chancellor in writing. Approval must be granted in time to allow for any agency-mandated precautions prior to arrival at UCSF.
- All visitors are expected to adhere to CDC personal hygiene practices, including minimizing direct physical contact and increasing physical space between personnel.
  - Visitors who are sick or showing symptoms of flu-like illnesses are asked to stay away from campus and will be turned away upon arrival.

For ongoing updates on coronavirus, visit [UCSF's coronavirus website](#).

Help fight crime by reporting suspicious persons and/or suspicious activity to UCSF PD immediately—race, gender, and religious affiliation are NOT considered suspicious. For emergency or in-progress events, dial 9-911 when using on-campus land lines and 415.476-6911 when using cell phones. For non-emergency calls, please dial 415.476-1414. **20-03-02 CP**

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