

Safety Bulletin

March 9, 2020

UCSF SAFETY BULLETIN, Update #5

UCSF Interim Policy on Large Events and Gatherings

The expanding outbreak of COVID-19 is prompting more aggressive actions around the world in response to this growing public health challenge. To help limit the community transmission of COVID-19, UCSF is enacting the following interim policy on in-person large gatherings at UCSF locations and events, including academic courses. The interim policy outlined below is consistent with guidance of public health agencies, including the San Francisco Department of Public Health, which emphasize the importance of social distancing as a risk mitigation strategy.

As an institution focused exclusively on health, we must balance two important linked priorities during the COVID-19 outbreak: taking steps to protect the health and safety of our UCSF community—while enabling our critically important work in research, education, and care delivery to continue in the face of this public health challenge.

UCSF will continue to monitor the situation and provide updated guidance and information as circumstances warrant. The latest information can be found on the [UCSF COVID-19 resource page](#).

The following interim policy is effective March 10 through April 15, 2020, and will be updated as conditions change. However, if it is feasible and you would like to implement changes to events scheduled for today or this evening, March 9, 2020, please proceed based on the guidance provided below.

For gatherings of 150 people or more at UCSF locations:

- All gatherings planned in UCSF locations for in-person meetings, lectures, events, and conferences that involve 150 or more participants shall be cancelled or postponed.
 - The Chancellor's Executive Team established the number of 150 as a baseline.
 - UCSF's Mission Bay Conference Center is operated by Aramark, Inc. Consistent with the recommendations put forth by San Francisco's public health officials, Aramark will be working with clients (both UCSF and corporate clients) to ensure that no event held in the Mission Bay Conference Center exceeds 150 in attendance. Aramark conference services representatives will be reaching out to clients to discuss options.
 - Direct any legal questions relating to the cancellation of contracts to Susan Smith at UCSF Legal (susan.smith@ucsf.edu).

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- Forthcoming guidance regarding academic courses will be issued soon by academic leadership.
 - Another message will be issued separately from academic leadership in the professional degree programs (dentistry, medicine, nursing, pharmacy, physical therapy), the Graduate Division (master's and PhD programs), and Graduate Medical Education to advise and communicate directly with students, faculty, and staff regarding education in courses, clinics, and labs, as well as co-curricular activities.
- Requests for exceptions to the interim policy restricting events involving 150 or more participants:
 - In light of the above considerations, If you believe that your event of 150 or more participants merits an exception, [complete this form](#) to request an exception and assess the public health risks of the event/meeting you are planning.
 - Any exception will need to be pre-approved in writing by the Chancellor.

For gatherings of fewer than 150 participants at UCSF locations:

- UCSF recommends that meeting organizers of events involving fewer than 150 participants prioritize alternatives or modifications to in-person gatherings.
 - Please review the video-audio-conferencing solutions described in the section further below.
- If you decide to proceed with an in-person gathering, please consider the following:
 - **Size of the event space or venue:** For events that involve fewer people than the baseline number of 150 participants, the size of the space should be an important factor in your decision-making. Some venues may be larger, but it will be important to consider the number of attendees, whether there will be sufficient space for appropriate social distancing of attendees, as well as personal hygiene protocols and enhanced cleaning of the facilities.
 - **International visitors:** Changing travel restrictions may create difficulties for international visitors on either leg of their trip to a UCSF event. You may need to provide guidance on our [interim visitors policy](#) to any international participants you expect to attend your event.
 - **Enhanced cleaning of the venue before / after your meeting:** If you are hosting a large event, please coordinate enhanced cleaning in advance of the event with campus or health facilities.
 - **For gatherings of 50 – 150 attendees:** [Complete this form](#) to obtain guidance in preparing for your event. Students should contact Jennifer Rosko at Student Life Services (Jennifer.Rosko@ucsf.edu).
 - **For gatherings of any size:** Provide attendees reminders of personal hygiene practices to help them stay healthy and limit the potential for community transmission. Also, ensure easy access to handwashing facilities and, where possible, make available alcohol-based sanitizers.

Guidance on increasing use of video/audio-conferencing alternatives:

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- Consider alternatives to in-person meetings, including audio/video conferencing tools.
 - These tools can support social-distancing practices, which are an effective strategy for limiting and preventing community transmission of COVID-19.
- UCSF IT has increased capacity and licenses to accommodate expanded technology use.
 - Alternatives to in-person meetings include Zoom. UCSF IT also has increased VPN, DUO and internet bandwidth capacity in anticipation of significantly increased traffic from remote meetings and remote access.
 - Questions or issues should be directed to the IT Service Desk at (415) 514-4100 or <https://help.ucsf.edu/>
 - For walk-up support on Campus, you can also use a UCSF IT Health Desk. The current locations and hours of these walk-up IT Health desks can be found at <https://it.ucsf.edu/services/health-desk>

Guidance on the potential financial implications of canceling/postponing events:

- We understand this policy and guidance may have financial implications.
 - Departments should use their reserves to address new or additional costs to UCSF that arise (including costs related to travel or event cancellation).
 - Additional information about handling of financial issues will be forthcoming this week.
 - Contact your control point financial leadership if your unit is facing significant costs. Questions can also be addressed to brm@finance.ucsf.edu.

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. **20-03-03 CP**

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