



Pandemic Guest Approval to Enter UCSF Campus

Instructions: **This form is for an event involving one or multiple non-UCSF guests.** Please fill out this form in its entirety. Incomplete forms will be returned. Once complete, the requestor should email the form to the appropriate reviewer listed at the end of the form, based on the requestor's school or unit. **Requestors are required to retain a copy of this approval for their records.**

Request Date:

PART I: UCSF REQUESTOR DETAILS

Name:	Phone:	UCSF Email:
UCSF School or Unit:		UCSF Department:
Faculty <input type="checkbox"/>	Student, Resident or Fellow <input type="checkbox"/>	Staff or Post-Doc <input type="checkbox"/>
Name of Program Supervisor or Chair who agrees with this request: (Final approval must be requested through approver listed at end of document)		

PART II: CAMPUS ESSENTIAL GUEST DETAILS (on attached sheet)

Name, email, event date, and campus location of each non-UCSF guest must be listed on the attached sheet		
Are all guests fully vaccinated*?	Yes • No •	List any non-vaccinated individuals on the attachment
10 days before entry, any from outside CA?	Yes • No •	List travelers from outside California on the attachment

*People fully vaccinated with an approved vaccine by the World Health Organization (WHO) must be more than two weeks after receiving the second dose of two-dose vaccine (Pfizer or Moderna) or more than two weeks after receiving a single-dose vaccine (like Johnson and Johnson's Janssen). Individuals who have not completed the dose requirements of a vaccine, and individuals who have not received a WHO-approved vaccine are not fully vaccinated. View this [page](#) for WHO-approved vaccines: click on Status of COVID-19 Vaccines Within WHO EUL/PQ Evaluation Process, and check for **Finalized** vaccines in the Status of Assessment column.

PART III: ESSENTIAL VISIT DETAILS

Describe on-campus visit activity & why it is essential and if any safety measures are planned:

Essential activity of campus visitor that requires visit and which cannot be postponed:

- | | |
|---|--|
| Safety of a patient or research subject | Results of research activity |
| COVID-19 related research or support | To meet a graduation or completion requirement |
| In-person interview | Participant at an UCSF-approved event |

Requestor attests that the campus guest has been informed of and has agreed to follow all [UCSF](#) and [Public Health](#) travel requirements, quarantine guidelines, and COVID restrictions.

Requestor attests that those traveling within 10 days of entering campus will have a negative COVID test 3-5 days after travel if traveled internationally or if unvaccinated and traveling from outside CA. *Note: Unvaccinated travelers may be required to quarantine for 7 days before campus entry, even if COVID test is negative. Check [UCSF](#) travel requirements.*

Requestor attests that the campus guest has been informed of and agrees to use the [Vendor and Campus Guest Daily Screener](#).

Once the above sections are complete, please email the form to the appropriate reviewer listed below, based on your school or unit:

Approvers for Requests Pertaining to Faculty, Research-Related Staff, and Administrative Staff:

- School of Dentistry: Michael Reddy (michael.reddy@ucsf.edu)
- School of Medicine designee for the Dean: Simon Schuster (simon.schuster@ucsf.edu)
- School of Nursing designee for the Dean: David Rein (david.rein@ucsf.edu)
- School of Pharmacy: Joe Guglielmo (bjoseph.guglielmo@ucsf.edu)
- Graduate Division: Liz Silva (elizabeth.silva@ucsf.edu)
- Institute of Global Health Sciences: George Rutherford (george.rutherford@ucsf.edu)

Approvers for Requests Pertaining to Other Administrative Staff or Recruitments:

- Chancellor’s Office
 - Chancellor’s Immediate Office designee: Terri O’Brien (theresa.obrien@ucsf.edu)
 - Office of University Development & Alumni Relations: Erin Hickey (erin.hickey@ucsf.edu)
 - Office of Communications: Won Ha (won.ha@ucsf.edu)
 - Office of Community & Government Relations: Francesca Vega (Francesca.vega@ucsf.edu)
 - Office of Diversity and Outreach: Renee Navarro (renee.navarro@ucsf.edu)
 - Office of Legal Affairs: Greta Schnetzler (greta.schnetzler@ucsf.edu)
 - Office of Science Policy & Strategy: Keith Yamamoto (keith.yamamoto@ucsf.edu)
 - Office of Chief Ethics and Compliance: Brian Smith (brian.smith@ucsf.edu)
- Executive Vice Chancellor & Provost designee: Clarice Estrada (clarice.estrada@ucsf.edu)
- UCSF Health CEO designee: Cynthia Chiarappa (cynthia.chiarappa@ucsf.edu)
- Finance & Administration designee: Stephanie Mackler (stephanie.mackler@ucsf.edu)
- Director of Talent Acquisition for recruiting visits: Steven Wiseman (steven.wiseman@ucsf.edu)
- Executive Vice Chancellor & Provost designee: Clarice Estrada (clarice.estrada@ucsf.edu)
- UCSF Health CEO designee: Cynthia Chiarappa (cynthia.chiarappa@ucsf.edu)
- Finance & Administration designee: Stephanie Mackler (stephanie.mackler@ucsf.edu)
- Director of Talent Acquisition for recruiting visits: Steven Wiseman (steven.wiseman@ucsf.edu)

Vice-chancellors, vice presidents and above, or their designees can also approve guests for their teams/ personal staff.

APPROVAL AUTHORIZATION FOR VISIT REQUEST (completed by approver)

Approver Name:	Approver UCSF Email:
Approver Title:	
Approver Signature:	Date:

I have reviewed this Pandemic Event Campus Visit Request, and it is: APPROVED NOT APPROVED

Additional Approval or Not Approved Details

If UCSF disallows the entry of campus visitors after this approval, the requester must arrange cancellation of visit and remote connection if desired.