



Pandemic Individual Essential Guest Approval to Enter UCSF Campus

Request Date:

Instructions: This form is used to seek approval to enter campus for an individual essential guest who is not up-to-date on COVID vaccination and/or has any of the risk factors listed below. Separate forms should be completed for each essential guest needing approval. 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 for three months.*

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 & VISIT DETAILS

Visit date(s):	Campus location(s):
Guest Name:	Guest Email:
Guest Institution/Organization:	

Check the appropriate box(es) below for risk factors associated with essential guest (review the [Policy on Visitors webpage](#) for additional information about each risk factor and related requirements):

- Not up-to-date on COVID vaccination*
- COVID positive test in the last 10 days
- COVID symptoms in the last 10 days
- Exposed to a person with COVID (both unmasked >15 min within 6ft) in the past 10 days
- Arriving from outside the US in the past 10 days

* Up-to-date vaccination status is defined as meeting criteria in A or B:

A. COMPLETED an initial [FDA- or WHO-approved two-dose vaccination series](#) more than 5 months ago (or one-dose Johnson & Johnson more than 2 months ago) and you have **RECEIVED** your booster.

B. COMPLETED an initial [FDA- or WHO-approved two-dose vaccination series](#) less than 5 months ago (or one-dose Johnson & Johnson less than 2 months ago), and more than 14 days since you completed your vaccination series (i.e., **NOT YET** booster eligible)

Examples of individuals who are not up-to-date: have not completed the dose requirements of a COVID vaccine, or have not had the booster if eligible, or have not received an FDA or WHO-approved vaccine.

PART III: ESSENTIAL VISIT DETAILS

Describe on-campus visit activity & why it is essential:

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

Results of a research activity	Safety of a UCSF patient, research subject, or community
COVID-19 related research or support	Graduation or completion requirement for UCSF students/trainees
In-person interview or finalist activity	

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

Requestor attests that he/she will take responsibility to ensure that any guest with high-risk COVID conditions will follow all testing, quarantine, masking, and other requirements stated on the [UCSF COVID Policy on Visitors webpage](#).

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

APPROVAL PROCESS

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 for Faculty, Research-Related Staff, and Administrative Staff:

- School of Dentistry: [Michael Reddy](#)
- School of Medicine designee for the Dean: [Simon Schuster](#)
- School of Nursing designee for the Dean: [David Rein](#)
- School of Pharmacy designee for the Dean: [Alesia Woods](#)
- Graduate Division: [Nicquet Blake](#)
- Institute for Global Health Sciences: [George Rutherford](#)

Approvers for Requests for Administrative Staff or Recruitments:

- Chancellor's Office
 - Chancellor's Immediate Office designee: [Terri O'Brien](#)
 - Office of University Development & Alumni Relations: [Erin Hickey](#)
 - Office of Communications: [Won Ha](#)
 - Office of Community & Government Relations: [Francesca Vega](#)
 - Office of Diversity and Outreach: [Renee Navarro](#)
 - Office of Legal Affairs: [Greta Schnetzler](#)
 - Office of Science Policy & Strategy: [Keith Yamamoto](#)
 - Office of Chief Ethics and Compliance: [Brian Smith](#)
- Executive Vice Chancellor & Provost designee: [Clarice Estrada](#)
- UCSF Health CEO designee: [Cynthia Chiarappa](#)
- Finance & Administration designee: [Stephanie Mackler](#)
- Director of Talent Acquisition for recruiting visits: [Steven Wiseman](#)

APPROVAL AUTHORIZATION FOR VISIT REQUEST (completed by approver)

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

I have reviewed this Pandemic Individual Essential Campus Visit Request, and it is: APPROVED NOT APPROVED
Additional Approval or Not Approved Details

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