



## Interim Policy -- Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19

<b>Responsible Officials:</b>	Vice Chancellor, Physical Operations, Planning and Design Vice Chancellor, Student Affairs Executive Vice Chancellor and Provost
<b>Responsible Offices:</b>	Department of Public Safety and Police
<b>Issuance Date:</b>	June 4, 2020
<b>Effective Date:</b>	Immediately effective
<b>Summary:</b>	This interim policy sets forth universal requirements applicable to all campus affiliates and non-affiliates for physical mitigation and reduction of the transmission of COVID-19 at UC Merced facilities, including, but not limited to the main and downtown campuses, Promenade, Fresno Center, Castle, and all field stations, reserves and other remote research locations.
<b>Scope:</b>	This interim policy applies to all staff, faculty, students, volunteers and non-affiliates entering or physically present on University property and facilities controlled by the Merced campus. Non-affiliates include, but are not limited to vendors, service providers, suppliers, and visitors and guests.

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### I. REFERENCES AND RESOURCES

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#### Federal Laws and Regulations

- [FEMA-4482-DR-CA](#)
- [CDC: Interim Guidance for Administrators of US Institutions of Higher Education](#)
- [CDC: Guidance for Institution of Higher Education with Students Participating in International Travel or Study Abroad Programs](#)
- [CDC: Social Distancing Guideline](#)

#### State Laws and Regulations

- [Executive Order N-25-20](#)

- [Executive Order N-33-20](#)
- [Merced County Stay-at-Home Order](#)

#### UC Policies

- [Regents Principles for Responsible Operation of University Locations in Light of the SARS-CoV-2 Pandemic](#)
- [Regents Standing Order 100.6: Duties of the Chancellors](#)
- [UC Policy: Management of Health, Safety and the Environment](#)
- [Executive Order: Paid Administrative Leave related to COVID-19](#)

#### Guidelines/Resources

- [UC Merced Emergency Preparedness: COVID-19 Resources](#)

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## II. POLICY/PROCEDURE SUMMARY & SCOPE

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This interim policy is effective immediately and will remain in effect until revoked by the Chancellor based on guidelines and recommendations regarding the incidence and spread of the COVID-19 virus. It sets forth basic physical requirements, including use of face coverings and physical distancing, applicable to all individuals entering or present on University property controlled by the Merced campus, including all campus and remote facilities, to mitigate and reduce the transmission of COVID-19 (“Universal Requirements”). Facility-specific guidance will be provided for each category of University facilities before a facility is returned to increased in-person use. Compliance with this guidance is mandatory under this policy. To the extent there is a conflict between these Universal Requirements and facility-specific guidance, the facility specific-guidance applies when entering and present in the facility.

All campus constituents, including, but not limited to, staff, faculty, students and volunteers, and non-affiliates, including, but not limited to, vendors, service providers, suppliers and visitors and guests, must adhere to these requirements at all times. Failure to comply with this interim policy may result in discipline. Violators will be required to comply or leave University property and facilities immediately.

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## III. DEFINITIONS (if applicable)

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**Campus affiliates:** Includes all individuals affiliated with the University of California as staff, faculty, students, and volunteers.

**Non-affiliates:** Includes all individuals seeking entry to or present on University property and facilities, including, but not limited to, members of the public, visitors, service providers, suppliers, visitors and guests.

**University property and facilities:** Includes all property and facilities owned, leased or operated by the University of California, Merced campus, including, but not limited to the main and downtown campuses, Promenade, Castle, the Fresno Center, and all field stations, reserves and other remote research locations, operated by the Merced campus.

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## IV. POLICY TEXT

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All campus constituents and non-affiliates must comply with the following physical mitigation measures when present on University property controlled by the Merced campus, including all campus and remote facilities. Entry and presence in Merced campus facilities without complying with the requirements of this policy are unauthorized and violators will be asked to comply or leave immediately.

- All individuals must wear face coverings, except when located alone in a private office, when eating and physically distanced by at least 6 feet, in the individual's own campus residence, or when outside and located more than six feet away from any other individual.
- All individuals must engage in physical distancing at all times and remain six feet or more away from other individuals, except those individuals with whom they share their primary residence.
- Individuals should not congregate on University property or in University facilities, including indoor and outdoor common areas and private rooms and offices, except when attending University sponsored and controlled events, such as classes and lectures, and must maintain physical distancing of six feet or more at all times. This includes when seated or standing in classrooms, dining facilities, in private spaces such as offices and conference rooms, and in all other common areas such as kitchens, breakrooms, restrooms, patios, courtyards and other outside common areas. Individuals are allowed to stand in organized lines while waiting for service at University facilities; however, individuals must remain six feet or more from any other individual and may not remain in a service area after they have received service.
- All individuals must participate in the campus personal health screening and/or self-screening process, and any facility access screening, including any symptomatic and asymptomatic testing, in order to enter UC Merced facilities and physical spaces.
- Individuals may not enter University facilities if they have tested positive for COVID-19 or feel unwell physically, and should immediately contact their supervisor to approve remote work or to approve the use of available leave.
- All individuals must follow all facility-specific guidance provided by the University when entering or present in University facilities, in addition to these Universal Requirements. The facility-specific guidance controls if there is a conflict with these Universal Requirements.
- All individuals must follow all guidance provided by the University regarding cleaning and disinfection of their personal workspace and/or dorm room.
- All individuals must follow all University directions regarding the availability of space on campus and may not use space that has been designated as closed by the University.
- Individuals may not remove/rearrange furniture/equipment in any University space unless it has been approved by [Physical Operations, Planning, and Development \(POPD\)](#) or the unit responsible for management of the space. Doing so may impact the capacity and physical distancing achieved in the space.

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## V. PROCEDURES

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Compliance with this interim policy will be implemented and monitored by the units responsible for each of the University facilities and/or activities. All individuals must follow directives to comply with this policy by University staff charged with implementing and monitoring compliance. Individuals that violate this policy may receive a discretionary warning, but are nonetheless subject to discipline under the policies applicable to unrepresented staff, collective bargaining agreements, the Academic Personnel Manual (APM) and the student conduct policies contained in Policies Applying to Campus Activities, Organizations and Students (PACAOS). For purposes of these policies, violations of the requirements of this policy are deemed to be a threat to public health and to members of the campus community.

Individuals that witness violations of this policy may make a report to their supervisor or by email to UC Merced's COVID Response Center at [COVIDResponseCtr@ucmerced.edu](mailto:COVIDResponseCtr@ucmerced.edu). All reports will be referred to the unit responsible for the University facility or activity for follow up. The responsible units may also refer the matter to [Human Resources](#), [Academic Personnel Office](#) or [Office of Student Rights and Responsibilities](#) to determine if discipline is merited.

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## VI. POLICY REVISION HISTORY

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<b>Date</b>	<b>Action/Summary of Changes</b>
June 4, 2020	Interim policy issued
August 25, 2020	Technical update: replaced contact information for reporting violations of this policy