Dear DGSOM Community,

As UCLA and our nation rally to slow the spread of COVID-19, understand the pathology of the novel coronavirus, expand hospital capacity, and protect the health and safety of our health care workers and community, I want to thank you all for your flexibility, creativity and collaboration.

As I reflect on the past weeks, I am overcome with a sense of wonder for the humanity and ingenuity stemming from all corners of our school and health system. As our clinicians face the pandemic on the frontlines, our staff, faculty, researchers, students and trainees have stepped forward in remarkable ways – refocusing their time, talent and resources to be part of creative solutions amidst challenges that change face daily; volunteering to help colleagues, peers and community members in need; contributing new knowledge that allows us to better understand and treat this disease; and adapting to and rapidly scaling new policies and procedures in service of the public good. I am profoundly grateful for your generosity and continued efforts, which illuminate our future beyond this pandemic and remind us that we are together, even when apart.

For the latest COVID-19 information and resources pertaining to medical school staff, faculty, students and trainees, please see my third biweekly “COVID-19 Update“ below. You will find general updates toward the top, followed by area-specific updates and support resources at the bottom.

Sincerely,

Kelsey Martin, MD, PhD
Dean, David Geffen School of Medicine at UCLA

-----

GENERAL UPDATES

Reducing population density and “Safer at Home”

In response to new campus, local and state public health guidelines that are designed to slow the spread of COVID-19, the DGSOM is taking additional steps to protect the health and welfare of our students, faculty, staff, trainees and community at large:

• Based on the “Safer at Home” order recently implemented by Los Angeles County (PDF) and the City of Los Angeles (PDF), all residents have been ordered to stay home, unless specified for exemption, through April 19, 2020. Please see Chancellor Block and EVC Carter's letter for detailed information on how the order affects UCLA. Preliminary guidance for our DGSOM community is outlined below; additional clarification has been provided to our DGSOM leaders.
who will be working with their teams to implement these changes. Effective Monday, March 23, 2020:

- Employees who are able to work remotely and contribute to ongoing operations, as approved by their supervisor, should continue to do so.

- For guidance regarding employees involved in clinical operations, please follow protocols from the health system.

- Employees should not be working on the premises unless they are engaged in: Essential Experiments approved by Vice Dean for Research Steve Smale; maintenance of laboratory animals; laboratory safety; onsite IT support; building systems safety and maintenance; emergency response; emergency management.

- All administrative roles should be working from home unless approved through a specified exception request process (CAOs have received instructions on this process from Anja Paardekooper and Shawn Kang).

- Employees who are not able to work from home due to the nature of their jobs are eligible for paid administrative leave of 128 hours. For more information on this benefit, please reach out to your CAOs, department HR reps, or Dean’s Office HR.

- Those working on the premises must have their badges on them at all times to demonstrate that they are exempt from the Safer at Home order.

  - Courtesy parking is now available for employees and students who must come to campus to support essential services. Details outlined here.

  - All on-campus research projects and personnel not approved to continue by VC for Research Steve Smale are required to cease operations by the end of the day.

**Equity and Diversity Inclusion resources**

In response to concerns about the types of names used to describe COVID-19, as well as how we are addressing issues of diversity inclusion, two new resources are available for your review: "Covid-19: What's in a Name?" from UCLA Vice Chancellor Jerry Kang and Equity and Inclusion During COVID-19 from the UC Council of Chief Diversity Officers. I also urge you to turn to our Cultural North Star as a democratic framework that empowers each of us to have the courage to be honest in the face of sentiments or actions that do not align with our guiding values. Contact DGSOMEDI@mednet.ucla.edu with any questions.

**Health system updates**

Stay informed of the latest health system news and information related to COVID-19. Recent updates include new PPE training, revised visitor restriction guidelines and a new UCLA Health COVID-19 dashboard that tracks the total number of UCLA Health patients tested for COVID-19, test results and the number of patients that are currently admitted.

**AREA-SPECIFIC UPDATES**
MD students

- **Match Day:** DGSOM hosted its first virtual Match Day for medical students on Friday, March 20, with students all over the country learning where they have been matched for residency (watch video). Please join me in congratulating our medical students on embarking on their next phase of training as physicians and physician scientists!

- **Per University directive, all UCLA commencement ceremonies – including DGSOM Graduation – will be adapted to be virtual events.** We will share details as they become available.

- **Access wellness resources virtually** through the Behavioral Wellness Center and/or UCLA Counseling and Psychological Services (CAPS).

- **For curriculum questions,** please contact Ashley Siemer. **For event questions,** please contact Brandon Susselman.

- **To stay up to date with information pertinent to you** – including on remote education, clerkships, events, virtual town halls and more – visit ucla.edu/coronavirus-information#Students.

GME trainees

- **View our community.** Please note: You will need Mednet access to view.

- To ensure your and your families’ safety, **we are able to provide overnight accommodations to those of you caring for patients on our designated COVID-19 units.** Please contact the command center at x 77115 to request accommodations. They will register you and provide a confirmation number.

- **Please stay up to date with the latest self-care and PPE information and protocols.** DGSOM is actively engaged with Department Chairs and EID in setting and monitoring PPE policies and practices. Please reach out to GME with any concerns or suggestions.

- **To view the latest information pertinent to you** – including on elective rotations, interviews for GME training positions, and more – visit https://medschool.ucla.edu/coronavirus-information/students-trainees

- **For the latest list of contact information on who to call with questions related to your own health, or a patient’s,** see the GME section of our website.

- **Clinical psychology interns and postdoctoral fellows should** follow the guidance from their respective training programs in the Department of Psychiatry and the UCLA Semel Institute for Neuroscience and Human Behavior.

PhD trainees
• **Do not come to work if you have been asked to work remotely.** Some personnel assigned to essential roles that need to be conducted on campus will need to continue to work on campus, and we are working with supervisors to define and identify these roles and personnel. Please note: **Students, including graduate students, may be asked but cannot be mandated to serve as essential personnel.**

• **Watch our recent virtual town hall** for the research community.

• **If you have specific concerns or questions related to your training situation or program requirements,** please reach out to your Program/Home Area Director or [Greg Payne](mailto:gpb@medschool.ucla.edu), GPB Director.

• **To stay up to date with information pertinent to you** – including [new clinical research policies](https://medschool.ucla.edu/coronavirus-information/researchers), our [ramp down research activities](https://medschool.ucla.edu/coronavirus-information/researchers), minimized time in communal lab facilities and more – visit [https://medschool.ucla.edu/coronavirus-information/researchers](https://medschool.ucla.edu/coronavirus-information/researchers).

### Postdoctoral scholars

• **Watch our recent virtual town hall** for the research community.

• **If you have specific concerns or questions related to your training situation or work requirements**, please reach out to your mentor. If your mentor is out of reach or you need to escalate a concern above your mentor, please contact [Greg Payne](mailto:gpb@medschool.ucla.edu) or [Lynn Talton](mailto:ltalton@medschool.ucla.edu).

• **Postdoctoral scholars may be asked but cannot be mandated to serve as essential personnel.**

• **If you have further concerns or if issues arise**, contact Graduate Division at [postdoc@grad.ucla.edu](mailto:postdoc@grad.ucla.edu) or (310) 825-3819 and you will be connected with the appropriate resource.

• **To stay up to date with information pertinent to you** – including [new clinical research policies](https://medschool.ucla.edu/coronavirus-information/researchers), our [ramp down research activities](https://medschool.ucla.edu/coronavirus-information/researchers), minimized time in communal lab facilities and more – visit the [research](https://medschool.ucla.edu/coronavirus-information/researchers) lab and [educational area](https://medschool.ucla.edu/coronavirus-information/researchers) sections of the website.

### RESEARCH

• **All on-campus research projects and personnel not approved to continue by VC for Research Steve Smale are required to cease operations** by the end of the day.

• Personnel approved to proceed with on-campus research/maintenance duties should use a rotating schedule to limit the presence of people in the lab at any one time. If two people are in the lab at the same time, they should stay 6 feet apart at all times and disinfect all surfaces before and after they touch.

• **Those working on the premises must have their badges on them at all times** to demonstrate that they are exempt from the Safer at Home order.

• **Research activities that can be performed remotely and do not require physical interaction with human subjects** (e.g., field studies, surveys, record reviews and data analysis) can and
should continue. You are encouraged to spend time conducting analyses, compiling data and/or synthesizing important research, writing grant proposals and manuscripts. The Office of Research Administration remains open and is accepting grant submissions.

- For the latest information on the UCLA Division of Laboratory Animal Medicine’s current efforts regarding animal care and research, click here.

- All group meetings, courses and scientific convocations are to transition to virtual environments.

- We are continuously monitoring the situation and will look to ramp back up research activities as soon as it is considered safe to do so. We will update you as soon as we have new information.

- **We have had a huge outpouring of interest from talent across DGSOM who have offered their time, resources and expertise** to help our community and health care colleagues manage and prevent the spread of COVID-19. This is heartening and deeply appreciated. At present, there are many regulatory operational issues that appropriately protect any clinical activities with direct impact on patients. In the coming weeks, after the first wave of crisis management, we will be looking for innovative ways to work together with our health system to see if there are effective opportunities to bring our extraordinary and willing talents from DGSOM to contribute beyond the amazing COVID-related research you are already doing.

- **Personal Protective Equipment (PPE) donations:** While PPE supplies at UCLA remain adequate to cover our current and future needs, we would like to collect additional PPE to be ready for a possible surge in cases. We are collecting re-usable, plastic, cleanable goggles, safety glasses, and face masks for our health care enterprise (example). We are also collecting procedural/surgical masks, N95s, gowns, gloves, face shields, Sani wipes and hand sanitizer. If your laboratory has any that can be spared, please bring them to the BSRB/OHRC Loading Dock Receiving Room or the MRL Loading Dock Receiving Room, Monday - Friday, 7 am - 3 pm. Please do not forward this email to external colleagues as we are not seeking outside donations at this time. Please contact COVID19ppesupport@mednet.ucla.edu with any specific questions.

- Watch our recent virtual town hall for the research community.

- Watch our recent virtual town hall for the clinical research community.

- If you have individual concerns or questions, please route them to your PIs, program/home area directors, division chiefs, department chairs, and then CAOs, and they can then provide responses and/or escalate questions to the Dean’s Office.

- To stay up to date with information pertinent to you – including new clinical research policies, our ramp down research activities, minimized time in communal lab facilities and more – visit the research lab and educational area sections of the website.

- Additional resources:
  - Message from Vice Chancellor for Research at UCLA.
  - COVID-19 information for clinical research (CTSI)
  - Office of the Human Research Protection Program (OHRPP)
**FACULTY**

- **To stay up to date with information pertinent to you** – including planning and technological resources for remote teaching—visit [https://medschool.ucla.edu/coronavirus-information/faculty](https://medschool.ucla.edu/coronavirus-information/faculty).

- **If you have individual concerns or questions**, please route them to your division chiefs/department chairs/CAOs. They can provide responses and/or escalate questions to the Dean’s Office.

- **Questions about academic personnel matters** that cannot be answered in departments may be sent to DGSOM Academic Affairs.

- **UCLA Health providers** can find information and resources on the [UCLA Health COVID-19 website](https://medschool.ucla.edu/coronavirus-information/faculty).

**STAFF**

- **Employees who are able to work remotely and contribute to ongoing operations, as approved by their supervisor, should continue to do so.** All administrative roles should be working from home unless approved through a specified exception request process (CAOs have received instructions on this process from Anja Paardekooper and Shawn Kang).

- **Employees should not be working on the premises unless they are engaged in:** Essential Experiments approved by Vice Dean for Research Steve Smale; maintenance of laboratory animals; laboratory safety; onsite IT support; building systems safety and maintenance; emergency response; emergency management.

- **Employees working on the premises must have their badges on them at all times** to demonstrate that they are exempt from the Safer at Home order.

- **Employees who are not able to work from home due to the nature of their jobs are eligible for paid administrative leave of 128 hours.** For more information on this benefit, please reach out to your CAOs, department HR reps, or Dean’s Office HR.

- If you do not think that you are supporting an essential operation, but are expected to report to work anyway, you should escalate up your chain of command.

- For guidance regarding employees involved in clinical operations, please follow protocols from the health system.

- **See our remote working resources page** for help preparing for remote work.

- These policies are subject to change frequently. Please watch your inbox for updates and check the website for up-to-date information.
• It is important to note that essential operations are not the same as essential personnel. Each and every member of our community plays an essential role in helping DGSOM to achieve our noble mission.

**SUPPORT SERVICES**

**Wellness**
Virtual wellness services are available for staff, faculty, trainees and students:

• [Staff and Faculty Counseling; Behavioral Health Associates](#)(both for staff and faculty)
• Behavioral Wellness Center (students, trainees); [UCLA Counseling and Psychological Services (CAPS)](#)(students)
• Additional self-care resources are [available on our website](#)

**Communications**
DGSOM’s [Coronavirus Information Website](#) (updated daily) provides the latest DGSOM-specific information on the COVID-19 pandemic and a dedicated DGSOM COVID-19 communications team has been appointed to ensure accurate, coordinated and transparent communication ([COVID19DGSOMcomms@mednet.ucla.edu](mailto:COVID19DGSOMcomms@mednet.ucla.edu)). The Dean’s Office, joined by an infectious disease expert, continues to host virtual town halls for the DGSOM community (see the area-specific sections below for more information).

**DGIT**
DGIT now offers a virtual helpdesk Monday through Friday, 8 am to 5 pm. [See Zoom information to join](#). Once you call in, you will be directed to a waiting room until a technician is available to assist you.

**Facilities**
Perimeter doors of DGSOM buildings – including Geffen Hall and the entire CHS complex, Reed, Gonda, MRL, NRB, BSRB/OHRC, Factor, and Ueberroth – require badge entry until further notice. If you do not have after-hours access and require it to perform essential functions, contact [DGSOMBuildOps@mednet.ucla.edu](mailto:DGSOMBuildOps@mednet.ucla.edu). If you have any additional questions, please [email Erin Quinn](mailto:Erin.Quinn@mednet.ucla.edu), Director, DGSOM Safety.

*Please check [DGSOM’s COVID-19 website](#) and the [UCLA Health Coronavirus Information](#) website frequently to make sure you have the latest information.*