



Office of the Administrative Vice Chancellor

To: Deans, Directors, Managers and Supervisors

**Supervisors: Please share this message with all staff members working in campus facilities and post in your workspaces.**

Dear Colleagues:

We are implementing a new procedure to further protect the health and safety of our campus community as part of our [Safe and Physical Distancing Protocol \(PDF\)](#).

Please remember that the campus is not generally open to the public and only select buildings are in use to support essential campus operations. **Effective tomorrow, Wednesday, April 29**, all employees who are continuing to work on the UCLA campus will be required to monitor themselves for symptoms of the coronavirus and will be required to receive a clearance certificate from the UCLA symptom monitoring website before beginning work each day.

UCLA will keep the information about individuals' symptoms confidential, accessible only to those with a need to know in order to address the situation. The information will not be maintained in personnel files.

**Please note:** These procedures *do not apply* to employees who are only working remotely and who have no physical contact with coworkers. In addition, UCLA personnel who are performing health care duties will continue to follow a similar but separate set of protocols established by UCLA Health.

Employees who have internet access will monitor themselves prior to reporting to campus each day by logging into the [UCLA symptom monitoring website](#) and answering a few questions about their health status. The survey may be completed on a smartphone, tablet or computer, and it should take no more than five minutes.

Employees who are not able to take the survey remotely will be required to complete it on campus at a designated survey kiosk prior to beginning work each day. Kiosks will be regularly sanitized for employees' safety. Check with your supervisor regarding information about specific kiosk locations for your department.

Upon completion of the survey, the system will either send an email with a clearance certificate or direct you to call the **UCLA Infection Prevention Hotline** at **310-267-3300** for instructions prior to returning to work. Employees who complete the survey on their own device and receive a clearance certificate may be asked to present it (either in a printed form or on a mobile device) upon arriving to campus. Those who complete the survey at a kiosk will receive instructions about how to present the clearance certificate to a supervisor.

As an additional precaution, anyone entering certain UCLA facilities will be required to take a body temperature screening prior to entering. These facilities include UCLA Health clinics and hospitals, the Ashe Student Health and Wellness Center, UCLA Police Station, UCLA Guest House and some others. Employees with a body temperature of 100.0° Fahrenheit (or 37.8° Celsius) or higher will not be allowed to enter and will be required to call the **UCLA Infection Prevention Hotline** at **310-267-3300** for further instructions.

More information about this process is outlined in the [UCLA Requirements for Symptom Monitoring \(PDF\)](#) and on [Bruins Safe Online](#). In addition, you may refer to the [UCLA standard operating procedure \(PDF\)](#) for responding to COVID-19 cases on campus. If you have questions about these processes, or about UCLA's overall COVID-19 response, please direct them to Michelle A. Sityar, director of the UCLA Emergency Operations Center, at [covid19@ucla.edu](mailto:covid19@ucla.edu).

Thank you for your understanding and cooperation as we introduce these new measures to further protect the health and safety of all members of our campus community during this very challenging time.

Sincerely,

**Michael J. Beck**

Administrative Vice Chancellor