

**Human Resources**

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San Francisco, CA 94118

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[www.ucsfhealth.org](http://www.ucsfhealth.org)

***Via Electronic Mail***

March 30, 2020

**RE: Courtesy Notice of UCSF Novel Coronavirus Response Efforts**

Dear Union Leaders:

The purpose of this letter is to provide an update related to the outbreak of the respiratory illness caused by a novel coronavirus (COVID-19).

In accordance with UCSF's efforts to reduce the risk of spread of the COVID-19 virus among our workforce, patients and community, UCSF Health will institute a more comprehensive universal surgical policy beginning March 29, 2020 at 5:30AM. Upon arrival into any clinical care building, all staff, faculty, trainees and visitors, will complete the screening procedure and then obtain a surgical mask. Surgical mask should be worn all day when inside a clinical care building.

Attached is a communication to all staff dated March 27, 2020 from Executive Vice President of Clinical Services, Josh Adler, and Chief Operating Officer, Sheila Antrum announcing this policy and providing Frequently Asked Questions. Additional details can be found in the attached flyer and on UCSF's infection control website: <https://infectioncontrol.ucsfmedicalcenter.org/coronavirus>.

In response to the COVID-19 situation, UCSF is instituting an organization-wide grace period for Vacation Leave/PTO accrual maximums effective April 2020. Employees who are close to their Vacation Leave/PTO accrual maximum will not need to submit individual requests. Employees will continue to accrue for future accrual cycles above their maximum without losing hours for the next 4 months. For questions, employees may contact the following:

- Campus employees: [HR Generalist](#)
- Health employees: [Controller's Office Solution Center](#)

Effective March 31, 2020, the bank of 128 hours of paid administrative leave (pro-rated based on appointment percentage and a formula based on the actual time worked for per diems) provided to all employee's per UC President Janet Napolitano's March 16, 2020 Executive Order will be available in HBS as will the COVID-19 code for recording the use of paid administrative leave time.

Attached is information shared with Zuckerberg San Francisco General Hospital employees on March 27, 2020 regarding free childcare resources available to healthcare workers through the YMCA and Guidepost Montessori.

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March 30, 2020  
Page 2

As a reminder, Town Halls are being held every Tuesday and Friday from 4:00 p.m. to 5:00 p.m. via Zoom. The below information may be used to access the next Town Hall, March 31, 2020.

<https://ucsf.zoom.us/j/403662669>

Call: +1 669 900 6833 or +1 346 248 7799 or +1 646 558 8656 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 403 662 669

UCSF will continue to provide ongoing updates on its COVID-19 resource page found at this link: <https://coronavirus.ucsf.edu/>. In addition, to receive text alerts when updated UCSF guidance and information are available, text 333 111 and enter "UCSF".

We look forward to working with you in supporting our staff. Please contact our office if you have questions or concerns at this time.

Sincerely



Mandeep K. Dhaliwal, Labor and Employment Relations Consultant

cc: Shelley Patton, Director, Labor and Employee Relations  
Ayesha Mahmood, Interim Manager, Labor and Employee Relations

Attachments:

Proof of Service

University Surgical Mask Policy communication dated March 27, 2020

Universal Surgical Mask Policy effective March 29, 2020

ZSFG Childcare Resources shared March 27, 2020

## PROOF OF SERVICE

I, Seva Cuevas, declare that I am over the age of eighteen years, not a party to this action, and I am employed in the county of San Francisco, State of California. My business address is 3360 Geary Blvd. Suite 301, San Francisco, CA 94118-3324.

On March 30, 2020, I served the attached letter regarding

### **Courtesy Notice of UCSF Novel Coronavirus Response Efforts**

to the parties listed below by the checked applicable method or methods:

- placing a true copy thereof enclosed and delivery by the United States Postal Service following ordinary business practice with postage or other costs prepaid
- electronic mail delivery (e-mail)

Name and Address of the parties served:

#### **American Federation of State, County and Municipal Employees, Local 3299**

Nicolas Monteiro Lead Organizer, [nmonteiro@afscme3299.org](mailto:nmonteiro@afscme3299.org)  
1360 Ninth Avenue #240 San Francisco, CA 94122

#### **CIR-SEIU Committee of Interns & Residents**

Alex Bush, [abush@cirseiu.org](mailto:abush@cirseiu.org)  
Seneca Scott ([sscott@cirselu.org](mailto:sscott@cirselu.org), CIR/SEIU)  
1050 Marina Village Pkwy, Suite 201  
Alameda, CA 94501

#### **California Nurses Association**

Ben Elliott, Lead Organizer, [belliott@calnurses.org](mailto:belliott@calnurses.org)  
Vero Stead-Mendez, Rep, [vstead-mendez@calnurses.org](mailto:vstead-mendez@calnurses.org)  
Clare Vandemark - [clarev@ucsfca.org](mailto:clarev@ucsfca.org)  
155 Grand Avenue, 2<sup>nd</sup> Floor  
Oakland CA 94612

#### **Federated University Police Officers Association**

Darren Miller, President, [darren@fupoa.org](mailto:darren@fupoa.org)  
5753 E. Santa Ana Canyon Road, Suite G448  
Anaheim CA 92807

#### **San Francisco Building & Construction Trades Council**

**Tim Paulson** [Tim@sfbuildingtradescouncil.org](mailto:Tim@sfbuildingtradescouncil.org)  
1188 Franklin Street, Suite 203  
San Francisco CA 94109

#### **Teamsters Local 2010**

Mary Higgins, Chief Steward, [mhiggins@teamsters2010.org](mailto:mhiggins@teamsters2010.org)  
400 Roland Way, Suite 2010  
Oakland CA 94621

#### **UAW Local 5810**

Aviva Fields, [aviva.fields@uaw5810.org](mailto:aviva.fields@uaw5810.org)  
Anke Schennink, President, [Uaw5810@uaw5810.org](mailto:Uaw5810@uaw5810.org)  
2030 Addison Street, Suite 640B  
Berkeley CA 94704

#### **Union of American Physicians and Dentists**

Tim Jenkins, Rep [tjenkins@uapd.com](mailto:tjenkins@uapd.com)  
180 Grand Avenue, Suite 1380  
Oakland CA 94612

#### **University Council-American Federation of Teachers, Local 1474**

Emily Rose, [erose@ucaft.org](mailto:erose@ucaft.org)  
Tarone Bittner, Field Representative, [tbittner@ucaft.org](mailto:tbittner@ucaft.org)  
2001 Center Street, Suite 600  
Berkeley CA 94704

#### **University Professional and Technical Employees, CWA Local 9119**

[upteuc.sf@upte-cwa.org](mailto:upteuc.sf@upte-cwa.org)  
Nino Maida, Chief Steward, [ninoupte7@gmail.com](mailto:ninoupte7@gmail.com)  
1360 Ninth Avenue #201  
San Francisco CA 94122

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on March 30, 2020, at San Francisco, California.

Seva Cuevas

Name (Printed or Typed)

Seva Cuevas

(Signature)

Digitally signed by Seva  
Cuevas  
Date: 2020.03.30  
11:45:23 -07'00'

**From:** UCSF Health employees <[UCSFHEALTH-ALL@LISTSRV.UCSF.EDU](mailto:UCSFHEALTH-ALL@LISTSRV.UCSF.EDU)> **On Behalf Of** COVID19 UCSF Health  
**Sent:** Friday, March 27, 2020 6:50 PM  
**To:** UCSF Health - All <[UCSFHealth-All@listsrv.ucsf.edu](mailto:UCSFHealth-All@listsrv.ucsf.edu)>  
**Subject:** New Universal Surgical Mask Policy



*March 27, 2020*

## **UNIVERSAL SURGICAL MASK POLICY**

Dear Colleagues,

In an effort to further reduce the risk of spread of COVID-19 among our workforce and patients, UCSF Health will institute a more comprehensive universal surgical mask policy on Sunday, March 29<sup>th</sup> at 5:30 AM. This effort is an additional method to reduce community spread within our health care work environment where maintaining optimal social distancing can be a challenge. All employees, healthcare workers, visitors and trainees entering one of our clinical care buildings will be provided with one mask upon entry; this mask should be used for that day or shift until it becomes wet, soiled or needs to be changed for alternate PPE, as per our current PPE guidelines. Full details of the policy can be found [here](#) and on the [Infection Prevention Website](#).

Josh Adler, MD  
EVP, Clinical Services

Sheila Antrum  
Chief Operating Officer

### **QUESTIONS & ANSWERS**

#### **How long will our current supply last with this new policy?**

Based on our current supply and anticipated usage with the new policy, we anticipate to have a 4-6 weeks supply. We believe that this will allow enough lead time to secure further surgical mask supply for beyond that time period.

#### **Does this policy apply to ZSFG, the SFVA and our affiliates/Clinically Integrated Network?**

These sites will abide by their own masking and PPE policies, though we hope to align as closely as possible with our broader clinical network.

**Will this policy apply to all patients and visitors entering our clinical buildings as well?**

Yes. All employees, healthcare workers, and visitors and trainees will also be asked to mask when entering buildings. Patients who meet criteria for a mask upon screening will continue to be asked to wear a mask.

**How will masks be distributed?**

Masks will be distributed via screening stations where present or by managers for smaller areas.

**Can I wear an N-95 mask instead of a surgical mask?**

No, N-95s are indicated only for direct care of our high risk patients and during aerosol generating procedures and should not be worn throughout the day.

**When can I remove the surgical mask while on premises?**

1. When transitioning to don a N-95 mask or PAPR
2. While eating/drinking in designated eating/drinking areas while maintaining social distancing
3. When outside the medical center or clinical building

**Where should I store my surgical mask while I am eating?**

Masks temporarily removed for indications above should be stored in a clean, dry location.

**What are expectations while I wear a surgical mask?**

1. Perform hand hygiene before and after touching the mask.
2. Mask must be worn over mouth and nose (do not wear under chin, on forehead, etc.)

**Can employees working in non-clinical buildings also access these masks?**

At this time, this policy only pertains to clinical buildings.

**Does this mean that we should have been wearing masks before this?**

This policy reflects evolving guidelines and our ability to secure adequate supply of surgical masks to allow for this expanded masking. With our current supply of surgical masks, we can now further add to our infection control procedures through a comprehensive surgical mask program. We believe that our approach thus far has maintained a very low risk workplace and that this new policy further reduces risk.

**Which buildings are included as clinical buildings in this policy?**

Any clinical care building, including our hospitals, diagnostic centers, treatment centers, and ambulatory care clinics.

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Use this link to [unsubscribe](#) from this mailing list.

## UNIVERSAL SURGICAL MASK POLICY

In an effort to further reduce the risk of spread of COVID-19 among our workforce, patients, and community, UCSF Health will institute a more comprehensive universal surgical mask policy beginning **3/29/20 at 5:30 AM**.

Community spread is the most important mechanism of COVID-19 transmission. Social distancing is the most important public health approach to reduce the spread. In our clinical care environment, we have adopted social distancing policies and procedures. However, it still can remain a challenge to ensure such distancing with the large workforce in our clinical care facilities. With our current supply of surgical masks, we can now further add to our infection control procedures through a comprehensive surgical mask program.

### Upon Arrival:

- Upon arrival into any clinical care building (including hospitals UCSF Medical Center at Parnassus, Mt. Zion and Mission Bay and UCSF Benioff Children's Hospitals San Francisco and Oakland and clinics), **All Staff, Faculty, Trainees and Visitors**, will complete the screening procedure and then obtain a surgical mask. Employees who work in small, off-site clinics will receive them from their manager.
- Surgical mask should be worn **ALL DAY** when inside a clinical care building
- Every effort should be made to **keep the mask clean and dry**
- When providing care to a **patient with known or suspected COVID-19 or when participating in the performance of an aerosol generating procedure (APG)**, remove the surgical mask and follow the current PPE guidelines for the appropriate clinical care scenario
- If the mask becomes **wet or soiled, it can be replaced** in your department



### Upon Departure:

- Mask should be **discarded upon leaving** for the day

This new policy for universal mask use in our clinical care buildings should help us to further reduce the COVID-19 transmission risk in our environment.

**It is imperative that we all remain vigilant in our efforts to conserve all our personal protective equipment. The best ways to do this are to:**

1. Faithfully follow our PPE policies
2. Implement the extended use and re-use processes outlined in our guidelines
3. Take good care of our PPE when in use to avoid damage or loss.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# TAKING CARE OF THE PEOPLE WHO TAKE CARE OF US

## Pop-Up YKids YMCA OF SAN FRANCISCO

It is times like these when the Y steps up to support organizations and families who are in the front lines fighting this pandemic. The Y has over 160 years of experience in responding quickly and strategically when our communities are in crisis. With more than 2,000 employees throughout the San Francisco Bay Area, we provide daily care for over 16,000 youth from various sites. Our team of trained staff focus on the health and well-being of our youth to ensure a safe and healthy environment for youth.



### Pop-Up YKids Program

As we were informed by San Francisco City Officials of the potential need to close schools, and consequently the cancelation of childcare services and after-school programming, we have launched an emergency childcare program called Pop-Up YKids. We recognize that essential employees such as first responders and individuals in the medical field need childcare in order to combat COVID-19.

### Staff Ready for Deployment

We are currently providing Pop-Up YKids at 10 locations throughout San Francisco, Marin and San Mateo counties. We can and are ready to do so much more, as we expand and provide the necessary childcare for essential employees, essential employees can shift their focus from worrying about kids to helping save lives.

**We can help fight this pandemic together.**



## Pop-Up YKids Locations

All locations will provide children with breakfast and lunch, this program is free of charge.

### Locations Serving Ages 0-5

- Branch: Mission YMCA  
Childcare Location: Preschool Center  
4080 Mission St, San Francisco, CA 94112  
7:00 AM-6:00 PM
- Branch: Stonestown Family YMCA  
Childcare Location: Lutheran Church of Our Savior  
1011 Garfield St, San Francisco, CA 94132  
8:00 AM-4:00 PM
- Branch: Stonestown Family YMCA  
Childcare Location: St. Francis Preschool  
399 San Fernando Way, San Francisco, CA 94132  
8:00 AM-4:00 PM
- Branch: Peninsula Family YMCA  
Childcare Location: Gateway Child Care Center  
559 Gateway Blvd, South San Francisco, CA 94080  
8:00 AM-4:00 PM

### Locations Serving Ages 5-12

- Branch: Mission YMCA  
Childcare Location: 4080 Mission St, San Francisco, CA 94112  
7:00 AM-6:00 PM
- Branch: Stonestown Family YMCA  
Childcare Location: Stonestown Annex  
3150 20<sup>th</sup> Ave, San Francisco, CA 94132  
8:00 AM-4:00 PM
- Branch: Richmond District YMCA  
Childcare Location: Argonne Club House  
463 18<sup>th</sup> Ave, San Francisco, CA 94121  
8:00 AM-4:00 PM
- Branch: Buchanan YMCA  
Childcare Location: 1530 Buchanan Street  
San Francisco, CA 94115  
7:00 AM-6:00 PM

To register, please email:  
[popup2020@ymcasf.org](mailto:popup2020@ymcasf.org)

# Emergency Care for Essential Workers by Guidepost Montessori



## Support our Essential Workers

As the United States mobilizes to contain the spread of COVID-19, to treat those infected, and to ensure the ongoing wellbeing of everyone else temporarily isolated due to the need for social distancing, it is and will increasingly be challenged by an emerging crisis in childcare capacity. In particular, the essential workers needed to successfully address this pandemic themselves need to be able to rely on accessible, reliable, and consistent childcare for their own children—both to physically allow them to focus on the task at hand, and to ensure the peace of mind necessary to complete that task effectively.

## Program Offering

Guidepost Montessori is offering Emergency Care for Essential Workers (ECEW) to “essential workers”, as defined by the CDC, seeking childcare services in order to remain focused on their own critical work. The program will be offered both to qualifying families currently in the Guidepost network, and outside qualifying families who lack other childcare alternatives. Care will be provided in small group cohorts (12 or less) on site at our existing licensed Guidepost locations. Care will be available for children age 0-6. Additional childcare programming may be developed for families who are not local to one of our existing campuses.

### Childcare features include:

- Flexible drop-off options at one of our existing Guidepost Montessori schools.
- Montessori programming creating a serene and calm environment for children.
- Diligently following safety and sanitization requirements and recommendations given by the CDC.

## About Guidepost Montessori and Higher Ground Education

Guidepost Montessori is a school network owned and operated by Higher Ground Education. We are dedicated to mainstreaming and modernizing Montessori education worldwide. We operate nearly 50 schools that directly serve over 3,500 families, along with extended offerings such as Montessori nanny shares and placements. Our world-class educators and nannies are trained in-house through a federally accredited Montessori teacher-training institute.

For more information, please email us at [emergencycare@guidepostmontessori.com](mailto:emergencycare@guidepostmontessori.com).

