

**Human Resources**

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www.ucsfhealth.org

***Via Electronic Mail***

April 3, 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).

Attached is an April 2, 2020 safety bulletin to all UCSF staff providing information on UCSF's social distancing protocols.

Attached is an April 2, 2020 communication to all UCSF Health staff providing a UCSF Health COVID-19 general update.

Attached is an April 3, 2020 communication from Chancellor Sam Hawgood ensuring all UCSF staff that there will be no COVID-19 related layoffs for career employees through the end of the fiscal year on June 30, 2020.

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, April 3, 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*

Mandeep K. Dhaliwal, Labor and Employment Relations Consultant

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

April 3, 2020  
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Attachments:  
Proof of Service  
Safety Bulletin dated April 2, 2020  
COVID General Update dated April 2, 2020  
Chancellor Message dated April 3, 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 April 3, 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@cirseiu.org](mailto:sscott@cirseiu.org), CIR/SEIU)

1050 Marina Village Pkwy, Suite 201  
Alameda, CA 94501

#### California Nurses Association

Ben Elliott, Lead Organizer, [bellott@calnurses.org](mailto:bellott@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  
April 3, 2020, at San Francisco, California.

Seva Cuevas

Name (Printed or Typed)

Seva Cuevas

(Signature)

Digitally signed by Seva  
Cuevas  
Date: 2020.04.03  
14:51:35 -07'00'

# Safety Bulletin

April 2, 2020

UCSF SAFETY BULLETIN, Update #6

## UCSF Social Distancing Protocol

UCSF has taken extensive precautions to limit the spread of COVID-19, both at our medical facilities and on campus. To ensure compliance with the latest local public health orders, we are providing you with this summary of actions we have taken.

Please check the [COVID-19 website](#) for more detail and feel free to email Emergency Management [emer.mgt@ucsf.edu](mailto:emer.mgt@ucsf.edu) with any comments or questions.

## UCSF Social Distancing Protocol — Effective April 2, 2020

***UCSF is taking the following measures to ensure the health of faculty, staff, students, patients and their families:***

- UCSF requires all faculty, staff, students, patients and their families to remain six feet apart, whenever possible, and abstain from physical contact, including shaking hands.
- UCSF requires all faculty, staff, students, patients and their families to observe good hygiene and cough or sneeze into their elbows.
- All UCSF employees who can carry out their work duties from home have been encouraged to speak to their supervisor about working remotely.
- Employees are not to come to work if they are sick.
- Anyone with cough or fever should not enter UCSF facilities.
- At certain facilities, including UCSF medical centers, symptom checks and screening are being conducted before employees may enter the work space.
- Where possible, desks or individual work stations should be separated by at least six feet.
- Increased the frequency of disinfecting break rooms, bathrooms, common areas and high-contact surfaces.
- Hand sanitizer effective against COVID-19 is available to employees at certain locations presenting a greater likelihood of contact with the public.
- Soap and water are available to all employees and the public at all restrooms and select other hand washing stations.
- UCSF Health has established a Universal Surgical Mask Policy that applies within their facilities.

*Together for a Safe and Crime Free Campus*

***Mike Denson  
Chief of Police***

- All non-essential events and gatherings have been cancelled or postponed. Those who believe that an in-person event is essential must complete a form to request an exception. Any exception will need to be pre-approved in writing by the Chancellor.
- UCSF is complying with the public health order by prohibiting non-essential visitors from entering UCSF healthcare facilities.
- UCSF has closed areas that are used for gatherings such as libraries, gyms, and events centers, among other facilities.
- UCSF requires that all classes and meetings take place remotely, where possible.
- UCSF has stopped offering self-service food stations such as salad bars and buffets.
- Lids for cups and food items are to be provided by staff and not available for customers to grab.
- At high-traffic food facilities, floor markings have been applied to indicate six feet of separation for those in line, and customers are encouraged to use the markings to maintain distance.
- UCSF encourages the use of contactless payment systems, where possible.

**Copies of this protocol have been distributed to all employees. You may contact Emergency Management [emer.mgt@ucsf.edu](mailto:emer.mgt@ucsf.edu) with any questions or comments about this protocol.**

Help fight crime by reporting suspicious persons and/or suspicious activity to UCSF PD immediately—race, gender, and religious affiliation are NOT considered suspicious. For emergency or in-progress events, dial 9-911 when using on-campus land lines and 415.476-6911 when using cell phones. For non-emergency calls, please dial 415.476-1414. **20-04-01 CP**



*Together for a Safe and Crime Free Campus*

***Mike Denson  
Chief of Police***

This alert is a public service to the University community and in compliance with the Jeanne Clery Act of 1998

**From:** UCSF Health employees <[UCSFHEALTH-ALL@LISTSRV.UCSF.EDU](mailto:UCSFHEALTH-ALL@LISTSRV.UCSF.EDU)> **On Behalf Of** COVID19 UCSF Health

**Sent:** Thursday, April 2, 2020 6:18 PM

**To:** UCSF Health - All <[UCSFHealth-All@listsrv.ucsf.edu](mailto:UCSFHealth-All@listsrv.ucsf.edu)>

**Subject:** COVID-19 General Update - April 2, 2020



# UCSF Health COVID-19

*April 2, 2020*

## **WHAT'S NEW**

### **MARCH 31 TOWN HALL**

You can watch Tuesday's Town Hall at this [link](#).

## **GRATITUDE!**

There has been an outpouring of support and gratitude for everyone's efforts at UCSF during this anxious time. Since some of this may not be visible to you, we thought to share just a few highlights, so you know how much you are appreciated by the broader community.

### **Video Messages**

Please watch these messages from our UCSF friends:

[Buster Posey](#), San Francisco Giants catcher

[Ronnie Lott](#), legendary San Francisco 49er and Hall of Famer

### **Gratitude on Social Media**

There are many, many expressions of gratitude on social media. [Here](#) we highlight a few examples.

### **Gratitude From EVCP Dan Lowenstein's Espresso Newsletter**

"The countless acts of kindness by the entire health care team: I heard from a friend who was tested for COVID-19 at the Parnassus outpatient screening clinic. They were grateful for everyone they encountered (phone screeners, clinic staff, clinical nurse, physician, and technician) – reporting that all exhibited the utmost professionalism under what is undoubtedly a stressful situation, and worked together to provide great care. The providers expertly balanced efficiency with genuine empathy and concern. (With relief, my friend reported that the test result was negative.) And underlying all of this is the extraordinary courage and commitment of all health care workers who, despite the risks to themselves, are providing direct care to patients with known or possible COVID-19 infections.

EVCP Lowenstein also recognized UCSF's "central campus units working at capacity to ensure that all of us have what we need to carry on with our duties as much as possible. The Facilities Services team has increased cleaning protocols, Supply Chain Management is tracking down vital supplies, HR is developing staff policies to address the disruption of work, IT is making Herculean efforts to maintain and

troubleshoot the technology that enables us to connect from home and to each other, and UCSFPD and security have mobilized to ensure our safety and that of our hospitals.”

### ***Donations***

To date, communities across the East and West Bays have donated **more than 700,000 items** including gloves, gowns, surgical masks and sanitizer. We have received more than 30,000 N95 masks at our donation sites.

### **UC COMMITMENT REGARDING THE WORKFORCE**

President Napolitano and the ten UC Chancellors shared an open letter with employees at all UC campuses, medical centers, and the Office of the President, assuring them of the University’s commitment to supporting them during this time of ongoing health and financial uncertainty due to the COVID-19 pandemic.

The April 2 [letter](#) provided a definitive commitment by the University to not make any COVID-19-related workforce reductions at UC campuses, medical centers and the Office of the President through this fiscal year ending June 30, 2020. Given other employers across the country are announcing workforce reductions and furloughs, UC leaders felt it was important to prioritize our employees and provide some much-needed reassurance during these trying times.

### **IN THE NEWS**

- Over the past five days, there has been an average of 4,245 media stories per day that mentioned UCSF and COVID/coronavirus, for a total of 21,227 articles from March 26-31. (Many were one story that was picked up broadly.)
- [This story](#) about a nationwide team assembling best practices for N95 decontamination and reuse just posted on UCSF.edu

### **REMINDERS**

- **Social distancing is currently the most important factor we can control in the COVID-19 outbreak**, and therefore critical. Social distancing can also extend to environmental precautions such as disinfecting often-touched surfaces that may pass on the virus. 6 feet is the recommended distance. We’ve received some great ideas including:
  - Use visual reminders: tape on the floor (near nursing station, nursing pods, break room, pantry...
  - Use your non-dominant hand to touch ID badge (for scanning), doorknobs, etc. since your dominant hands is typically used to touch mouth/face.

If you have ideas about how to encourage social distancing in our facilities or have instituted them in your work area, **please send them (photos, too) to [us](#).**

- **REMEMBER TO BE GOOD NEIGHBORS!**



Littering is never good, and it's even more important during a pandemic. Please be thoughtful of our neighbors and **especially careful** during these days of heightened anxiety. Please dispose of your PPE in the appropriate waste bins.

- Make use of the **information and resources** available on the newly designed [UCSF COVID-19 Resource Page](#) and the [UCSF Health Infection Prevention website](#). In addition, to receive text alerts when updated UCSF guidance and information are available: *Text 333 111 and enter "UCSF"*
- Please wash your hands, don't touch your face, and stay home if you are sick.

## QUESTIONS AND ANSWERS

### **How are we managing the urgent needs of non-COVID-19 patients?**

As we prepare for the surge in COVID-19 patients, we have delayed less urgent in-person visits, converted many appointments to video visits and significantly reduced our surgical volume by cancelling all elective and urgent cases. Many of these urgent cases have now been delayed more than three weeks, and these patients risk having significant negative impact on their long-term health and wellbeing.

Our surgical teams have performed an in-depth analysis of potential cases to move forward and are prioritizing them based on guidelines established by the Centers for Medicare and Medicaid Services, the American College of Surgeons and specialty societies. These decisions consider the acuity of a patient's condition and ensuring we have enough regular and ICU beds, blood supply, and adequate supplies of personal protective equipment for our health care workers. They also are following the guidance of national societies to prioritize cases, and will be re-evaluating the prioritization daily, making adjustments when appropriate.

The COVID-19 situation is fluid, which requires constant resource evaluation. As we have a better understanding about whether we are seeing a "flattening of the curve" in the Bay Area, we will reassess the limit of 25 cases per day. Faculty and staff protection is paramount in any plan to increase the number of cases. UCSF Health released a policy on March 26, 2020 outlining the appropriate use of PPE

in the perioperative setting in asymptomatic patients. At the present time, resources are not available for the routine testing of asymptomatic patients who need an operative procedure.

We are being very cautious in this effort, to ensure that we will continue to have significant capacity in our hospitals and ICU to care for patients with COVID-19. We are committed to finding ways to treat as many urgent patients as possible and will continually balance our ability to do so safely over the coming weeks, based on the number of patients with COVID-19.

**Has there been any discussion about sending some of our workforce who want to help our colleagues in New York?**

Our own circumstances aren't yet clear, and we need everyone to continue providing care to our patients at UCSF Health. When there is evidence that we are out of woods, we will want to have a pathway to help any of the areas across the country that are struggling. We would need to consider strict quarantines on return, for example, and this is something we eventually will determine as a campus. We would plan to follow existing UC and UCSF policies on volunteer work of this type.

**If symptomatic patients are tested for influenza and found positive, does this preclude having COVID-19, or COVID-19 testing?**

If a symptomatic patient is diagnosed with influenza, it is somewhat less likely that they also have COVID-19. However, coinfections are certainly possible, so it does not rule out COVID-19 infection.

**Given that many health care workers will likely be exposed and develop COVID-19, is there a plan for a rapid COVID-19 antibody test like an ELISA, that could be used to test health care workers, so they can go back to work once deemed having immunity?**

There is ongoing work to develop serology assays and understand the performance and significance (whether positive antibody correlates with immunity).

**Are the tests reliable? What is the rate of false negatives?**

Testing is quite reliable in the setting of an acute symptomatic patient. We now have comparison of multiple testing methods and they largely agree, indicating that their ability to detect virus is very similar. Testing of asymptomatic patients and later in the course of disease is less reliable, as infected patients may have low levels of virus during these phases but still be infected. There are papers that suggest low sensitivity of PCR assays based on repeat testing of patients over time, but what they actually show is that virus loads decline over time which is consistent with our understanding about the course of infection.

Questions? Send to: [emer.mgt@ucsf.edu](mailto:emer.mgt@ucsf.edu)

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

Dear UCSF Community,

This public health crisis has taken a significant toll on everyone's lives, including the financial hardships it has created for many. In the face of the economic challenges brought on by COVID-19, we are doing what we can to support our UC community and provide stability during these uncertain times.

I, along with all the chancellors across the University of California system, joined UC President Janet Napolitano in signing a letter ensuring that there will be no COVID-19 related layoffs for career employees through the end of the fiscal year on June 30, 2020. You can read the [entire message online](#).

Each campus is working with the UC Office of the President (UCOP) to confirm the details of how this will be implemented. Details are forthcoming.

In the meantime, I hope you are taking care of yourselves and looking after one another. You all have my gratitude for your commitment to fulfilling UCSF's public health mission, especially during this extraordinary time.

Sincerely,

Sam Hawgood, MBBS  
Chancellor  
Arthur and Toni Rembe Rock Distinguished Professor

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