



## Executive Directive – Invited Guests/Visitors

Issued by Chancellor Howard Gillman

September 4, 2020

To help mitigate possible exposure to and transmission of COVID-19 on property controlled by UCI and to help prevent the spread of COVID-19 within the UCI community, the following requirements apply.

This Executive Directive (“Directive”) supersedes UC and UCI policies, procedures, and guidelines to the extent such requirements are less restrictive than this Directive.

This Directive:

- Applies to:
  - All UCI affiliated individuals, including UCI students, faculty and other academic employees, staff, residents, fellows, and volunteers, on UCI controlled property; and
  - Invited Guests/Visitors (as defined below in A.1).
- Does **not** apply to:
  - UCI Health System (including UCI Medical Center, Gottschalk Plaza, and other UCI Health clinics);
  - UCI’s Cove ([Applied Innovation’s return to campus plan](#) applies); and
  - Residents in UCI Student Housing locations:
    - (UCI Student Housing policies apply and can be found at: <https://www.housing.uci.edu/communityLife/Policies.html>).
- Is subject to change. Current directives and advisories are available at: <https://uci.edu/coronavirus/>

### A. Definitions:

1. **Invited Guest/Visitor (“Guest”)**: a non-UCI affiliated individual that is specifically invited to UCI controlled property on University-related business, such as a non-UCI research collaborator or volunteer, a visiting instructor, a meeting attendee/participant, or a speaker.
  - Guests do not include:
    - Suppliers, vendors, contractors, etc. that are non-UCI affiliated coming onto UCI controlled property to perform University-related business that is a routine part of UCI operations.
      - These non-UCI affiliates are addressed in [Non-UCI Affiliates Guidance During Campus Modified Services](#).
2. **UCI Host**: a UCI affiliated individual, including a UCI employee, student group representative, or student who desires to, or is approved to, issue an invitation to a Guest.
3. **Designated Approvers**:
  - a. For UCI affiliated individuals and their units: Division level supervisors, including Deans, Vice Provosts, Vice Chancellors, Associate Chancellors, and Chief Officers.
  - b. For students and student groups: Assistant Vice Chancellor/Dean of Students, Student Life & Leadership.

### B. Directive:

1. Pursuant to [UCI’s Gatherings Executive Directive](#), gatherings of any size (two or more individuals) on UCI controlled property should be held using alternative methods (for example, virtual or remote methods) instead of in-person, if reasonably feasible.
2. Nonessential Guests must not be invited onto UCI controlled property.
  - a. A UCI Host must not invite anyone onto UCI controlled property if the individual’s purpose on UCI controlled property is not for University-related business.



3. Before issuing an invitation to a Guest to come onto UCI controlled property for University-related business reasons, a UCI Host must obtain written approval for the invitation from their Designated Approver, and when relevant, comply with further requirements in the
  - UCI Host unit's approved Risk Assessment, Protection & Monitoring Plan;
  - [Gatherings Executive Directive](#); and/or
  - [Travel Executive Directive](#).
4. Before entering UCI controlled property all Guests must:
  - a. Be familiar with and comply with applicable University policies and protocols including all [UCI COVID-19 related Executive Directives](#), [all applicable return to campus guidelines](#), and all relevant department/unit Risk Assessment, Protection & Monitoring Plans.
    - It is the responsibility of the UCI Host to ensure Guests are informed of and comply with the above.
  - b. Call the Coronavirus Response Center (CRC), at 949 824-9918, each day and truthfully answer the questions posed by the CRC representative, including questions regarding the presence of COVID symptoms, and the name and email address of the UCI Host. CRC will either:
    - i. Inform the Guest they may proceed onto UCI controlled property, and notify the UCI Host; or
    - ii. Instruct the Guest that they **must not** enter UCI controlled property, and notify the UCI Host.
5. UCI Hosts must consider requests for reasonable accommodations related to COVID-19 mitigation measures. Technical assistance may be sought from Andrew Berk at [anberk@uci.edu](mailto:anberk@uci.edu).

### References/Resources

Support for this Directive at the time it was issued includes, but is not limited to:

- [California State Guidance for Institutions of Higher Education](#)
- [CDPH Guidance for the Prevention of Covid-19 Transmission for Gatherings, March 16, 2020](#)
- [University of California Consensus Standards for Operation of Campus and ANR Locations in Light of the SARS-CoV-2 Pandemic dated May 22, 2020](#)
- UCI Resources
  - [UCI Executive Directives](#)

Authority to issue this directive:

[Regents Standing Order 100.6](#)

DocuSigned by:

*Howard Gillman*

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Chancellor Howard Gillman

9/8/2020

Date