



# Pandemic Event-Guest Approval to Enter UCSF Campus

Instructions: **This form is for an event involving multiple guests.** Please fill out this form in its entirety. Incomplete forms will be returned.

Request Date:

## PART I: UCSF REQUESTOR DETAILS

Name:	Phone:	UCSF Email:
UCSF School or Unit:		UCSF Department:
Faculty <input type="checkbox"/>	Student, Resident or Fellow <input type="checkbox"/>	Staff or Post-Doc <input type="checkbox"/>
Name of Program Supervisor or Chair who agrees with this request: (Final approval must be requested through Kevin.Souza@ucsf.edu)		

## PART II: CAMPUS ESSENTIAL GUEST DETAILS (on attached sheet)

Name, email, event date, and campus location of each non-UCSF guest must be listed on the attached sheet		
Are all guests fully vaccinated*?	Yes • No •	List any non-vaccinated individuals on the attachment
Travel outside CA in past 10 days?	Yes • No •	List travelers from outside California on the attachment

\*People fully vaccinated with an approved vaccine by the World Health Organization (WHO) must be more than two weeks after receiving the second dose of two-dose vaccine (Pfizer or Moderna) or more than two weeks after receiving a single-dose vaccine (like Johnson and Johnson's Janssen). Individuals who have not completed the dose requirements of a vaccine, and individuals who have not received a WHO -approved vaccine are not fully vaccinated.

## PART III: ESSENTIAL VISIT DETAILS

Describe on-campus visit activity & why it is essential:
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Essential activity of campus visitor that requires visit and which cannot be postponed:

- |  |   |
|--|---|
| <input type="checkbox"/> Safety of a patient or research subject | <input type="checkbox"/> Results of research activity                   |
| <input type="checkbox"/> COVID-19 related research or support    | <input type="checkbox"/> To meet a graduation or completion requirement |
| <input type="checkbox"/> In-person interview                     | <input type="checkbox"/> Participant at an UCSF-approved event          |
- Requestor attests that the campus guest has been informed of and has agreed to follow all [UCSF](#) and [Public Health](#) travel requirements, quarantine guidelines, and COVID restrictions.
- Requestor attests that those traveling within 10 days of entering campus will have a negative COVID test 3-5 days after travel if traveled internationally or if unvaccinated and traveling from outside CA. *Note: Unvaccinated travelers may be required to quarantine for 7 days before campus entry, even if COVID test is negative.*
- Requestor attests that any campus guests who are not fully vaccinated will need to following testing protocol outlined on the [Policies on Visitors page](#).
- Requestor attests that the campus guest has been informed of and agrees to use the [Vendor and Campus Guest Daily Screener](#).





