Applicability and Effective Dates

This policy applies to all Golden Gate University employees, students, and any other individuals who plan to be physically on-campus at any time on-or after January 3, 2022

Effective January 3, 2022, Golden Gate University requires proof of COVID-19 vaccination. And the proof of vaccination requirement applies even if you have previously attested to the University that you are fully vaccinated or have an approved exemption from the University.

Effective February 1, 2022 we will further require proof of the COVID-19 booster shot before they enter the building.

Fully vaccinated means it has been at least two-weeks since a second dose in a two-dose series (such as the Pfizer or Moderna vaccines), or it has been two-weeks after a single-dose vaccine (such as Johnson & Johnson's vaccine).

The booster shot is required not later than 15-days after an individual is eligible for the booster.

Verification of Your Vaccination and Booster Status

The acceptable forms of proof of vaccination proof include a valid photo ID and one or more of the following:

- the original, or a hard-copy, or a digital photo, of the Center for Disease Control (CDC) COVID-19 Vaccination Record Card (or similar documentation issued by another foreign governmental jurisdiction); or
- documentation (hard-copy or digital) from a healthcare provider that is signed by the healthcare provider, and includes your full name, the type of dose(s) administered and the date(s); or
- personal digital COVID-19 vaccine record issued by the State of California. This is available by going to https://myvaccinerecord.cdph.ca.gov; or
- personal digital COVID-19 vaccine record issued by another State, local, or foreign governmental jurisdiction; or
- personal digital COVID-19 vaccine record issued by an approved private company.

The following companies provide digital vaccine cards approved by the San Francisco Department of Public Health (SFDPH) as of November 4, 2021:

- Bindle (businesses using this must also check against a photo ID)
- CLEAR HealthPass
- CommonPass (businesses using this must also check against a photo ID)

- MyChart by Epic (a QR code is generated within your account). Examples of healthcare systems that use this system (businesses using this must also check against a photo ID):
    - SFDPH MyChart
    - UCHealth-Colorado o UCSF MyChart
- VaxYes (using their level 2 verification)
- VXPASS (businesses using this must use VXPASS app/verification webpage and must also check against photo ID)

Unvaccinated Individuals and Vaccinated Individuals Who Do Not Have the Booster Shot

Those individuals who believe that they qualify for a medical or religious exemption to the COVID-19 vaccination must contact Human Resources (for employees) or Student Services (for students). Those who have a verified exemption must: (1) provide proof of a weekly "negative" COVID-19 test from a medical provider, and (2) must wear a face covering at all times while on campus.

Those who have been vaccinated for COVID-19 but who are not yet eligible for the Booster Shot must also contact Human Resources or Student Services as applicable and receive a "waiver" for the Booster Shot. During this "waiver period" the individual must: (1) provide proof of a weekly "negative" COVID-19 test from a medical provider, (2) must wear a face covering at all times while on campus, and (3) must obtain the Booster Shot within 15-days of becoming eligible for the Booster.

Face Masks

Regardless of vaccination/booster status, everyone who enters the campus facility **must wear** a proper face mask at all times while in the building. And we **strongly encourage you to use a K95 or KN95 face mask.** Masks may be removed if and when:

- you are the sole occupant of a private office or public space

- you are a faculty member inside of a classroom teaching an in-person class you may remove your mask as long as you maintain a safe-distance from others

- you are a student inside of a classroom actively engaged in a discourse during an in-person class and you maintain a safe-distance from others

- if you are actively eating or drinking and maintain a safe-distance from others around you.

- you are outdoors on GGU property (i.e. the Bridge, the Plaza Courtyard, etc.).

Social Distancing

While the public health mandates for social-distancing have been removed it is still strongly recommended that everyone remains aware of everyone's "personal space" and to not crowd-up on anyone.

Testing for COVID-19

Proof of a weekly "negative" test is required from those individuals who are not fully vaccinated against COVID-19 or who do not have the COVID-19 Booster Shot. Proof of the negative test must be provided by a medical provider (the results from an at-home test kit is not an acceptable form of proof).

The University complies with the international entry requirements as mandated by the Department of State, the Center for Disease Control and other Federal government agencies. Currently, international visitors to campus must provide proof of a "negative" COVID-19 test taken within 1-day of arrival into the United States. And GGU requires proof of subsequent "negative" COVID-19 testing every 7-days.

How do I Gain Access to the Facility?

When you come to the campus for the first time you will be asked for a photo identification (at the Main Entrance). You can use your GGU Employee ID Card, your GGU Student ID Card, a state identification card/driver's license, or a United States passport or a passport issued by a foreign government). When your identification has been verified you will also be asked to provide proof of your COVID-19 vaccination and booster status as detailed above.

If you are exempt from the vaccination requirement, or you have a waiver for the Booster, you will need to show the photo identification along with the exemption/waiver authorization that you received from GGU HR or Student Services.

Once your vaccination and booster status is verified and documented, you will be issued a validation-sticker for your GGU ID card. If you do not have a GGU ID card, you will be directed where to go to obtain one (this will typically be done at the IT Desk in the Learning Commons).

The appropriate GGU ID card with validation sticker will be your "facility access credential" that you must show/display for all subsequent entries into any campus facility. It is important to visibly wear your GGU ID, and to have it with you at all times when on campus. You are also required to maintain proof of your vaccination status and provide it to the designated GGU COVID Response Team officials upon request.

If you do not have a GGU Employee or Student ID Card, and to facilitate quicker processing to obtain one, you can upload a current photo of yourself into your myGGU account. If you are not able to do this, staff will be able to take your picture during the initial processing.

To upload your own photo:

- Login to the myGGU portal
- Click on your name on the top right corner of the myGGU portal homepage and select the "Your Profile" link.
- Click on the "Edit" button located on the left side of the screen, followed by the camera icon.

Once we have verified your identify and vaccination status you're done. We will issue the appropriate Spring 22 validation sticker for your GGU ID Card and you can then use this entry credential to enter into the facility. If you are an employee and wish to enter the facility when it is closed, you will also need to comply with the *After-Hours Facility Access Procedures.*

For your initial entry into the facility please remember to allow for sufficient time to verify your status and to issue an ID card if needed. Depending on the time of day and the number of people in the entry queue, this could take +/- 30-minutes.
So please plan accordingly.

This Spring '22 entry credential will remain valid until May 31, 2022 or until otherwise extended, rescinded or revoked.

Providing falsified proof of COVID-19 vaccination documentation will not be tolerated and will be dealt with accordingly

Protective Measures Against COVID-19

One of the best ways to help prevent the spread of COVID-19 is to stay home and do not come onto campus if you are not feeling well. Likewise, if you have a temperature greater than 100.4 degrees stay home! Or, if you have a cough, aches or other symptoms that are not attributable to some other condition, then stay home!

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.

- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.

- Touching eyes, nose, or mouth with hands that have the virus on them.

So you must be proactive in helping to prevent the spread of this disease. There are several basic steps that you must follow to help in the fight against COVID-19. These include: frequent hand-washing, disinfecting your hands, and covering your nose and mouth when you cough or sneeze. And properly wearing a face-mask is also a good way to prevent spreading the disease.

To help in this regard, hand-sanitizing stations are located throughout the facility; disposable face masks and gloves are also available upon request (see the Receptionist in the Main Lobby or stop by the BSF Customer Service Counter in P-63). And BSF will also provide disinfecting solution and cleaning supplies to those who want to clean and disinfect their workspace throughout the day.

Reporting

We need to look out for others. Please report any COVID concerns to the members of the COVID Response Team and/or Human Resources if it involves an employee, or Student Affairs for students. **Timely reporting is absolutely essential**.

When making a report of an actual or suspected COVID case please provide the following information:

- Employee's/Student's name:
- Job Title/Academic program:
- School/Department:
- A brief description of the situation: (i.e. tested positive, exposed to someone with COVID, not feeling well but not yet tested, etc.)
- Date tested for COVID:
- Date of test results:
- Test result: (positive or negative)
- Are COVID symptoms present:
- Date symptoms first observed:
- Date last on campus:
- Where they were on campus on that day:
- Who did they come into close contact with? (close contact means within 6' for 15 minutes or longer)

In addition to COVID reporting, you can also contact the COVID Response Team, or Business Services & Facilities (BSF) directly, for any safety-security, housekeeping, disinfecting or related questions or concerns.

FACILITY ENTRY REQUIREMENTS FOR THE SPRING TERM 2022
The COVID-19 Vaccination-Masking Policy & Procedures
Last Updated: January 22, 2022

COVID Response Team

The following individuals have been designated as members of the university's COVID Response Team. Please feel free to communicate with them directly if you have questions, concerns, or wish to report suspected cases of COVID infection or positive COVID test results.

- Jessica Bride, Dean of Students at jbride@ggu.edu
- Paul Gibson, Chief Human Resources Officer at pgibson@ggu.edu
- Mike Koperski, Executive Director of Business Services, Facilities & Administration at mkoperski@ggu.edu

FACILITY HOURS

To help in planning your campus activities, the following hours of operation will be in effect for the Spring Term. There hours are subject to change but we will attempt to provide as much as advance notice as possible if they do.The campus facility will typically be open as follows:

Saturdays & Sundays: 8 a.m. to 6 p.m. (JD Flex weekends only)
Saturdays & Sundays: 10 a.m. to 6 p.m. (non-JD Flex weekends)
[Note: The building hours are subject to change.]

- Monday through Thursday   8:00 am until 10:00 pm
- Friday   12:00 pm until 8:00 pm
- Saturday & Sunday (JD Flex Weekends)   8:00 am until 6:00 pm
- Saturday & Sunday (Non-JD Flex Weekends)   10:00 am until 6:00 pm

NOTE: This document is subject to change based upon directives and guidance from Federal, State or local government agencies.