

**FACILITY ENTRY REQUIREMENTS**  
**The COVID-19 Vaccination-Masking-Testing Policy & Procedures**  
**Last Updated: May 17, 2022**

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**Applicability**

This policy applies to all Golden Gate University employees, students, and all others who plan to be physically on-campus.

**Campus Access**

To be allowed onto campus you must either:

- Provide proof that you are fully vaccinated. Fully vaccinated means that you have received both doses of a two-dose series (such as the Pfizer or Moderna vaccines), or a single-dose vaccine (such as Johnson & Johnson's vaccine) plus the booster shot

Or

- Provide proof of a negative COVID test.

**How to Verify Your Vaccination and Booster Status**

The acceptable forms of proof of being fully vaccinated and boosted 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 (SFPDH) 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):

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- SFDPH MyChart
- UCHHealth-Colorado or 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)

**How to Verify Your COVID Test Status**

The acceptable form of proof of having a negative COVID test include a valid photo ID and the test result from your test provider or laboratory stating your name, date of the test, type of test and that you are “negative”.

**For a PCR test, the negative result must be from the last 3 days. For an antigen test, the negative result must be from the last day.**

The test results can be a printed document or an email or message on your mobile device

**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.

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**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, or proof of a negative COVID test.

Once your vaccination and booster status is verified you will be issued the appropriate validation sticker for your GGU ID Card.

If you are using proof of a weekly negative COVID test then you will not receive the validation sticker, but rather you will need to show proof of a negative COVID test each time you require access to the facility.

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 subsequent entry into the 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/or negative test 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 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*.

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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 entry credential will remain valid until rescinded or revoked.

Providing falsified proof of COVID-19 vaccination and/or testing 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.

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**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.

**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](mailto:jbride@ggu.edu)
- Paul Gibson, Chief Human Resources Officer at [pgibson@ggu.edu](mailto:pgibson@ggu.edu)
- Mike Koperski, Executive Director of Business Services, Facilities & Administration at [mkoperski@ggu.edu](mailto:mkoperski@ggu.edu)

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**FACILITY HOURS**

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

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

**NOTE: This document, and the policies and procedures contained herein, are subject to change based upon community health conditions and/or upon directives and guidance from Federal, State or local government agencies.**