

Dear School of Medicine Education Community,

As you know, the rapidly evolving outbreak of the novel coronavirus and the disease it causes, COVID-19, is dynamic, and we are writing to share information and guidance to inform you and raise your awareness during this challenging time. Clerkship site directors, please forward this notice to your respective faculty.

We expect a leadership message to the broader UCSF community soon and are providing the guidance below to help you manage the situation in the interim. The following information is based on the [U.S. Centers for Disease Control and Prevention \(CDC\) website](#) and the [UCSF's COVID-19 website](#).

All members of the UCSF community: Please follow good infection control practices: frequently wash your hands with soap for at least 20 seconds or use hand sanitizer containing at least 60 alcohol, cover your cough and sneeze into your sleeve. Masks are prioritized for health care workers and patients with COVID-19 and are not recommended for individuals without symptoms due to a global shortage of masks.

Residents and fellows **should be** prepared to participate in the care of patients with or suspected of having COVID-19 as part of their patient care responsibilities and will receive training in appropriate infection control procedures.

Students **should not be** assigned to care for patients with or suspected of having COVID-19 because students cannot provide independent care and their involvement with patients only serves to increase the number of potentially exposed individuals.

Anyone who is sick with flu-like illnesses — with symptoms including fever, cough and/or shortness of breath — should stay home and consult with either Student Health & Counseling Services (all students) or Occupational Health Services (all employees, including faculty, residents, fellows and staff).

Staff: Notify your supervisor and contact [Occupational Health Services](#) for guidance.

Supervisors: Send any staff home if they arrive to work showing symptoms—including fever, cough, and/or shortness of breath—and contact Occupational Health Services for guidance.

Students: To access medical advice, Contact [Student & Health Counseling Services](#) and to notify the School of your absence submit an absence request form for the curriculum phase you are in and notify your supervisors if you will miss days. These will be excused absences and will not count against your discretionary absence days.

F1 students, notify the course director.

F2 and Career Launch students-notify your team and clerkship/site/rotation director.

Residents/fellows: Notify your chief or program director and contact Occupational Health Services.

Students, staff and residents/fellows who are returning from personal or academic travel abroad should be aware that the number of countries impacted by the novel coronavirus continues to grow. Those traveling abroad should

regularly check the [CDC website for the list of countries](#) currently categorized by the CDC as Level 2 or 3 Travel Health Notice and also consult the [UCSF COVID-19 website for international travel guidance](#).

As of 3/3/20, the CDC has categorized Japan as a Level 2 Travel Health Notice country and China, South Korea, Italy and Iran as Level 3 Travel Health Notice countries. Individuals returning from these countries must:

Monitor your health

Stay home from campus or clinical rotations and practice social distancing, including avoiding:

Public places where close contact with others may occur, such as shopping centers, movie theaters and stadiums.

Public transportation, including buses, subway, taxi, ride share, plane or ship.

Contact the appropriate UCSF service: Students must [contact UCSF Student Health & Counseling Services \(SHCS\)](#), even if you have insurance other than student health, and Residents/Fellows must contact [UCSF Occupational Health Services \(OHS\)](#) to register and access advice from knowledgeable experts.

All individuals returning from these countries will need to be cleared to return to campus by SHCS or OHS before you return to UCSF.

Outbreaks cause a lot of fear and anxiety in our community. **We want to let our community of learners, faculty and staff know that we are here to support you during these challenging times and will do our best to update you as new information becomes available.** If you are in a unique situation and have more specific questions, please do not hesitate to reach out to the [School of Medicine Student Experience team](#) (for students), the [Office of Medical Education](#) (for medical school education staff and faculty) or the [Graduate Medical Education office](#) (for residents and fellows).

Important Numbers:

UCSF Occupational Health - 415.885.7580

Medical Student Dean on Call – 415.476.1216 option 1

As always, the following resources are available to support you:

[Faculty Staff Assistance Program](#)

[Student Health and Counseling Services](#)

[Medical Student Wellbeing](#)

Warm regards,

Catherine R. Lucey, MD, MACP

Executive Vice Dean, UCSF School of Medicine

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The Faustino and Martha Molina Bernadett Presidential Chair in Medical Education