

# Campus COVID-19 Worksite Notification

## Notification Process

Campus notifications about COVID-19 exposures are required pursuant to AB 685 - California Labor Code § 6409.6, and Title 8 California Code of Regulations § 3205(c)(3)(B)(3). Campuswide email notifications provide information that lists the buildings where a COVID-19 positive individual spent time. Use the [Return to Learn Dashboard](https://returntolearn.ucsd.edu/dashboard/index.html) (<https://returntolearn.ucsd.edu/dashboard/index.html>) to find the most recent locations.

UC San Diego medical staff review cases of positive individuals and perform contact tracing, which includes calling close contacts of the positive individual. The current Center for Disease Control (CDC) guidelines define close contacts as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test results) until the time the patient is isolated. All close contacts are notified as soon as possible. Public health officials have determined there is a low risk of exposure for those who have not been in close contact with an infected individual.

## Benefits

As a University of California employee, you may be entitled to various benefits under applicable federal and state laws and University-specific policies and agreements, including, but not necessarily limited to, the following:

- For policy-covered and represented employees: [COVID-19-related leave](#); [emergency paid sick leave](#); [expanded family and medical leave](#); [regular sick leave](#); [vacation leave](#); workers' compensation
- For academic personnel: [COVID-19-related leave](#); [emergency paid sick leave](#); [expanded family and medical leave](#); [regular sick leave](#); [vacation leave](#); workers' compensation
- For non-policy-covered and unrepresented employees: [COVID-19-related leave](#); [emergency paid sick leave](#); [expanded family and medical leave](#); [regular sick leave](#); [vacation leave](#); workers' compensation

If you have questions about these benefits, staff may contact UC San Diego Human Resources at [employeerelations@ucsd.edu](mailto:employeerelations@ucsd.edu) or (858) 534-4115. For Academics, please contact your department AP/HR Analyst or (858) 534-0068.

<b>Chancellor Supplemental COVID-19 Leave (Supplemental Leave)</b>	<b>Chancellor Testing Leave (CTL)</b>
<p><b>Maximum potential entitlement:</b></p> <p>FTE: Up to 80 hours  Part-Time EE: Prorated by appointment percentage</p>	<p><b>Maximum potential entitlement:</b></p> <p>The work hour equivalent of 10 calendar days following a positive COVID-19 test pursuant to the UC San Diego Testing Program.</p> <p>If an employee tests positive more than once during the duration of this program, they are entitled to leave for each instance.</p>
<p><b>Available:</b> July 27, 2020 - June 30, 2021</p>	<p><b>Available:</b> December 16, 2020 - June 30, 2021</p>
<p>No prior service requirements</p>	<p>No prior service requirements</p>
<p>Must be taken in whole day increments unless a non-exempt employee receives positive results during a work shift.</p>	<p>Must be taken in whole day increments unless a non-exempt employee receives positive results during a work shift.</p>
<p><b>Used for the following purposes:</b></p> <p>Seeking testing for COVID-19 based on a medical professional’s written recommendation  Complying with State or County self-isolation requirements if the following conditions apply: (a) the employee has tested positive for COVID-19 AND (b) the employee cannot work remotely because the employee has COVID-19</p> <p>* In order to return to the worksite after use of Supplemental Leave Hours, employees must provide a medical professional’s release to work.</p> <p>Employees of the UC San Diego Health System and Academic appointees/employees shall not be eligible to participate in this Supplemental Leave Hours program.</p>	<p><b>Used for the following purposes:</b></p> <p>The employee has tested positive for COVID-19 pursuant to the UC San Diego testing requirement AND the employee cannot work remotely because the employee has COVID-19.</p> <p>Employees of the UC San Diego Health System ARE eligible to participate in this Chancellor Testing Leave Hours program.</p> <p>Academic appointees/employees are not eligible to participate in this Chancellor Testing Leave program.</p>

<p align="center"><b>UC Expanded Paid Administrative Leave (PAL)</b></p>
<p>Maximum potential entitlement:            FTE: Up to 128 hours            Part-Time EE: Prorated by appointment percentage</p> <p>One-time allotment</p>
<p>Mar 1, 2020 – June 30, 2021</p>
<p>No prior service requirements</p>
<p>Exempt EE: Must be taken in whole day increments but may be taken intermittently</p> <p>Non-Exempt EE: Can take in increments of less than a whole day and may be taken intermittently</p>
<p>Used for the following purposes:</p> <ol style="list-style-type: none"> <li>1. EE unable to work due to own or family member’s COVID-19 related illness.</li> <li>2. EE unable to work because directed not to come to worksite for COVID-19 related reasons and/or worksite implemented COVID-19 related remote work or is under shelter in place order and it is not operationally feasible for employee to work remotely.</li> <li>3. EE unable to work due to COVID-19 related school or daycare closure which requires EE to be at home with a child or dependent and not operationally feasible for EE to work in conjunction with childcare commitment.</li> </ol> <p>The use of UC Expanded Paid Administrative Leave “shall not adversely affect the delivery of essential university services, including in particular, the clinical services delivered by UC Health.”</p>

# Workers' Compensation

If you believe you contracted COVID as a result of your employment at UC San Diego, you may be eligible for workers' compensation benefits. If you would like more information, please visit [Worker's Compensation \(https://blink.ucsd.edu/safety/risk/workers-comp/index.html\)](https://blink.ucsd.edu/safety/risk/workers-comp/index.html). To file a Workers' Compensation claim, please complete and submit an [incident report form \(https://blink.ucsd.edu/safety/ehs/forms-ehs/employee-incident-report.html\)](https://blink.ucsd.edu/safety/ehs/forms-ehs/employee-incident-report.html).

- Campus-funded employees: (858) 822-2979 or 534-4785, Mail Code 0925
- UC San Diego Medical Center-funded employees: (619) 543-7877, Mail Code 8912
- Sedgwick CMS (formerly Octagon Risk Services): (858) 636-6200

# Reporting Concerns

If you see any activity that may be jeopardizing your health and safety or violating the [San Diego County Health Orders](https://blink.ucsd.edu/safety/ehs/report-concern.html), please report it immediately using [this form \(https://blink.ucsd.edu/safety/ehs/report-concern.html\)](https://blink.ucsd.edu/safety/ehs/report-concern.html) or contact the [Whistleblower Hotline \(https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html\)](https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html). For emergencies and/or criminal matters, contact UC San Diego Police: 9-1-1 from campus phones; other phones (858) 534-4357 (534-HELP).

# Policies Against Discrimination and Retaliation

UC San Diego's policy against COVID-19-related retaliation and discrimination is available by visiting the [Office of the Prevention of Harassment & Discrimination \(https://ophd.ucsd.edu/\)](https://ophd.ucsd.edu/) or Phone: (858) 534-8298.

# Request for Anonymity for AB 685 Notification Purposes

AB 685 requires the University of California to notify exclusive union representatives of the names of employees who have tested positive for COVID-19 and who worked onsite during the infectious period. Under 8 CCR 14300.29(b)(7), employees may request that their names not be included in such notifications so long as such a request is voluntary and independent. [Click here \(https://blink.ucsd.edu/safety/ehs/forms-ehs/\)](https://blink.ucsd.edu/safety/ehs/forms-ehs/) and choose Request for Anonymity for AB 685 on the left) to request anonymity for COVID-19 positive notifications to union representatives.

**This request must be in writing. If you do not have computer or smartphone access, work with your supervisor and/or HR contact to get access to a computer to complete this form.**

# Disinfection

The campus has developed and implements a disinfection and safety plan in accordance with CDC guidelines. Our Environment, Health & Safety team is assessing the need for decontamination of building spaces and will work with Facilities Management to notify those whose facilities must be cleaned. You may be asked to vacate your workspace to enable cleaning.

Building Services is adhering to CDC guidelines with increased cleaning frequencies and disinfecting of high-touch surfaces in all common areas, public spaces, break rooms, kitchenettes and other areas throughout campus. For more information, visit [Facilities Management Enhanced Cleaning \(https://blink.ucsd.edu/facilities/management/covid-19.html\)](https://blink.ucsd.edu/facilities/management/covid-19.html).

# Testing

Frequent testing for COVID is one way we can keep each other and our families safe. UC San Diego offers FREE COVID tests to all employees and we want to encourage you to take advantage of UCSD's free testing for employees. You can schedule a test by using the following links:

- [Campus employees \(https://covid19testing.ucsd.edu\)](https://covid19testing.ucsd.edu)
- [Students \(https://covid19testing.ucsd.edu/?Symptom=asymptom&Location=student\)](https://covid19testing.ucsd.edu/?Symptom=asymptom&Location=student)

Test results will be available within 24-36 hours in MyUCSDChart. Individuals with positive results will be contacted directly and provided with guidance. If you experience symptoms of COVID-19, please alert your healthcare provider and call the UC San Diego Testing Support Line at 619-543-8260 to request a COVID-19 test.

# Other Information

If you believe that you may have been exposed to the COVID-19 case(s) listed above, please feel free to reach out to the UC San Diego exposure management/investigation team at the Center for Occupational and Environmental Medicine (COEM) at (858) 663-8205 or [COEMexposure@health.ucsd.edu](mailto:COEMexposure@health.ucsd.edu).

If you were actually exposed to COVID-19 or contracted COVID-19, please immediately notify the COEM at [COEMexposure@health.ucsd.edu](mailto:COEMexposure@health.ucsd.edu) or (858) 663-8205.

COEM will provide you with additional information and may also determine that you must be excluded from work pursuant to Title 8 California Code of Regulations § 3205(c)(10). In addition, if you are excluded from work, you are entitled to continue to receive your full pay and all other employee rights and benefits as if you had not been removed from your job, provided that (1) you are able and available to work during the period of exclusion; and (2) your exposure to or illness from COVID-19 was work-related.

For updates and the latest information for the UC San Diego community about COVID-19, please visit the [COVID-19 Return to Learn page \(https://returntolearn.ucsd.edu/\)](https://returntolearn.ucsd.edu/). By working together, we can limit the spread of the virus and protect each other and our families.

If you have any questions or concerns, please reach out to your supervisor or the campus Emergency Operation Center at [EOC@ucsd.edu](mailto:EOC@ucsd.edu).