



## Executive Directive - Training

Issued by Chancellor Howard Gillman

August 26, 2020

In order to help mitigate possible exposure to and transmission of COVID-19 on property controlled by UCI and to help prevent the spread of COVID-19 within the UCI community, the following requirements apply.

This Executive Directive (“Directive”) is separate from any UC and UCI policies, procedures, and guidelines to the extent such requirements are less restrictive than this Directive.

This Directive:

- Applies to:
  - All UCI employees
    - This includes: Faculty and other academic appointees, staff, teaching assistants, graduate student researchers, postdoctoral scholars, and any other student employees; and all UCI Health System employees at the Medical Center and UCI Health clinics. Temporary employees hired through an external agency working at the Medical Center are also included.
  - All UCI students
    - This includes: Undergraduate students, graduate students (including those supported only by fellowships), and students in the Division of Continuing Education (DCE).
- Is subject to change. Current [directives](https://uci.edu/coronavirus/) and advisories are available at: <https://uci.edu/coronavirus/>

### A. Directive

#### 1. UCI Employees

- a. All employees, including those working remotely, must complete appropriate training based on work location(s) to meet California Occupational Safety and Health Administration’s (Cal/OSHA) Interim General Guidelines on Protecting Workers from COVID-19.
  - Employees working at the UCI Campus must complete the “Returning to Campus” training.
  - Employees working at UCI Health System locations, including UCI Health Clinics, must complete the “COVID-19 Return to Work: Medical Center” training.
  - All other employees, such as those working at locations other than the UCI Campus or any UCI Health System site, must complete “Returning to Campus” training.

**Completing this training is only one requirement to return to campus and does not authorize an employee to return to their work location (see references and resources below).**

- b. All employees must complete training within thirty (30) days, and in some cases earlier, from the date it is assigned in the UC Learning Center (UCLC). Supervisors must ensure that employees complete the appropriate “Return to Work-Site” training according to the following:



- i. For essential UCI employees already working on site: Once the training is assigned in UCLC, it must be completed as soon as reasonably possible, and within thirty (30) days.
  - ii. For UCI employees scheduled to return to on-site work within the next thirty (30) days, training must be completed prior to returning to on-site work.
  - iii. For all other UCI employees, training must be completed within thirty (30) days of assignment in UCLC, even for those employees working remotely and scheduled to do so beyond thirty (30) days.
2. UCI Students
- a. All students, including those who have remained on campus, must complete the "Return to Campus" training. This includes:
    - i. All new students and students returning to campus: Prior to arriving on or returning to campus, all students must complete training, as assigned in [CampusGroups](#), by September 30, 2020.
    - ii. All new and continuing DCE students not scheduled to return to campus: All students must complete training, as assigned in [CampusGroups](#).

#### References/Resources

- Support for this Directive at the time it was issued includes, but is not limited to:
  - [California State Guidance for Institutions of Higher Education](#)
  - <https://www.dir.ca.gov/dosh/coronavirus/general-industry.html>
  - <https://occovid19.ocaliforniahealthinfo.com/article/oc-health-officers-orders-recommendations>
  - <https://www.ehs.uci.edu/PublicHealth/covid-19/training.html>
- UCI Administrative Policies and Procedures
  - <http://policies.uci.edu/policies/pols/903-10.php>
- UCI Resources
  - <https://uclc.uci.edu/>
  - <https://uci.edu/coronavirus/>
  - <https://shc.uci.edu/>
  - <https://policies.uci.edu/>
- Authority to issue this Directive:  
[Regents Standing Order 100.6](#)

DocuSigned by:

*Howard Gillman*

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Chancellor Howard Gillman

8/28/2020

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