

Date: Mon, Apr 6, 2020

Subject: Building Access Guidelines for Non-Critical Personnel during COVID-19 Pandemic

Dear SDSU and SDSU Imperial Valley Faculty and Staff,

San Diego State University faculty and staff who are teleworking may need temporary access to their workspaces. In some cases, the need may be urgent (for instance, to re-start laboratory equipment after a power failure). In other cases, the need may be important but not urgent (for example, to retrieve documents from an office). These guidelines apply both to SDSU and SDSU Research Foundation facilities beginning Wednesday, April 8, at 8 a.m.

Urgent Situations, Access Needed within 24 Hours

Should a faculty or staff member have an urgent need to access a building or facility, they should contact the dean or other designee of their unit. For non-academic units or auxiliary staff, the request should be made through the vice president of the non-academic unit, or the executive director of the respective auxiliary.

If the dean, vice presidents for non-academic units, auxiliary executive director or designee agrees that the situation is urgent, arrangements will be made for someone to meet the requesting faculty or staff member on campus and provide building access for long enough to address the urgent situation. **Deans, vice presidents for non-academic units, auxiliary executive directors and designees will have a list of contact information, including telephone numbers, for people who have continuous access to SDSU and SDSU Research Foundation buildings and facilities.**

Non-urgent Situations, Addressing Needs Can Wait at Least 24 Hours

The faculty or staff member should notify their dean, vice presidents for non-academic units, executive director for auxiliaries or designee. If that access is warranted, they will contact the faculty or staff member within one (1) business day with instructions for gaining building access. **The mechanism for access (such as temporary keycard access during a set meeting time) will be determined by the dean, vice president, or designee in consultation with the appropriate facilities manager.**

Expectations Regarding Access

Faculty and staff are expected to spend as little time as possible in the building to which they have been granted temporary access. Deans, vice presidents, executive directors and designees may deny access if they deem it is not warranted.

The respective deans, vice presidents, executive directors or designees will provide additional details for specific workflow and contacts for their college or division by the end of the day tomorrow, Tuesday, April 7, 2020.

Thank you for your understanding and observance of these needed guidelines, which are put into place to help ensure the safety and well-being of our campus community, and the protection of our campus facilities.

Salvador Hector Ochoa

SDSU Provost and Senior Vice President for Academic Affairs

Stephen C. Welter

Vice President of Research and Graduate Dean

Michele Goetz

Associate Vice President and Executive Director of the SDSU Research Foundation