

## **GALLAGHER HALL USAGE REQUEST AND GUIDELINES**

During campus, state and county restrictions on public gatherings, Gallagher Hall is closed to the public. The GSM is currently on Suspended Operations and limiting access to the building for the safety of our GSM community.

As we prepare for a gradual reopening of the campus and Gallagher Hall, we understand that you may experience *extenuating circumstances* when you need a quiet study space, interview room or internet access. Gallagher Hall is available for use on a **case-by-case basis**, if and when staff are available to allow you access to the building.

Only **one person** may use a meeting room at a time. Group meetings are not allowed in Gallagher Hall until public gathering restrictions are lifted.

If you would like to request use of individual space at Gallagher Hall, you must do the following:

- Provide your name, purpose of use, space needed and duration of time space needed. Request must be received **the Friday (by 12 p.m.) before** the week when you need space. Send an email request to Alex Minnis at [abminnis@ucdavis.edu](mailto:abminnis@ucdavis.edu)
- GSM staff will review your needs. If your request is approved, the GSM will assign a staff member if one is available during the time you requested. You will receive confirmation of the time you requested and the name of the staff that will meet you at Gallagher Hall.

On the day you are using space at Gallagher Hall, before allowed inside the building, you must do the following:

- Take the [Daily Symptom Survey](#) and forward the approval to Alex Minnis.
- You will receive a confirmation email from the survey if approved to enter Gallagher Hall. Please forward the approval email to your Program Manager. You will also be required to show your approval results to the staff member on-site before allowed entrance into the building.
- You must review the [GSM Campus Ready website](#) to understand safety protocols in place while using Gallagher Hall. By using the facility, you agree to adhere to all safety protocol in the attached document (Gallagher Hall COVID Safety Guide).
- Space is limited to one student per room. You will have to wait to be greeted at the front of Gallagher Hall to be let into the building, **one person at a time**. GSM staff on-site will assign you to a space only for the duration you requested. You cannot extend time on the day of.
- Rooms will be cleaned prior/after each use. However, it is your responsibility to ensure you leave the room neat after use.
- Only students that have space reserved will be allowed into the building.

Thank you for assisting us in maintaining the safety of yourself and the GSM community.  
-Graduate School of Management

# GETTING GSM CAMPUS READY

## GALLAGHER HALL - COVID SAFETY PROCEDURES



*Keeping our community safe and healthy will require patience, consideration and empathy. Welcome back to campus for a unique year. We are in it together and are here for you!*

### BEFORE YOU ARRIVE AT GALLAGHER HALL

Please assess how you are feeling. **DO NOT COME TO CAMPUS IF YOU ARE NOT FEELING WELL.** Err on the side of caution. Your professors and GSM leadership will not penalize you for staying home.

**While on campus and in the building, we expect you to follow these guidelines:**

- Wear a face covering at all times (indoors and outdoors).
- Maintain social distancing of six feet from other individuals.
- A [Daily Symptom Survey \(CAS login\)](#) which you can complete via a smart phone and is required to be on campus. Everyone agrees to show proof of approval before entering the building.
- Wash your hands frequently or use hand sanitizer. The GSM is providing several hand sanitizer stations located throughout the building.
- Stay home if you are sick.
- Employees and students must report a COVID-19 diagnosis for themselves or someone with whom they share a residence. To report a positive case or concern, email [reportcovid@ucdavis.edu](mailto:reportcovid@ucdavis.edu). You may also visit the [Campus Reporting](#) website for more information.



[symptomsurvey.ucdavis.edu](https://symptomsurvey.ucdavis.edu)

If the GSM is allowed to reopen the building and hold in-person classes, you can expect the following in addition to the guidelines above. Entrance will only be allowed at the front of the building and the building will be closed to the public.

As community members enter Gallagher Hall, you will be “screened” by staff at the front. Please allow plenty of time, as we expect lines. The screening will include:

- A temperature check. Those with a temperature of 100.4 or higher will not be allowed into the facility.
- A “screened” sticker for you to wear while in Gallagher Hall.



All guidelines follow [Campus Policy 290-01](#). While in the building, please follow the safety signage posted throughout the building. Signage has been placed for your safety. We appreciate your cooperation to keep yourself and others safe. If you have any questions or concerns about COVID Safety procedures and protocol, please contact: **Christina Sanchez** ([chrsanchez@ucdavis.edu](mailto:chrsanchez@ucdavis.edu))

Director of Project & Instructional Resources  
530-574-7438 (cell)

[gsm.ucdavis.edu/getting-gsm-ready](https://gsm.ucdavis.edu/getting-gsm-ready)

