

# UC DAVIS MBA

PART-TIME BAY AREA



## BAY AREA CAMPUS GUIDE

# MBA PROGRAM

## BAY AREA CAMPUS

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### BISHOP RANCH 15

GSM Program Office, Suite 190  
12647 Alcosta Blvd.  
San Ramon, CA 94583

### PROGRAM HOURS

Mon - Thurs: 8:00 AM to 5:00 PM  
Friday: 12:30 PM to 9:00 PM  
Saturday: 8:00 AM to 4:30 PM  
Sunday: Depending on course schedule

### STAFF CONTACTS

#### INSTRUCTIONAL RESOURCES STAFF

##### **Sergio Esquerre**

Instructional and Operations Manager  
Office: (925) 543-8076  
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[sdesquerre@ucdavis.edu](mailto:sdesquerre@ucdavis.edu)

##### **Guali Garcia**

Instructional and Operations Specialist  
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[xgarcia@ucdavis.edu](mailto:xgarcia@ucdavis.edu)

##### **Christina Sanchez**

Director, Project & Instructional Resources  
Office: (530) 752-5330  
Work Cell: (530) 574-7438  
[chrsanchez@ucdavis.edu](mailto:chrsanchez@ucdavis.edu)

#### STUDENT SERVICES STAFF

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MBA Program Manager | Part-Time program  
Office: (925) 543-8075  
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[ssaing@ucdavis.edu](mailto:ssaing@ucdavis.edu)

##### **Inger Maher**

Director, Student and Academic Services  
(530) 754-7529  
[ilmaher@ucdavis.edu](mailto:ilmaher@ucdavis.edu)

### LOCATION

The UC Davis Graduate School of Management Bay Area Campus is conveniently located within the Bishop Ranch Premier Business Park in San Ramon, just 36 miles south of San Francisco and 35 miles from Silicon Valley. Our neighbors include more than 550 of the world's leading companies, innovative start-ups and high growth firms—trailblazers in financial services, health care, communications, transportation and technology. Our campus is near shopping, fine restaurants, relaxed cafes, adjacent to the Iron Horse jogging and cycling trail and offers free and abundant parking.

### BUILDING ACCESS

The Bay Area Campus is a locked facility with only the reception area door opened for the first hour of class sessions Fridays and Saturdays. Students and Faculty will need to download AggieAccess mobile credentials, or request an AggieAccess card, supported by the HID Mobile Access App. This digital access card will allow access to all entry doors to our suite 24/7. For Instructions please read more on [How-To Mobile Credentials](#) or visit the [FAQ page](#). If you prefer a physical AggieAccess card, the invitation will also include a link to a form to request a card. *Due to Covid restrictions, building access is subject to limitations. Please check the [GSM Getting Ready](#) website for current building access guidelines.*

### CLEANING PROCEDURES

In order to keep our campus community safe, extra cleaning procedures are taking place. High contact surfaces will be sanitized between classes, and classrooms will be cleaned each evening. For more information on how we are operating during the pandemic please visit the [GSM Getting Ready](#) website.

# BAY AREA CAMPUS - COVID SAFETY PROCEDURES



**UC DAVIS**

**GRADUATE SCHOOL OF MANAGEMENT**



## BEFORE YOU ARRIVE AT BISHOP RANCH

**DO NOT COME TO CAMPUS IF YOU ARE NOT FEELING WELL.**

- Complete the [Daily Symptom Survey](#).
- **Everyone is required to wear face coverings indoors, regardless of vaccination status.**
- If fully vaccinated, the only time a face covering can be removed indoors is when that person is alone in an office or a cubicle. If unvaccinated, individuals must wear a face covering at all times and outdoors in crowded spaces.

## UPDATE:

- **Starting January 17: Vaccinated individuals will no longer be required to test. Asymptomatic testing is now voluntary and strongly recommended.** Unvaccinated individuals must continue to [get tested](#) every four days.

## EVENT GUIDANCE:

Vaccination or proof of a recent negative COVID-19 test is required for all indoor events of 100 or more attendees at a UC Davis facility that include food or drinks. Entrance requirement can be met in one of the following ways:

- **UC Davis Affiliates** must show **Daily Symptom Survey approval** upon arrival.
- **UC Davis Health employees** can display their ID bearing an orange sticker confirming vaccination status, or the survey output with proof of a negative COVID-19 test result from the last 72-hours.
- **Non-affiliate attendees** can show their **CDC Vaccine Card (phone image acceptable), digital vaccine record from the State of California OR a negative COVID-19 test result from the last 72-hours.** (must be a lab/PCR test; home tests/antigen tests are not valid)

Eating is only permitted indoors in campus dining locations, employee breakrooms, private offices when alone and when alone in a cubicle with wall heights higher than the occupants head when seated. Food is permitted during a time-specific, indoor and hosted event. (example: hosted events with catering).

## REPORTING POSITIVE COVID RESULT:

- 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.

## NON- COMPLIANCE OF PUBLIC HEALTH POLICIES:

- \* To report non-compliance, more information can be found at the bottom of the [Campus Ready website](#).

If you have any questions or concerns about campus COVID Safety procedures and protocols, please contact:

**Christina Sanchez**  
Sr. Director of Project & Instructional Resources OR  
[chrsanchez@ucdavis.edu](mailto:chrsanchez@ucdavis.edu)  
530-574-7438 (cell).

UC Davis Safety Services  
[campusready@ucdavis.edu](mailto:campusready@ucdavis.edu)  
[safetyservices.ucdavis.edu](http://safetyservices.ucdavis.edu)



**Last updated: 12/1/2021**

# BISHOP RANCH, SUITE 190

## CLASSROOMS AND MEETING ROOMS

There are four classrooms and three meeting rooms at the Bay Area Campus.

### CLASSROOMS



1501- Seats 42



1502- Seats 48

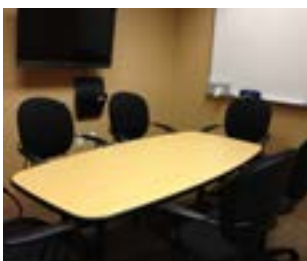


1503 - Seats 68



1504 - Seats 10

### MEETING ROOMS



1508- Seats 6



1509 - Seats 8



1510 - Seats 8



### AUDIO & VISUAL EQUIPMENT

All classrooms are equipped with touchscreen controls which include inputs for:

- PC
- Mac
- HDMI
- USB
- Shure Wireless Microphone
- Microphone array above audience
- Digital Signal Processor
- Zoom Room Computer
- External USB Audio Feed

Training for our classroom equipment takes approximately 10 minutes and is highly encouraged. For an appointment, email [sdesquerre@ucdavis.edu](mailto:sdesquerre@ucdavis.edu)

## EMAILING PRESENTATIONS TO CLASSROOMS

Send presentation files via email to the classroom you will be teaching in. Classrooms numbers and email addresses are listed below.

- Room 1501 [br1501Presentation@gsm.ucdavis.edu](mailto:br1501Presentation@gsm.ucdavis.edu)
- Room 1502 [br1502Presentation@gsm.ucdavis.edu](mailto:br1502Presentation@gsm.ucdavis.edu)
- Room 1503 [br1503Presentation@gsm.ucdavis.edu](mailto:br1503Presentation@gsm.ucdavis.edu)
- Room 1504 [br1504Presentation@gsm.ucdavis.edu](mailto:br1504Presentation@gsm.ucdavis.edu)

Instructions for retrieving the files from the classroom computer:

- Ensure the classroom computer is on and ready at the Windows desktop.
- On the Task Bar, select Microsoft Outlook
- Double-click your email message in Outlook.
- Double-click on the file attachment(s) to open them.

## RESERVING ROOMS

**Please note: Due to COVID-19, classroom space and meeting space is subject to limitations.**

To book a meeting room please use the [Event Management System \(EMS\)](#). For inquiries, contact Sergio Esquerre, [sdesquerre@ucdavis.edu](mailto:sdesquerre@ucdavis.edu)

## COPIER AND PRINTER ACCESS

There are two multi-functional copier/printers located within the downstairs Commons area. To request copies, please email [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu) 48-hours in advance.

## STUDENT MAILBOXES

Student mailboxes are located on the 1st floor next to the exit door leading to the Lobby.

Note: Cross Registration student mailboxes are located at their home campus. On-site staff are able to return items to their home campus.

## GUEST SPEAKERS

If you plan on having a guest speaker, please contact Sergio Esquerre at least one week in advance to arrange for a speaker gift to be available upon arrival of your speaker.

## HOTEL ACCOMMODATIONS



### HYATT HOUSE SAN RAMON

Rate of \$119/night, code CR65557  
(Thursday through Sunday)

2323 San Ramon Valley Blvd.  
San Ramon, CA 94583  
(925) 743-1882

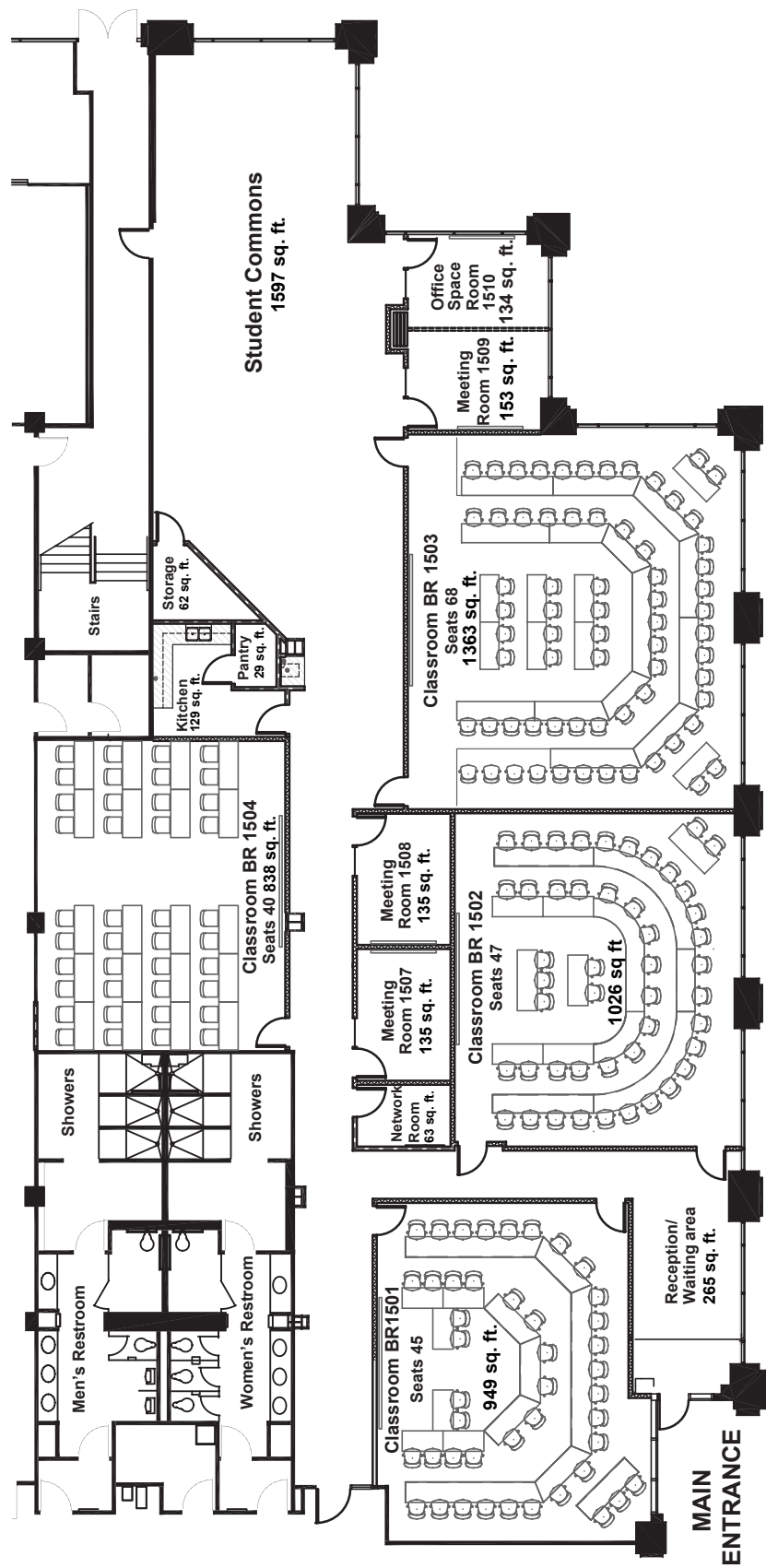


### COURTYARD SAN RAMON

Rate of \$99/night, code UCDE  
(Thursday through Monday)

18090 San Ramon Valley Blvd.  
San Ramon, CA 94583  
(925) 866-2900

# SUITE 190 FLOOR PLAN



## UNLIMITED PARKING PERMIT NOT REQUIRED

### DIRECTIONS

#### From Davis/Sacramento

- Take Interstate 80 West.
- Merge onto Interstate 680 South.
- Exit Crow Canyon Road, East.
- Turn left onto Crow Canyon Road.
- Turn right onto Alcosta Blvd.
- Proceed crossing Norris Canyon Road.
- Turn right into the second driveway.
- Proceed to the stop sign and turn left.
- The GSM is the farthest building (12647).

#### From San Francisco

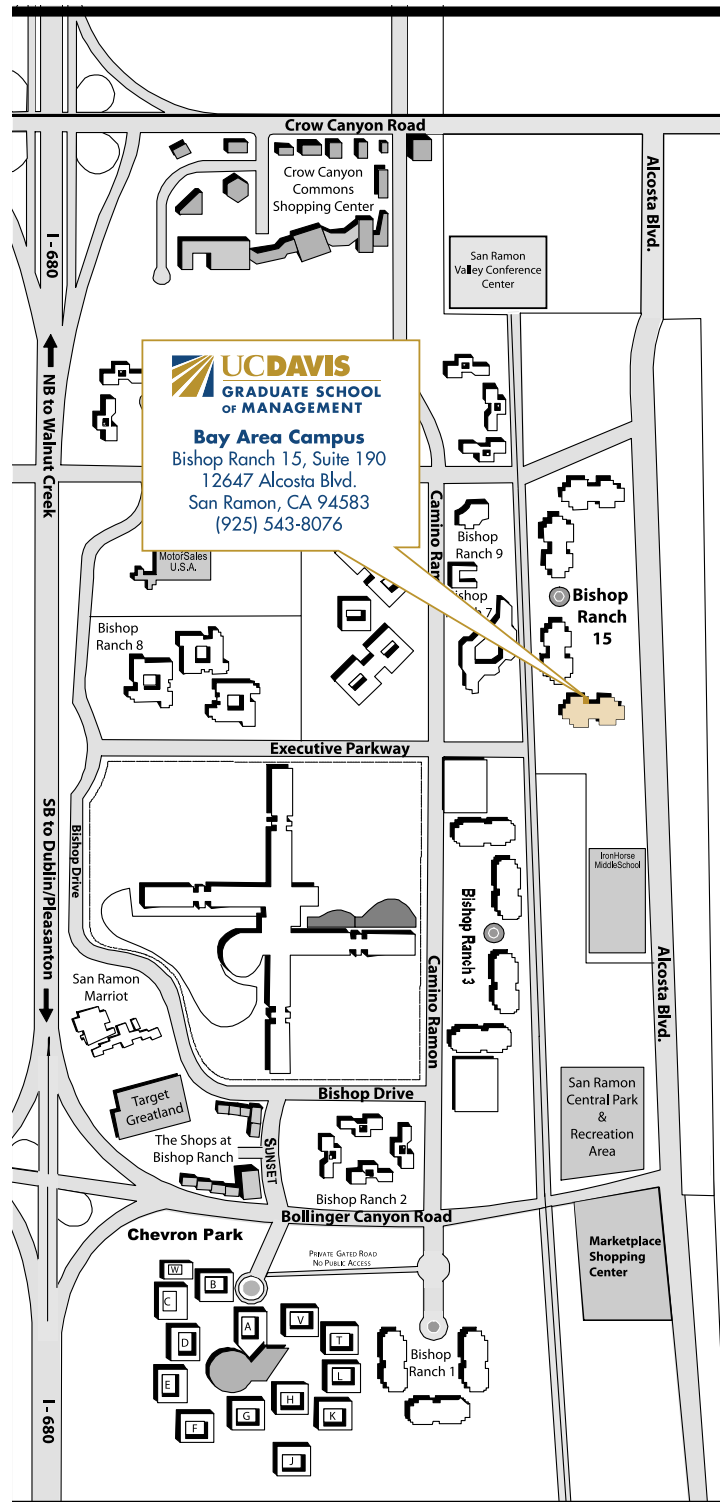
- Take I-80 East, across the Bay Bridge.
- Merge onto I-580 East.
- Exit Hwy. 24 East.
- Merge onto I-680 South.
- Exit Crow Canyon Road .
- Turn left onto Crow Canyon Road.
- Turn right onto Alcosta Blvd.
- Proceed crossing Norris Canyon Road.
- Turn right into the second driveway.
- Proceed to the stop sign and turn left.
- The GSM is the farthest building (12647).

#### From Oakland

- Take Hwy. 24 East
- Merge onto I-680 South
- Exit Crow Canyon Road
- Turn left onto Crow Canyon Road.
- Turn right onto Alcosta Blvd.
- Proceed crossing Norris Canyon Road.
- Turn right into the second driveway.
- Proceed to the stop sign and turn left.
- The GSM is the farthest building (12647).

#### From San Jose

- Take Hwy. 680 North
- Exit Bollinger Canyon Rd.
- Turn right onto Bollinger Canyon Rd.
- Turn left onto Alcosta Blvd..
- Turn left at Bishop Ranch 15 light.
- Immediately turn right to go to the front of building.



# Protocol for COVID-19 classroom/event exposures\*

UC Davis reviews and verifies COVID-19 confirmed cases. The following are campus and GSM protocols for a COVID exposure.

\*everything is subject to change at any point. Updated 9/17/2021

## All employees and students use the reporting process when:

You receive a **positive COVID-19 test result** or a COVID-positive diagnosis from an outside/community physician.

You are advised that you are a **Close Contact to a COVID-19 positive person** within the past 10 days, by an outside/community case investigator.

You have concerns about a member of the UC Davis community having COVID-19, whether on or off campus.



## What happens when a COVID-19 report or concern is submitted?

Engages a team to review the medical circumstances surrounding potential issues, including Student Health and Counseling Services, Occupational Health Services and Risk Management.

Involves medical and administrative staff to provide medical guidance to the affected individual, while continuing to balance the need for privacy.

Evaluates proximity issues for individuals having close or even tertiary contact with known positive cases. In most of these circumstances with asymptomatic individuals, the risk to campus is very low. Most times, no further action is necessary aside from providing the guidance on monitoring for new symptoms.



## Students/Employees:

Use the reporting portal at [hem.ucdavis.edu](https://hem.ucdavis.edu)

Review the most common concerns and questions we receive, with updated and current answers.

Send questions or concerns to [reportcovid@ucdavis.edu](mailto:reportcovid@ucdavis.edu)

## To report a positive case of COVID:

Use the reporting portal at: [hem.ucdavis.edu](https://hem.ucdavis.edu)

Review the most common concerns and questions we receive, with updated and current answers.

Send questions or concerns to: [reportcovid@ucdavis.edu](mailto:reportcovid@ucdavis.edu)



## Please notify your point of contact.

### For Davis, please contact:

Christina Sanchez  
[chrsanchez@ucdavis.edu](mailto:chrsanchez@ucdavis.edu)

Raul Romo  
[rromo@ucdavis.edu](mailto:rromo@ucdavis.edu)

### For Sacramento, please contact:

Dedan Sims  
[sims@ucdavis.edu](mailto:sims@ucdavis.edu)

Jason Choi  
[jwcchoi@ucdavis.edu](mailto:jwcchoi@ucdavis.edu)

### For San Ramon, please contact:

Sergio Esquerre  
[sdesquerre@ucdavis.edu](mailto:sdesquerre@ucdavis.edu)

Sayana Saing  
[ssaing@ucdavis.edu](mailto:ssaing@ucdavis.edu)

### For San Francisco, please contact:

Amy Russell  
[atrussell@ucdavis.edu](mailto:atrussell@ucdavis.edu)

## PROTOCOL

Student to notify staff (program manager or PIRO) that they have been exposed to COVID. **Staff makes sure student reports to campus.** Campus will direct student on protocol.

Staff to report COVID exposure in the classroom to Academic Director and Instructor **excluding individual's name for confidentiality.**

Staff should also report exposure to the building management as a courtesy.

Academic Director advises instructor to determine course of action for the class.

Instructor may decide to hold class in-person or switch class temporarily to a remote option.

Instructor to communicate with class via Canvas regarding changes to class meetings.

# UC Davis Campus Contact Tracing Matrix

## Following Report of Person Diagnosed with COVID-19 on Campus

UC Davis Contact Tracing Team reaches out to investigate:

Can the person diagnosed with COVID-19 identify other people who were within 6 feet for more than 15 minutes over a 24-hour period?

YES

UC Davis Contact Tracing Team sends an e-message with directions to all close contacts. Direct follow-up to employees and high-risk students (e.g., unvaccinated students, residence hall residents).

NO

There are no close contacts who need to quarantine or stay off campus.

### Notifications:

Campus affiliates will receive a [report of potential exposure from Campus Ready](#).

VACCINATED NO SYMPTOMS

Close contact may come to campus.

Daily Symptom Survey badge color is **GREEN**.

Monitor for symptoms.

Test\* 3-5 days after exposure for COVID-19. If positive, report it so contact tracing may begin.

VACCINATED WITH SYMPTOMS

Contact Tracing Team directs symptomatic close contact to quarantine and to contact their physician.

Close contact may not access campus, except personal residence.

Daily Symptom Survey badge color is **RED**.

Test\* immediately for COVID-19, upon notification of exposure. If positive, report it so contact tracing may begin.

Quarantine period is 6-10 days.

UNVACCINATED

Contact Tracing Team directs unvaccinated close contact to quarantine and to contact their physician.

Close contact may not access campus, except personal residence.

Daily Symptom Survey badge color is **RED**.

Test\* immediately for COVID-19, upon notification of exposure. Retest within 5-7 days (if initial test is negative). If positive, report it so contact tracing may begin.

Quarantine period is 10 days, though quarantine may end after seven days if a COVID-19 test (collected on day six or later after exposure) is negative.

### \*IF EMPLOYEES AND STUDENTS CANNOT ACCESS THE ARC TESTING FACILITY

Close contacts can instead get tested at [Healthy Davis Together's](#) Cannery location, with a primary care provider, or at Student Health and Counseling Services (students only).

### RESOURCES:

- Learn more about [UC Davis Contact Tracing on the Campus Ready](#) website.
- Reporting a COVID-19 diagnosis is mandatory for employees and students. [See the Campus Ready website](#).
- This matrix cannot account for all scenarios. Questions can be directed to [campusready@ucdavis.edu](mailto:campusready@ucdavis.edu)