

# UC DAVIS MBA

PART-TIME SACRAMENTO



## **EDUCATION/CHT BUILDING**

GSM Program Office, 2nd Floor North  
4610 X Street, Room 2203  
Sacramento, CA 95817

## **PROGRAM HOURS**

Mon - Thurs: 5:00 PM to 9:00 PM  
Friday: 1:00 PM to 9:00 PM  
Saturday: 8:30 AM to 4:30 PM

Usage outside of GSM Program Hours must be arranged in advance. To make arrangements please email [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu)

## **STAFF CONTACTS**

### **INSTRUCTIONAL RESOURCES STAFF**

#### ***Dedan Sims***

Instructional Operations Manager  
(916) 734-3937  
(916) 607-5083 (cell)  
[sims@ucdavis.edu](mailto:sims@ucdavis.edu)

#### ***Christina Sanchez***

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

### **STUDENT SERVICES STAFF**

#### ***Inger Maher***

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

#### ***Jason Choi***

Program Manager, Sacramento Part-Time MBA  
(916) 307-8883  
[jwcchoi@ucdavis.edu](mailto:jwcchoi@ucdavis.edu)

## **LOCATION**

The Sacramento Education/CHT Building is located on the UC Davis Sacramento Campus, south of the Medical Center at 4610 X Street. This facility is shared with the UC Davis School of Medicine and School of Nursing, which run programs during weekdays. The GSM has exclusive use of the second floor of the north wing during program hours.

## **BUILDING ACCESS**

The exterior doors are locked after 6:30 p.m. on weeknights and all day on weekends.

Instructors can request an access badge by contacting [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu). These are required for security purposes, and to allow entrance to the building and GSM Office (Rm. 2203) 24/7 and is different than Davis and Bay Area campus access.

# SACRAMENTO CAMPUS - COVID SAFETY PROCEDURES



**UC DAVIS**

**GRADUATE SCHOOL OF MANAGEMENT**



## BEFORE YOU ARRIVE TO THE EDUCATION BUILDING

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** must complete the [online screening survey](#) and show their proof of vaccination. Visitors who are unvaccinated or partially vaccinated must also **show documentation of a negative SARS-CoV-2 test, with the specimen collected within 72 hours before each visit.** Those individuals may use either PCR or antigen testing. Sacramento County has [resources for testing locations and information](#).

Eating is only permitted indoors in designated areas, please check with your point of contact.

## 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*

# EDUCATION BUILDING

## CLASSROOMS AND MEETING ROOMS

For classes held Wednesdays, Fridays, Saturdays, and Sundays, there are two classrooms and our meeting rooms at the Sacramento Campus.

### CLASSROOMS



2205 Seats 30



1204 Seats 60

### MEETING ROOMS



2213 Seats 12



2204 Seats 16



2207 Seats 16



2208 Seats 12

# AMENITIES

## RECORDING & CONFERENCING

Audio and video conferencing are available between rooms or with outside locations. Written instructions for this are attached to the podium and can be found in each classroom.

Due to Covid-19, classes held on Zoom will be recorded and available on the class Canvas page for 90 days.

## GSM OFFICE - SUITE 2203

There is one multi-function printer and copier in Room 2203 available for use. This area contains various office and mailing supplies, a refrigerator, and a microwave. Faculty and visiting faculty have a mailbox at Gallagher Hall in Davis. Visiting faculty will only have access to a mailbox during the quarter they are teaching.

## PRINTING

A printer is available in Room 2203. You will need a UC Health System computing account to be able to print via the Wifi access. Please contact Dedan Sims, Instructional Operations Manager for access. Access may take up to 1 week to process.

## STUDENT MAILBOXES

These are located in the GSM Office, room 2203. Faculty can either distribute assignments in class or in the mailboxes.

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

## GUEST SPEAKERS

All guest speakers will require a parking pass. GSM gifts are also available to give to your guest. To make arrangements for these items, please submit requests **one week** in advance to [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu)

## CLEANING PROCEDURES

To keep our campus community safe, extra cleaning procedures will take place. High contact surfaces will be sanitized between classes, and classrooms will be cleaned each evening.



## DIRECTIONS

### From the Bay Area

- Take Interstate 80 East
- Continue onto I-80 BUS E/US-50 E/Capital City Freeway (signs for Interstate 80 Business/ Sacramento/South Lake Tahoe)
- Continue onto US-50E
- Take Exit 7 for 34th St.
- Turn left onto 34th St.
- Take the 1st right onto T St.
- Slight right onto Stockton Blvd
- Turn left at X St.
- The GSM is the building on the right at the corner of X St. and 48th St.

### From UC Davis

- Take Interstate 80 E in Davis
- Follow I-80 E and US-50 E to 34th St. in Sacramento
- Take Exit 7 for 34th St.
- Turn left onto 34th St.
- Take the 1st right onto T St.
- Slight right onto Stockton Blvd
- Turn left at X St.
- The GSM is the building on the right at the corner of X St. and 48th St.

## PARKING - Permit Required

Faculty and Students with UC Davis Campus “C” permits can park in unmarked spaces in lot 14. Those with “A” permits can park in unmarked spaces in lots 12, 14, 15, 17, 18, 25, 28, 30.

Lot 12 is closest to the Education/CHT Building.

To manage your account and purchase permits online access:

<https://ucdmc.aimsparking.com>

### WEEKDAY GS PERMIT: \$75/qtr

- Valid Monday – Thursday from 4:30 pm to midnight, Friday noon to midnight, all day Saturday and Sunday

### WEEKEND GS-W PERMIT: \$45

- Valid Friday noon to midnight, all day Saturday and Sunday

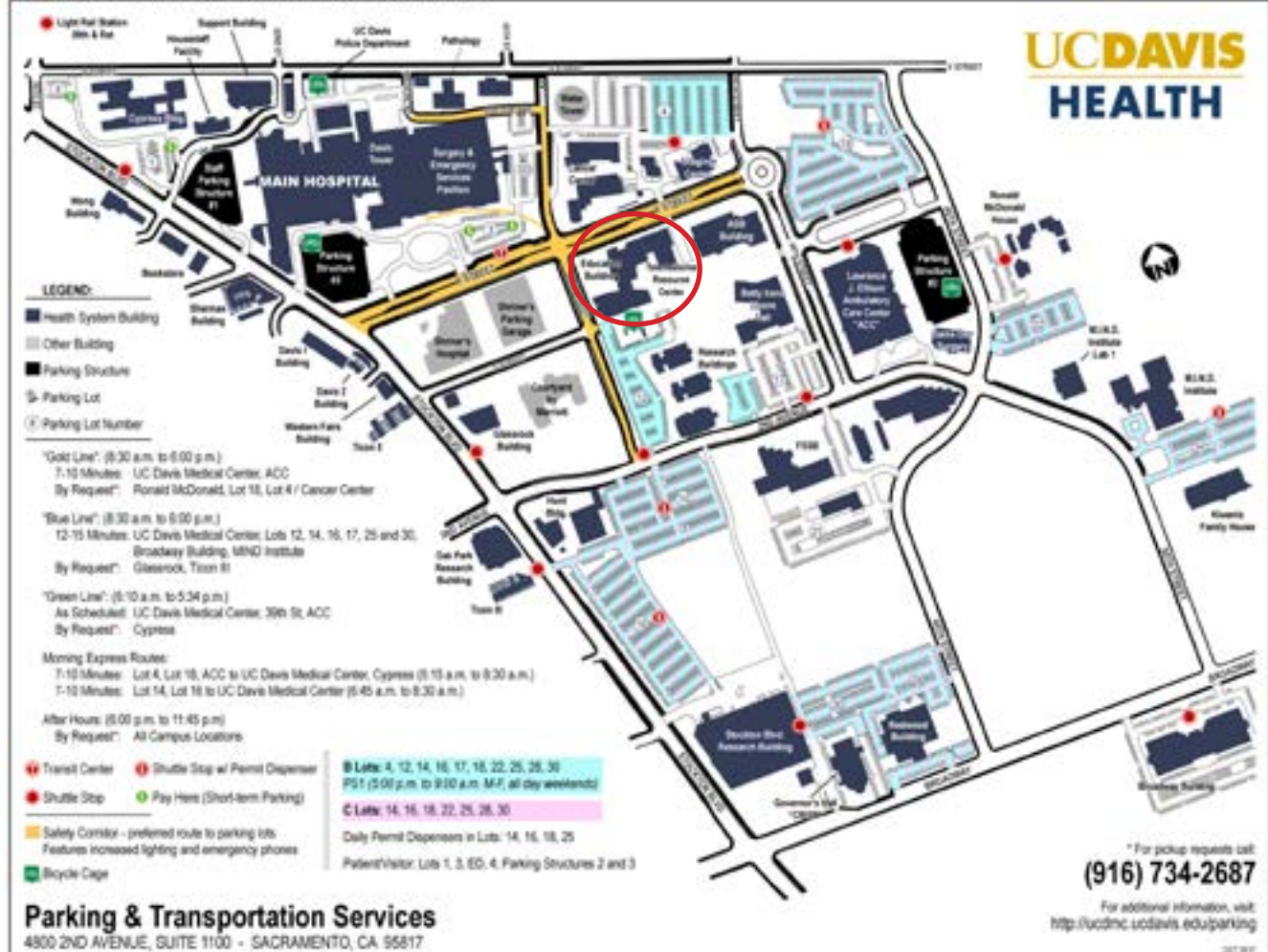
### Daily Pass:

\$6/day

Purchase daily permits in lots, 14, 15, 25; or use the [FlowBird App](#) to purchase a daily parking pass (Daily permits valid in “C” lots).

# CAMPUS & PARKING MAP

Employee Parking & Shuttle Services Map



# 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)