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**PREUSS SCHOOL**

**Administrative Circular 1001**

**Date:** August 18, 2020

**Subject:** Coming to Campus during Public Health Order

**Departments and/or  
Persons Concerned:** School Administrators, School Counselors, School Registrar, Students Services,  
and Teaching Faculty

**Reference:** [County of San Diego - Order of the Health Officer and Emergency Regulations](#)  
[UCnet site for Coronavirus updates for UC employees](#)

**Action Requested:** Review expectations for coming on to campus during the County's Health Order.

**Purpose:** The purpose of this circular is to inform personnel:

1. of the restriction being placed onto accessing The Preuss campus during the County's Health Order.
2. to provide the rationale for the decisions that are being made in terms of access to The Preuss Campus.
3. to provide the expectations of each person coming onto campus.

**Discussion/Resolution:** In support of the County's Health Order and the University of California's regulations access to The Preuss School at UC San Diego will be restricted to essential personnel only. While it is understood that teaching virtually from the classroom setting would be beneficial for our teaching staff and likely increase the experience for our scholars, it is equally understood that such activity would increase the opportunity for staff to be exposed to the COVID 19 virus.

- Only teachers in the area of Science and Visual and Performing Arts will be able schedule times to be on campus through the Main office Administrative Assistant.
- Teachers will need to fill out the following [google form](#) to schedule their access time.
- All staff must complete the symptom tracker daily, especially on the day access is requested.

As soon as the University of California and the County's status of emergency changes a reevaluation of this circular will be made.

**APPROVED:**

Matthew Steitz Ed.D.  
Principal serving The Preuss School UCSD

