

November 1, 2023

Dear Faculty, Staff and Students,

As we have regathered for the fall term, it's time to remind everyone about our COVID-19 protocols. If you are an employee or student, we continue to follow the protocols established by the Santa Clara County Public Health department and the California Department of Industrial Relations. November 1 through April 30 is the Designated Winter Respiratory Virus Period when local or institutional data suggest high risk to patients, students or employees.

Gronowski Center and Stanford Campus Mask Requirements Effective November 1, 2023

The Designated Winter Respiratory Virus Period Health Order applies to all Healthcare Delivery Settings. Health Care Delivery Facility refers to any setting or portion of a setting where any indoor medical, nursing, dental, vision or behavioral healthcare and/or service is provided. All settings where these services are delivered must adhere to the regulations set forth in the health order. **This applies to the Gronowski Center and Stanford campus.** This includes but is not limited to the following indoor healthcare settings: private doctor offices, primary care clinics, urgent care centers, community clinics, dental offices, optometry offices, physical therapy and psychological, psychiatric, or other behavioral health care delivery settings. *The Health Order applies to all individuals in Healthcare Delivery Settings. These includes all clinical and non-clinical staff, residents, patients, visitors, volunteers, students, and any other individuals present in a Patient Care Area of a Healthcare Delivery Setting.*

Patient Care Areas refer to any indoor setting accessible or traversed for a patient to receive medical, nursing, dental, vision or behavioral health care and/or services. These include lobbies, waiting rooms, examination rooms, patient wings, elevators, stairwells, and hallways used by patients. Patient Care Areas do not include administrative offices or staff break areas that are only accessible to personnel of the Health Care Delivery Facility. Patient Care Areas do not include areas such as cafeterias or gift shops that are not used for the provision of healthcare or to access areas where healthcare services are provided. Where Face Masks are required, there are exemptions for persons with a medical condition, mental health condition, or disability that prevents them from wearing a Face Mask, and for persons who are hearing impaired or communicating with a person who is hearing impaired.

PAU will make masks available at the Gronowski Center check-in desk as well as in the breakrooms at the Mountain View Campus.

Mountain View Campus Classrooms and Calvin Campus Mask Guidelines

Masks will be available in the library and break room. Although not currently required, when local or internal data indicate that there is a high level of risk to students or employees this guidance may change. Masks remain a critical component for protecting the most vulnerable people in our communities, including older adults, people who are [immunocompromised](#), have certain [disabilities](#) or [underlying health conditions](#), and are otherwise at increased [risk of getting severe COVID-19](#) and other respiratory infections.

Reporting Positive COVID-19 Test or Confirmed Exposure

Both students and employees are required to report either a positive COVID-19 test and/or an exposure to a confirmed case of COVID-19. Please report your exposure or positive test to hr@paloaltou.edu. Attached please find the current [Santa Clara County guidelines](#) to follow if you have COVID-19 symptoms, are exposed and if you test positive.

Employee Mask Requirements if Tested Positive for COVID-19 or Confirmed Exposure to COVID-19

Use of N95 or KN95 masks are required when employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact.

Test Kits

PCR testing and rapid antigen test kits (home test kits) remain widely available through health care providers and pharmacies. If you suspect you may have COVID-19, please test before arriving at any PAU facility. There will be a limited number of test kits available at both the Calvin and Mountain View Campuses for students that may not have ready access. Tests will be available to students at the Student Success Department on the Calvin Campus during the following hours:

Monday, 9:00 a.m. - 3:30 p.m., Allen Calvin Campus, Building 2 Office 215, Chanel Ortiz
Tuesday, 8:00 a.m. - 4:00 p.m., Allen Calvin Campus, Building 3, Office 314, Ana Castrillo
Wednesday, 8:00 a.m. - 4:00 p.m., Allen Calvin Campus, Building 3, Office 314, Ana Castrillo
Thursday, 7:00 a.m. - 3:00 p.m., Allen Calvin Campus, Building 2 Office 208, Erika Lambert
Friday, 8:00 a.m. - 4:00 p.m., Allen Calvin Campus, Building 3, Office 314, Ana Castrillo

and at the Mountain View Campus from the Gronowski Center clinic managers (try to avoid coming to the clinic 10 mins before and after the top of the hour) and during the following hours at the Office of Accessible Education, Room 112, Sharyn Moore:

Wednesday 12:00 - 5:00 p.m.
Thursday 12:00 - 5:00 p.m.

COVID-19 Vaccination Information:

Providing proof of vaccination is not currently required prior to entering Palo Alto University campuses. PAU strongly encourages all students, faculty and staff to get vaccinated for COVID-19 (and flu). Vaccination helps keep our campus community safe, helps protect those among us who are most vulnerable to COVID-19 (and flu), and is our path back to more normal operations and the full college experience that our students deserve. Please visit these resources to learn more: [COVID-19 Vaccine, Testing & Treatment Information- Santa Clara County](#).

Please contact hr@paloaltou.edu with questions or concerns regarding these protocols and guidance.

Thank you,

HR Department
Palo Alto University