REQUEST FOR VOLUNTARY SELF-QUARANTINE

Date:

Dear _____________________,

I am asking you to voluntarily quarantine yourself because I have determined that you may have, or have been exposed to the coronavirus (COVID-19). I believe this is necessary because quarantine means that you should not come into contact with other people. It protects your health and the health of others.

Based on what we now know about COVID-19, you will need to remain in your quarantine space without visitors for 14 days.

I will be checking in on you daily and will let you know when it is safe for you to return to your normal activities.

At this time, you will be escorted to your current residence to gather your belongings and then to your quarantine space located at Falkirk or Plaza. Please pack the belongings that will be essential to you for the next 14 days including but not limited to the following items.

WHAT YOU SHOULD BRING

- Comfortable clothes and shoes
- Medications
- Cell phone and charger
- Laptop and charger
- Preferred toiletries
- Textbooks
- Any additional items

The following items will be provided to you for the 14 days, so you will not need to provide your own:

WHAT WE WILL PROVIDE FOR YOU:

- Bar Soap
- Shampoo/Conditioner
- Toothbrush/Toothpaste
- Thermometer
- Toilet paper
- Dish Soap and sponge
- Paper towels
- Feminine hygiene products – tampons/pads
- Disinfectants/sanitizing wipes
- Disposable masks
- Disposable gloves
- Flashlights
- Trash bags
- Trash can
- Bed linens and towels
- Paper products – spoons, forks, knives, plates, bowls, napkins, cups
- Television and Basic cable television service
- Active internet connection or Wi-Fi
- Active landline/telephone connection
- Basic furnishings, including a bedframe and mattress
- Microwave oven
- Refrigerator/Freezer
- Snacks – protein bars, packaged crackers
- Bottled beverage – bottled water (2 liters per day) and Gatorade (2 x 28 oz per day)
- Paper products – spoons, forks, knives, plates, bowls, napkins, cups
- Entrees for breakfast, lunch and dinner

While in quarantine, UCR asks that you take the following steps and follow the attached instruction sheet:

**CONTINUED PERSONAL PREVENTION ACTIONS:**

- **Wash** your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating and preparing food.
- **Clean** and disinfect high-touched objects and surfaces everyday using the provided disinfectant.
- **Cover** your cough or sneeze with a tissue, then throw the tissue in the trash. Follow up with proper handwashing.
- **Dispose** of all trash in provided trash receptacle.
- **Monitor** your symptoms
  - Conduct daily temperature checks using the provided thermometer.
  - Report to Student Health Center via the encrypted HIPAA compliant email from Student Health Center with the following information:
    - **Fever (measured at >= 100.4°F or 38°C Yes [ ] No [ ]
    - **Cough** Yes [ ] No [ ]
    - **Shortness of breath or difficulty breathing** Yes [ ] No [ ]
    - **Abdominal Pain/Diarrhea** Yes [ ] No [ ]
  - Notify immediately to Student Health Center (951) 827-3031 (24 hours, 7 days a week) if you begin to show symptoms or need medical assistance.

It is very important that you comply with this request for voluntary quarantine. Your health and the health of others depend on it.

Thank you for your cooperation and help during this public health emergency. If you have questions or need help, please call 951-827-3031. Additional information about campus response is available at [https://ehs.ucr.edu/coronavirus](https://ehs.ucr.edu/coronavirus).

**Kenneth Han DO MS FACP**

*UCR Chief Medical Officer*
REQUEST FOR CONTACT INFORMATION

UCR appreciates your cooperation to voluntarily self-quarantine. During the next 14 days, Housing, Dining, and Hospitality Services will be delivering food and mail/packages to your location. Please provide the following information so we can notify you before we arrive for your delivery.

Name: ___________________________  Email address: ___________________________

SID: ___________________________  Phone Number: ___________________________

Emergency Contact:
Name: ___________________________

Phone Number: ___________________________

Do you have food allergies? [ ] Yes  [ ] No

If yes, please describe: ___________________________

For more information, please review the Instruction Sheets provided to you.
**QUARANTINE INSTRUCTION SHEET**

**Medical Care:**
UCR asks that you take the following steps:

- **Wash** your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating and preparing food.
- **Clean** and disinfect high-touched objects and surfaces everyday using the provided disinfectant.
- **Cover** your cough or sneeze with a tissue, then throw the tissue in the trash. Follow up with proper handwashing.
- **Dispose** of all trash in provided trash receptacle.
- **Monitor** your symptoms
  - Conduct daily temperature checks using the provided thermometer.
  - Report to Student Health Center via the encrypted HIPAA compliant email from Student Health Center with the following information:
    - **Fever** *(measured at >= 100.4°F or 38°C)* [ ] Yes [ ] No [ ]
    - **Cough** [ ] Yes [ ] No [ ]
    - **Shortness of breath or difficulty breathing** [ ] Yes [ ] No [ ]
    - **Abdominal Pain/Diarrhea** [ ] Yes [ ] No [ ]
  - Notify immediately to Student Health Center **(951) 827-3031** (24 hours, 7 days a week) if you begin to show symptoms or need medical assistance.

**In case of Medical Emergency:**
Call UCPD at **9-1-1** (landline) or **951-827-5222** (cellphone)

**In case of Evacuation:**
Should the fire alarm activate, wash hands with soap and water for 20 seconds, if safe to do so. Put on a disposable mask, report to emergency assembly area location, and remain at location until further notice. See attached map for appropriate evacuation path and Emergency Assembly Area (EAA) location.

**Please do not follow other non-quarantined residents to their separate EAA.**

**Delivery/Receipt of Food:**
During the 14 days, Dining Services will be providing meals to you. They will deliver breakfast, lunch and dinner items on **day 1 and every 3 days after**. Examples of items that will be provided include:

- **Breakfast:**
  - Oatmeal, dole fruit cups, whole fruit, frozen breakfast sandwiches, frozen breakfast burritos, instant coffee packets, hot chocolate packets
  - 1 entrée, one side per day, bottled juice, a hot chocolate packet/ instant coffee (including creamers and sugars)

- **Lunch/Dinner:**
  - Entrée: Cup-o-noodle and microwaveable soups
  - Frozen Entrees (list of meat entrees, vegetarian, and Gluten Friendly)
  - Entrée: Fresh Grill/Brown Bag-Sandwiches and salads
  - Sides: Jello-cups, applesauce cups, whole fruit
  - Dessert: Grandma’s Cookies (pre-packaged)
  - All rooms: Jar of peanut butter (alternative nut butter if an allergy), jelly, and bread
Lunch & Dinner consists of: one entrée, two sides, one dessert and one beverage per meal period

Food will be delivered by Dining Services staff. They will knock 3 times and say “Dining Delivery.” The staff member will leave the food at the door for you to receive. **Prior to opening the door, thoroughly wash hands with soap and water for 20 seconds and then put on a disposable mask.** For dining-related requests or concerns, including reporting of allergens or special needs (e.g. vegetarian, vegan, gluten-free menu items), contact diningservices@ucr.edu.

Due to the nature of the situation, delivery of food via third-party sources (e.g. UberEats, Postmates, Domino’s, etc.) is prohibited.

**Delivery/Receipt of Mail:**
During the 14 days, Housing Services staff will deliver any mail or packages to you every 3 days. Should you require accommodations for essential items (e.g. medications), please contact Campus Apartments Resident Services Office at 951-827-6350. Similar to food delivery, the Housing Services staff will knock 3 times and say “Mail Delivery.” The staff member will leave your mail/package at the door for you to receive. **Prior to opening the door, thoroughly wash hands with soap and water for 20 seconds and then put on a disposable mask.**

**Trash Services:**
While in quarantine, place all trash into provided trash bags and trash can. On Mondays and Fridays of your quarantine period, your trash will be picked up by Environmental Health and Safety (EH&S). On the morning of the trash day, EH&S will notify you prior to their arrival. Follow the below instructions:

**PREPARE YOUR TRASH:**
Place all trash into the provided trash bags. Tie trash bags and place into second trash bag. When EH&S arrives, they will knock on the door and place a trash container outside your door. **Prior to opening the door, thoroughly wash hands with soap and water for 20 seconds and then put on a disposable mask.** Open the door, place all trash bags into this provided container, and close the door. EH&S will pick up the container approximately 10 minutes later.

**Request a Repair:**
During the 14-day period, only emergency issues happening inside your apartment such as flooding water or an alarm, contact Campus Apartments Resident Services Office at 951-827-6350. Inform us of the issue, your location and mention that you are currently under quarantine observation with student health.

**Visitors:**
During the 14-day period, visitors are prohibited. This is to ensure the health and safety of yourself and others.

**Windows:**
Students can increase ventilation by adjusting air conditioning or opening any windows or sliding glass doors that are not immediately adjacent to a common walkway.
Cleaning Guide:
Clean and disinfect high-touched objects and surfaces everyday using the provided disinfectant.

Restroom Cleaning
- Apply gloves
- Spray disinfectant onto hard surfaces.
  (counter, sink, faucets, handles and toilet)
- Allow chemical to dwell on surfaces for at least 1 minute.
- Wipe surfaces clean with paper towel.
- Dispose of soiled paper towels into trash receptacle.
- Empty trash receptacle as needed.

Kitchen Cleaning
- Apply gloves
- Spray disinfectant onto hard surfaces
  (counter, sink, faucets and handles).
- Allow chemical to dwell on surfaces for at least 1 minute.
- Wipe surfaces clean with paper towel.
- Dispose of soiled paper towels into trash receptacle.
- Empty trash receptacle as needed.

Common Area Cleaning
- Apply gloves
- Spray disinfectant onto hard surfaces
  (tables, furniture, door handles).
- Allow chemical to dwell on surfaces for at least 1 minute.
- Wipe surfaces clean with paper towel.
- Dispose of soiled paper towels into trash receptacle.
- Empty trash receptacle as needed.