



# CALIFORNIA STATE UNIVERSITY, FULLERTON

*University Police*

Raymund Aguirre Chief of Police

800 N. State College Blvd, Fullerton, CA 92831 Phone 657-278-3302 Fax 657-278-5665

## **SPECIAL ORDER No. 20-003**

**Date:** April 15, 2020

**To:** All Personnel

**From:** Raymund Aguirre, Chief of Police

**Subject:** COVID-19 Permitted Campus Access Control

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Effective immediately, officers can assist in limiting the number of visitors to campus buildings. When an employee requests an unlock or are found inside campus buildings/offices, officers are permitted to ask for their Essential Employee identification badge or authorization form to determine their approved presence in those areas. If they do not have either, the officer will advise them to contact their manager to obtain one or both prior to gaining access. This Order does not pertain to those who are outside in open areas around campus (except for Athletic fields/complex). One exception: There are employees still picking up IT devices from the south side of Pollock Library that should have an approval email and/or should only be on campus for a few minutes to do so. These determinations will have to be on a case by case basis.

Per President Virjee's email dated 4/13/20, "**The only employees permitted on campus are those who have been specifically designated as essential by their managers/appropriate administrators. The University will provide these employees with documentation authorizing their presence on campus, either in the form of an identification badge or a letter from HRDI.** Employees who come to campus infrequently to perform an essential function must request access to campus from their managers/appropriate administrators. If approved, these employees can go to the Office of Environmental Health & Safety to receive a single-use pass to be on campus for a specific and limited period of time.

While on campus, all employees are highly encouraged to wear face coverings and gloves and also to continue to maintain social distancing, wash hands, practice cough/sneeze etiquette, and all other recommended preventative measures. **The University will provide face coverings (EH&S) and gloves for those employees visiting campus who do not have their own.**"

An example of the HRDI-issued authorization form and a sample Essential Employee ID are attached to this Order.



**A Nationally Accredited Law Enforcement Agency**

THE CALIFORNIA STATE UNIVERSITY



Human Resources Services  
Human Resources, Diversity and Inclusion  
P.O. Box 6806  
Fullerton, CA 92834-6806  
657-278-2425  
657-278-7188 (Fax)

April 2, 2020

To Whom It May Concern:

The following individual is designated as an essential employee of California State University, Fullerton during the COVID-19 crisis: **Employee Name**

Although the university is closed to the public, this employee may be required to report to work to perform duties that cannot be performed remotely and relate to:

- The health, welfare, and safety of community members who remain on campus
- Critical information technology services and security
- Building or property safety, security, or integrity
- Research animals, specimens, or equipment support
- Operation of critical infrastructure (power, water, heat, roads, etc.); or,
- Critical business, contractual, or legal obligations.

Should there be any question or concern regarding this matter, please contact the Human Resources Office at California State University, Fullerton at (657) 278-2524.

Sincerely,

David Forgues, Ph.D., SHRM-SCP  
Vice President  
Human Resources, Diversity & Inclusion

If you accept the terms and conditions of this letter as set forth above, please confirm your acceptance by printing your name and classification, signing below, and returning a copy to Human Resources Office.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title/Classification**

\_\_\_\_\_  
**Signature**

**CC: Personal File**



**Scot  
Willey**

**ESSENTIAL PERSONNEL**