5/1/20

Process and Protocol to Access to CDU Campus during Temporary Closure

In accordance with the order of President Dr. David M. Carlisle, Charles R. Drew University of Medicine and Science (CDU) campus, except for critical staff and operations, is closed effective immediately until further notice. If you are not included in the critical operational staff, you are to follow the process outlined below.

It is imperative that this process be followed. CDU Employees (i.e. staff and compensated or non-compensated faculty) and/or Students that do not, prior to arrival, receive permission to access the CDU campus in accordance with the process, will be required to leave campus. No visitors are allowed.

If you are experiencing any flu like symptoms or if you have reason to believe that you have been exposed to COVID-19 and/or have tested positive for COVID-19, immediately inform the Human Resources Department and DO NOT COME TO THE CDU CAMPUS.

Access to Campus Request Process:

Request Process:

If you need access to the CDU campus for a short period of time (i.e. one hour or less), Employees must contact your immediate supervisor (and copy your Dean, Provost or V.P.) via e-mail with the reason for the access request. You must contact your supervisor 48 hours in advance during business hours (Monday through Friday; 8am to 5pm) to request campus access. Your request should be specific as to why you need access, what you need to retrieve (if any), and how long you need to be on campus. If approved, your supervisor, Dean, Provost or V.P. will contact Mr. Armando Estrada at (323) 357-3404 who will coordinate with you a time window for campus access.

Requirements While On Campus

Upon your arrival to campus, park your vehicle in the CDU E.118th Street parking lot and garage. All personnel on campus are required to wear a face mask and abide by social distancing guidelines in accordance with the law. You must immediately check in (complete sign in log including time of arrival/departure) with Campus Safety in the Cobb building. You may be asked to present your CDU issued badge or other government issued identification. You must follow the direction of the Safety Officers while on campus.

The following process will remain in effect during the current temporary closure. If you have questions or concerns, you may contact Carl A. McLaney, V.P. of Administration and Infrastructure at (323) 563-4854.