



Executive Directive – Contact Tracing  
Issued by Chancellor Howard Gillman  
September 24, 2020

To help mitigate possible exposure to and transmission of COVID-19 on property controlled by UCI and to help prevent the spread of COVID-19 within the UCI community, UCI has entered into a memorandum of understanding (MOU) with the Orange County Health Care Agency authorizing UCI to conduct COVID-19 contact tracing activities. The following requirements apply.

This Executive Directive (“Directive”) supersedes UC and UCI policies, procedures, and guidelines to the extent such requirements are less restrictive than this Directive. Any questions about this Directive should be sent to the Campus Recovery Implementation Team (CRIT) at [crit@uci.edu](mailto:crit@uci.edu).

This Directive:

- Applies to:
  - All UCI staff, faculty, academic employees, students, residents, fellows, volunteers, visitors, vendors, and contractors, on, or who have been on, UCI controlled property; and
  - Any close contact of UCI cases.
- Is subject to change. Current directives and advisories are available at: <https://uci.edu/coronavirus/>.

A. **Directive:** If contacted, all individuals covered by this directive shall be responsive and cooperate with the UCI COVID-19 Contact Tracing Program. This may include, for example, answering questions, providing information, and following directions, including, but not limited to, those related to isolation and quarantine requirements.

B. **Privacy Assurances:**

1. UCI safeguards individually identifiable health information to prevent unauthorized use or disclosure.
2. UCI does not provide individually identifiable information from the UCI COVID-19 Contact Tracing Program to United States Immigration and Customs Enforcement (ICE).

UCI offices must consider requests for reasonable accommodations related to COVID-19 mitigation measures.

Technical assistance may be sought from: the Disability Services Center (students) at 949-824-7974 or [dsc@uci.edu](mailto:dsc@uci.edu); Human Resources (employees) via the Employee Experience Center (EEC) at 949-824-0500 or [eec@uci.edu](mailto:eec@uci.edu); or [ada@uci.edu](mailto:ada@uci.edu) (members of the public).

**Office of the Chancellor**

510 Aldrich Hall  
Irvine, California, 92697-1900

949-824-5111 Office  
[chancellor@uci.edu](mailto:chancellor@uci.edu)  
[chancellor.uci.edu](http://chancellor.uci.edu)



**References/Resources:**

Support for this Directive at the time it was issued includes, but is not limited to:

- UCI Program in Public Health
- World Health Organization: [Contact tracing in the context of COVID-19](#)
- Centers for Disease Control and Prevention: [Case Investigation and Contact Tracing: Part of a Multipronged Approach to Fight the COVID-19 Pandemic](#)
- [CA.GOV: Contact tracing](#)
- [MOU between UC and the Orange County Health Care Agency Relating to Case Investigation and Contact Tracing for the UCI Community for COVID-19](#)

Authority to issue this directive:

- [Regents Standing Order 100.6](#)

DocuSigned by:

*Howard Gillman*

23E8E004401D4B1...

---

Chancellor Howard Gillman

9/29/2020

---

Date