

Transplant Service

Heart & Lung Transplant
UCSF Box 0115
500 Parnassus Ave., MUW 420
San Francisco, CA 94143
tel: 415.353.4145
fax: 415.353.4166

Kidney & Pancreas Transplant
UCSF Box 0116
400 Parnassus Ave., Suite A701
San Francisco, CA 94143
tel: 415.353.1551
fax: 415.353.1939

Liver Transplant
UCSF Box 0740
350 Parnassus Ave., Suite 805
San Francisco, CA 94143
tel: 415.353.1888
fax: 415.353.8917

Transplant Administration
UCSF Box 0354
8000 Marina Blvd., Suite 600
Brisbane, CA 94005
fax: 415.353.4237

TTY: 415.885.3889

www.ucsfhealth.org

March 24, 2020

To Whom It May Concern:

We are writing this letter on behalf of your employee, who is either the caregiver for or lives in the home of a patient who has a medical condition **that increases the risk associated with Coronavirus infection.**

As you know, the medical community and the nation as a whole are working to prevent the spread of COVID-19. It is particularly important that vulnerable populations be protected from coming into contact with the virus.

For that reason, we would strongly encourage you to provide your employee with a workplace that reduces their chance of coming into contact with someone who has COVID-19 and then bringing it home to their loved one. This would include:

1. Allowing your employee to perform some or all of their duties from home whenever possible
2. Providing a workspace that is at least six feet from other employees or members of the public
3. Allowing your employee to avoid anyone who is sick
4. Providing cleaning supplies that allow your employee to clean their workspace frequently
5. Ensuring that your employee can wash their hands with soap and clean water and/or hand sanitizer frequently
6. Minimizing or eliminating duties that require face-to-face interactions with the public or gathering in groups of 10 people or more

In addition, please refer to the following CDC website for employers to plan and respond to COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you very much for partnering with us to prevent the spread of coronavirus and for keeping our patients and their caregivers safe and healthy.

Sincerely,

UCSF Transplant Services