

## **ACCESS REGULATIONS**

### **I. PURPOSE**

- A. The following regulations provide reasonable access to University grounds, facilities and employees while ensuring that activities will not disrupt daily work activities, teaching, and research, and will not adversely affect UCI Health patient welfare or visitor experience at the institution.
- B. In the event these rules conflict with a Memorandum of Understanding or CBA, the Memorandum of Understanding or CBA shall control.
- C. As used in this document, the term "University" includes all UCI Health locations.
- D. These regulations apply to all UCI Health locations.

### **II. BACKGROUND**

There are many organizations and individuals who desire to solicit or otherwise establish contact with University employees for various reasons. These regulations are promulgated to ensure the highest level of respect and service to our patients and visitors, as well as to our employees.

### **III. DEFINITIONS**

- A. Outside Organizations and Individuals  
Organizations and individuals not affiliated with the University, such as retail vendors and nonprofit organizations.
- B. Employee Organizations  
Independent organizations that exist for the purpose, in whole or in part, of dealing with University management concerning grievances, labor disputes, wages, hours and other terms and conditions of employment of employees, as defined by Section 3562(f) of the Higher Education Employer-Employee Relations Act (HEERA).
- C. University Affiliated Organizations  
Organizations that are directly affiliated with the University, such as student organizations or outreach groups.
- D. University Unit  
Any academic or nonacademic department or division or any other official University entity, including any official department, school, or institute of the University, the University Extension, or any part thereof, or any authorized

student government.

## E. Official University Activities

All UCI Health patient care activities; academic classes, research and related activities; normal daily operations of University units; and programs or activities sponsored by University units in the course of fulfilling their University mission.

## F. Representative

Any person acting in the interest of or on behalf of one of the organizations outlined in Sections III. A through III. C above.

## G. Prohibited Areas

Areas designated for Official University Activities only. The activities of the organizations and individuals identified in Sections III. A through III. C above are prohibited in these areas.

Prohibited areas include, but may not be limited to:

1. Patient and clinical areas, including, but not limited to:
  - a. Nursing Stations, Medication Rooms, Chart Rooms, and rooms that function as or are in the nature of such rooms;
  - b. Patient and/or visitor lounges including patient conference rooms, sitting rooms, and solaria;
  - c. Libraries or study areas, unless specifically included in the non-restricted meeting areas list below;
  - d. Patient floor and operating room area corridors;
  - e. Patient rooms, operating rooms, laboratories, clinics, and other treatment and patient care areas; and
  - f. Any areas and rooms where patient information is generally handled.
2. Academic and research areas.
3. Confidential and/or secured work areas, including, but not limited to, the following areas: Medical Records, Cashier's Office, Radiation Areas, Information Services/Computing, Telecommunications, Central Plant, Administration Offices.

## H. Restricted Access Areas

Areas designated for Official University Activities and may be used only with advanced written approval from Human Resources – Workforce

Relations (EWR@uci.edu). Restricted access areas include lobbies, interior hallways, all visitor/patient entrances and exits, and the UCIMC Healing Garden, including its surrounding paths and walkways.

All conference/meeting rooms not specifically designated and listed in “Non-Restricted Meeting Areas” below are deemed restricted and inappropriate for use by individuals or organizations as defined in Section III. A thru III. C, above.

## I. Non-Restricted Meeting Areas

University locations where the organizations and individuals identified in Sections III. A through

111.C may conduct for gatherings, solicitations, and events. Reservations may be required (see Section VIII, below, for additional details).

The following is a full and exclusive list of Non-Restricted Meeting Areas for UCIMC:

1. The lawn immediately in front of Building 55, Edward Shanbrom, MD Hall
2. The external breezeway on the internal side of Building 22A.
3. The external sidewalk on the south side of Building 3.
4. The Manchester entrance to the Manchester Pavilion (Building 200).
5. The west entrance to the Chapman Pavilion.
6. Designated meeting rooms listed below:

Douglas Hospital	1806, 3005
Building 53	Auditorium, 1001 and Classroom D, 121
Library	2103, 2104, 2105, 2106, 2107, 2114 and 2116
Pavilion III	223
Building 3	101

Please refer to [map](#) that indicates the locations of the Non-Restricted Meeting Areas other than the Designated Meeting Rooms.

NOTE: Access to any one of these areas may be temporarily

restricted as needed due to construction related activities.

The following is a full and exclusive list of Non-Restricted Meeting Areas for UCI Health ambulatory clinics that are not part of the Community Network:

1. Designated meeting rooms listed below:

Birch Urology	20350 SW Birch Street, Suite 210	Conference Room 121
Newport Heights Sleep Med and Behavioral	20350 SW Birch Street	Conference Room 121
FQHC Anaheim	2441 W La Palma Ave., Suite # 100	Staff Lounge Room 112
FQHC Santa Ana	800 North Main St.	Staff Lounge Room 2021
Chao Irvine - CIACC	19208 Jamboree Road	Conference Room 2144
Beckman Laser Institute	1002 Health Sciences Rd., E	Outdoor patio or A120
GHEI Irvine Ophthalmology	850 Health Center Rd.	Staff Lounge Room 1112
Gottschalk Plaza Multi	1 Medical Plaza Drive	Staff Lounge Room 1622
Laguna Hills -Primary Care	23961 Calle De La Magdalena	Conference/Lounge (251)
ALS & Neuromuscular Center	200 South Manchester, Suite 110	Staff Lounge 110-T
Clinic Aesthetics and Plastic Surgery	200 South Manchester, Suite 650	Staff Break Room 633
Manchester OBGYN	200 South Manchester, Suite 600	Conference Room 6149
Chao Oncology Clinics	101 The City Drive, Bldg. 23, 2nd Fl.	Conference Room 403
Clinic ENT	101 The City Drive Pav #2	Staff Lounge Room 114

Clinic Internal Medicine	101 The City Drive Pav #3	Conference Room/Staff Lounge Room 146
Clinic Orthopaedics	101 The City Drive Pav #3	Conference Room/Staff Lounge Room 146
Clinic Surgical Specialties - Vascular	101 The City Drive Pav #3	Conference Room/Staff Lounge Room 146
Clinic Urology	101 The City Drive Pav #3	Conference Room/Staff Lounge Room 146
DHI Orange	101 The City Drive, Bldg. 22C, 3rd	First Floor Conference Room
GHEI Orange Ophthalmology	101 The City Drive Pav #2 2nd Fl.	Staff Lounge Room 214
Neuro-Diagnostics (PAV 1, Orange Campus)	101 The City Drive, Pav #1	Staff Lounge Room 130
Occupational Medicine	101 The City Drive Pav #3	Staff Lounge 1622
Orange Multispecialty	101 The City Drive Pav #1	Staff Lounge Room 130
Pavilion I Neuroscience	101 The City Drive, Pav #1	Staff Lounge Room 130
Senior Health Center	101 The City Drive Pav #4	127c
Clinic Cardiovascular	101 The City Drive Pav #4	Conference Room/Staff Lounge Room 127
Surgical Specialties	101 The City Drive Pav #3	Conference Room/Staff Lounge Room 146
Cardiac Cath Lab	101 The City Drive, Douglas Hospital, 2nd Fl., Cath Lab	Cafeteria
Newport Beach	2161 San Joaquin Hills Rd.	Staff Lounge
Macarthur Primary	4000 Macarthur Boulevard, Suite 110	Staff Breakroom

Main Street Orange Primary Care	293 S Main St., #200	Staff Breakroom
Pacific Breast Care Center/ Infusion & Oncology	1640 Newport Blvd., Suite 200	Conference Room Suite 400
Pacific Plastics	1640 Newport Blvd., Suite 240	Conference Room Suite 400
Pacific Primary Care & Multispecialty	1640 Newport Blvd., Suite #100	Staff Breakroom (room 166)
Placentia ENT / Multispecialty	1041 E. Yorba Linda Blvd., Ste 308	Staff Lounge 308c
Susan Samueli Ctr for Integrative Med	856 Health Sciences Rd., Suite 2600	Staff Breakroom
Tustin Primary Care	1451 Irvine Blvd., Pod 200	Staff Breakroom
Yorba Linda Primary Care Multi & Oncology	18638 Yorba Linda Blvd.	Staff Breakroom (Room 1120A)
Wen Center All Departments	19200 Jamboree Rd.	Staff Lounge 1234

The following is a full and exclusive list of Non-Restricted Meeting Areas for the Fountain Valley Community Network location:

1. Designated meeting rooms listed below:

17100 Euclid	Saltzer, 214
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The following is a full and exclusive list of Non-Restricted Meeting Areas for the Lakewood Community Network location:

1. Designated meeting rooms listed below:

3700 E. South	Conference Rooms A, B, and C (located in basement)
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The following is a full and exclusive list of Non-Restricted Meeting Areas for the Los Alamitos Community Network location:

1. The external sidewalk on Katella Avenue.
2. The external sidewalk on Cherry Street.
3. Designated meeting rooms listed below:

3751 Katella	Upstairs Conference Room, Library
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The following is a full and exclusive list of Non-Restricted Meeting Areas for the Placentia Linda Community Network location:

1. Designated meeting rooms listed below:

1301 N. Rose	Meeting Room 1, Meeting Room 2
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The following is a full and exclusive list of Non-Restricted Meeting Areas for ambulatory clinics throughout the Community Network. Use of the other Community Network non-restricted areas may also be available for the below locations.

1. Designated meeting rooms listed below:

Anaheim Hills Primary Care 751 E. Weir Canyon	Employee lounge; external sidewalk in front of office
Yorba Linda Multi-Specialty 16671 Yorba Linda	Conference Room in Suites 200 and 210
North County Gastroenterology 16671 Yorba Linda	Conference Room in Suites 200 and 210
Yorba Linda Women's Health 16671 Yorba Linda	Conference Room in Suites 200 and 210
Fullerton Orthopedic 680 Langsdorf	The Breeze (breezeway from front to back of building), Food Court facing Nutwood St.
Fullerton Orthopedic Yorba Linda 16611 Yorba Linda	Conference Room
Primary Care Brea 380 W. Central	Conference Room

Fountain Valley Multi-Specialty 11180 Warner	Common Area in Main Lobby
Primary Care Los Alamitos 3851 Katella	Common Area in Main Lobby
Lakewood Multi- Specialty 3650 East South	Common Hall Area by Elevator

**IV. GENERAL RULES**

- A. All persons on UCI Health property are required to wear the official identification provided for this purpose (e.g., visitor name tag, identification badge, etc.). Upon request of University officials, individuals may be asked to sign in at the front desk or reception area upon arrival. Photos of individuals identified in Section III may be provided to security, reception, and/or other designated UCI personnel as a safety precaution.
- B. Representatives of organizations and individuals identified in Sections III. A through III. C, above, must comply with the Access provisions in their respective CBA, which includes conducting union activities during non-work time in non-prohibited areas.
- C. The University reserves the continued right to add to, delete from, or modify these regulations pursuant to the Higher Education Employer-Employee Relations Act (HEERA).

**V. BULLETIN BOARDS**

Written materials may be posted on general purpose bulletin boards only; bulletin boards specifically designated for official University business may not be utilized by the organizations and individuals identified in Sections III. A through III. C, above. No literature or other materials may be affixed anywhere else, such as walls, floors, ceilings, elevators, or stairwells, at any time. Postings concerning activities other than Official University Activities are subject to removal 30 calendar days from date of posting. Postings may be removed before the 30-day period if the activity date listed on the written material has elapsed.

- A. Postings must be no larger than the standard letter size of 8.5 x 11 inches.
- B. Postings must be on letterhead and/or include the name of the responsible organization and/ or individual.



C. Postings must be dated with the current month, day, and year of posting.

Postings that do not meet these criteria may be removed and discarded.

**VI. EMPLOYEE LOUNGES**

Where employee lounges exist in non-prohibited areas, one-to-one solicitation of consenting employees is permitted and access by Employee Organizations should be in compliance with the applicable CBA.

**VII. HAND BILLING**

Hand billing is authorized in Non-Restricted Areas. This includes any area not expressly designated as Restricted or Prohibited in accordance with Section III, above. No hand billing of any material will be allowed by any organization or individuals in any Restricted Access or Prohibited areas. Hand billing includes both print materials and electronic distribution, such as through QR codes.

**VIII. SCHEDULING THE USE OF NON- RESTRICTED MEETING AREAS**

All organizations and individuals identified in Sections III. A through III. C, above, shall follow the procedures below to schedule access to Non-Restricted Meeting Areas:

A. For UCIMC in Orange: Call the UCIMC Facilities Department at (714) 456-5189 to request a meeting room or area. Requests should be made in writing at least 10 days in advance of the event. Requests must include the following information:

1. Name of the organization or individual making the request
2. Name and/or purpose of the event
3. Date and day of the event
4. Start and end times of the event
5. Expected attendance
6. Whether authorization to use sound amplification equipment is being sought

B. Scheduling requests for UCI Health ambulatory clinic locations that are not part of the Community Network should be directed to the contacts in the chart below at least 24 hours in advance. Requests sent with less notice may be granted, if feasible. Requests should include the same information listed in Section VIII. A, above.

Birch Urology	Alana Bettencourt
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Newport Heights Sleep Med and Behavioral	Courtney Hinrichs
FQHC Anaheim	Juan Macedonio
FQHC Santa Ana	Anna Pena/ Leanne Funada
Chao Irvine - CIACC	Lissa Campos
Beckman Laser Institute	Andrea Giancarli
GHEI Irvine Ophthalmology	Susana Miranda
Gottschalk Plaza Multi	Dena Mater
Laguna Hills -Primary Care	Natalie Hokanson/Jenn Griffin
ALS & Neuromuscular Center	Josue Najera
Clinic Aesthetics and Plastic Surgery	Sidalia Sousa
Manchester OBGYN	Tanya Jordan
Chao Oncology Clinics	Lissa Campos
Clinic ENT	Patrick Pazon
Clinic Internal Medicine	Jennifer Mace
Clinic Orthopaedics	Michelle Duran
Clinic Surgical Specialties - Vascular	Sanam Shirzadegan/Diana Sistoza
Clinic Urology	Kathleen Arreola
DHI Orange	Yvonne Nguyen
GHEI Orange Ophthalmology	Marlen Carlos

Neuro-Diagnostics (PAV 1, Orange Campus)	Maryam Hashemi
Occupational Medicine	Candace Feetham
Orange Multispecialty	Teresa Martinez Gonzalez
Pavilion I Neuroscience	Julie Navales
Senior Health Center	Jaime Bennett/Jennifer Mace
Clinic Cardiovascular	Sanam Shirzadegan/Diana Sistoza
Surgical Specialties	Kathleen Arreola
Cardiac Cath Lab	Laurie Armendariz
Newport Beach	Miranda Gallegos
Macarthur Primary	Miriam Fear-Cervantes/Jenn Griffin
Main Street Orange Primary Care	Jose Cervantes/Jenn Griffin
Pacific Breast Care Center/ Infusion & Oncology	Lucille Valdivia & Cheryl Vlasich
Pacific Plastics	<i>Pending</i>
Pacific Primary Care & Multispecialty	Miriam Fear-Cervantes/Jenn Griffin
Placentia ENT / Multispecialty	Mark Gonzalez
Susan Samueli Ctr for Integrative Med	Mitchell Beasley
Tustin Primary Care	Jose Cervantes/Jenn Griffin

Yorba Linda Primary Care Multi & Oncology	Natalie Hokanson/ Jenn Griffin
Wen Center All Departments	Dena Mater

- C. Scheduling requests at the Fountain Valley, Lakewood, Los Alamitos, and Placentia Linda Community Network locations should be emailed to their local HR contacts at least 72 hours in advance. Requests sent via email or text with less than 72 hours’ notice may be granted, if feasible. Requests should include the same information listed in Section VIII. A, above.
- D. Scheduling requests at the Community Network ambulatory clinic locations should be emailed to Manager, Market Operations OCLA and/or Fountain Valley Community Network local HR at least 72 hours in advance. Start and end times for events must be during regular business hours (8:00 a.m. to 5:00 p.m.). Requests sent via email with less than 72 hours’ notice may be granted, if feasible. Requests should include the same information listed in Section VIII.A, above.
- E. When additional costs are incurred, Facilities Management will initiate the process to bill the requesting organization or individual. A use fee will normally not be charged except for use of rooms for which all users, other than student organizations, are charged a fee.
- F. When a room is utilized at a time not on the normal open/close schedule, charges may be levied for environmental conditioning, special cleaning, and opening/closing.
- G. Use of space is subject to availability. Room reservations shall not be cancelled by the University except where unforeseen or emergent circumstances require the room to be used for purposes such as teaching, patient care, or staff conferences. If a reserved room is canceled, the University will attempt to provide a comparable alternative.
- H. The University reserves the right to deny, in whole or in part, any request for access, as appropriate, provided that any restrictions on access are consistent with the University's obligations under the Higher Education Employer-Employee Relations Act (HEERA) and applicable CBAs.

**IX. PROHIBITED ACTIVITIES**

- A. The organizations and individuals identified in Section III. A through III. C, above, are prohibited from using University facilities and equipment, including, but not limited to, automobiles, computers, projectors, office supplies, and photocopy and reproduction equipment.
- B. Interference with entrances to University buildings, property, including but not limited to ambulance bays, roundabouts, and patient transport/drop-off areas, functions, and activities; disturbance of University offices, classes, study facilities, and patient care and research; and harm to University property are prohibited.
- C. Use of sound amplification equipment on University grounds is prohibited unless prior written authorization is obtained by following the procedures in Section VIII, above.