

Webpage Title: LMU Policies and Practices to Protect Students, Staff, Faculty and Visitors

Body Text:

Please note: the contents of this plan are subject to frequent updates, due to changing circumstances and in alignment with guidance from public health authorities.

This plan is published by LMU Safety and Security. Questions? Contact Devra Schwartz and devra.schwartz@lmu.edu.

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GENERAL CAMPUS HEALTH AND SAFETY MEASURES

To address the core principle of focusing on the health and well-being of our students, faculty, staff, vendors, volunteers, and visitors, safety measures were developed in alignment with local, state and federal guidance. The following health measures are required of all members of the university community, including visitors.

Health and Safety – At a Glance

- All employees have been instructed to work from home unless they are essential employees who must be on campus to perform their job function. All students have also been instructed to remain home, and may not come to campus unless approved for a specific reason. As such, all services and operations (e.g. class registration, form submission assignment submission, etc.) have been moved online.
- All individuals are required to submit daily symptom checks, known as the Lion Health Check, prior to arriving on campus or departing from their on-campus residence. This mandate includes employees, students, contractors, visitors, and any other individuals. The Lion Health Check must be completed daily (via the Rave Guardian mobile app, online at lmu.edu/lionhealthcheck, or online at lmu.edu/lionhealthcheckvisitors for those without LMU credentials) before coming to campus.
- Face coverings are required to be worn at all times, both inside or outside, even when an individual is by themselves. Masks may be removed when alone in their private office with the door closed, or in their on-campus residence (if applicable). LMU has made cloth face coverings available at no cost to all employees, students who are living on campus, and students who are approved to be on campus.
- All individuals on campus are to practice six feet of physical distancing at all times; if one's work requires that they stand in closer proximity to others, it must be approved by their dean and vice president.
- Increased cleaning of common touchpoints, bathrooms, and common areas will remain in place until further notice.
- Testing, contact tracing, and response to illness protocols have been established to respond to potential cases of COVID-19 in coordination with the Los Angeles Department of Public Health (and, as applicable, other health authorities).
- All members of the community are to follow good hygiene guidance such as regular hand washing, avoiding touching their face, and disinfecting touched items.
- All individuals are asked to take personal responsibility by following all health measures, including leaving campus and remaining at home when ill.

- All on-campus events are cancelled until further notice, and on-campus gatherings are prohibited.

On-Campus Requirements, Guidance and Expectations

- All employees have been instructed to work from home unless they are essential employees who must be on campus to perform their job function. All students have also been instructed to remain home, and may not come to campus unless approved for a specific reason. As such, all services and operations (e.g. class registration, form submission assignment submission, etc.) have been moved online.
- All individuals are required to submit daily symptom checks, known as the Lion Health Check, prior to arriving on campus or departing from their on-campus residence. This mandate includes employees, students, contractors, visitors, and any other individuals. The Lion Health Check must be completed daily (via the Rave Guardian mobile app, online at lmu.edu/lionhealthcheck, or online at lmu.edu/lionhealthcheckvisitors for those without LMU credentials) before coming to campus.
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- All individuals on campus are to practice six feet of physical distancing at all times; if one's work requires that they stand in closer proximity to others, it must be approved by their dean and vice president.
- Increased cleaning of common touchpoints, bathrooms, and common areas will remain in place until further notice.
- Testing, contact tracing, and response to illness protocols have been established to respond to potential cases of COVID-19 in coordination with the Los Angeles Department of Public Health (and, as applicable, other health authorities).
- All members of the community are to follow good hygiene guidance such as regular hand washing, avoiding touching their face, and disinfecting touched items.
- All individuals are asked to take personal responsibility by following all health measures, including leaving campus and remaining at home when ill.
- All on-campus events are cancelled until further notice, and on-campus gatherings are prohibited.
- COVID-19 spreads mostly among people who are in close contact (within about six feet, or two arms' lengths) for a prolonged time period (15 minutes or more, per CDC guidelines as of September 14, 2020);
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people;
- A person who has the virus may not have any symptoms but may still spread COVID-19;
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes;
- The virus can live on surfaces for up to several days, depending on the surface and other conditions. For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. The

university needs full cooperation and compliance with these measures to make them effective in this new work environment.

Physical Distancing Across Campus

The number of employees in a campus building is limited, such that employees can easily maintain at least a six-foot distance from one another at all practicable times.

Employees and students have been instructed to maintain at least six feet distance from each other and from visitors and the public; employees may momentarily come closer when necessary to accept deliveries, to accept payments, or as otherwise necessary. When engaging with a customer, employees can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand). Customer service windows or counters have also been separated by six feet, to allow for physical distancing.

Elevator capacity is limited to the number of people that can be accommodated while maintaining a six-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of three (3) riders at a time for any elevator that does not allow for six-foot physical distance between riders. All riders are required to wear cloth face coverings.

Furniture in areas that are open for community use (e.g., building lobbies, reception areas, or waiting areas) has been reconfigured to support physical distancing.

Individuals are discouraged from congregating in any area, but especially common areas or high traffic areas such as bathrooms, hallways and stairwells.

To the extent possible, flow of traffic within the workplace has been modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing one another).

The number of people in any indoor room on campus (e.g., meeting rooms, offices) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance at all practicable times.

Other Health Protocols and Guidance

Regular hand washing or use of hand sanitizer is required. The university will provide ample opportunity for individuals to sanitize their hands in restrooms or with hand sanitizer and other supplies necessary to clean workspaces. Restrooms will be serviced, and soap replenished, throughout the day. There will also be hand sanitizer available in high traffic areas.

- Individuals must comply with all posted and distributed notices throughout campus, reminding them about physical distancing, hand washing, reporting illness and other health and safety notices.
- All personal visitors are prohibited until further notice, except in cases of emergency.
- All visitors are prohibited unless they are essential to facilities operations, cleaning, repair, or otherwise essential to the business and preapproved for access to campus. All visitors must be pre-approved and registered by the designated individual in their affiliated department, college, or school.
- Food deliveries will be permitted.

- Individuals must carry their One Card at all times, and use their One Card to access campus at the gate. Prior to accessing campus, individuals must complete the Lion Health Check and have received a response permitting access.
- Individuals must adhere to new guidelines as they emerge, as pandemic circumstances are new and evolving.

Please refer to further hand sanitizing guidance at the L.A. County Department of Public Health's [Handwashing](#) and [Handwashing - Español](#) pages.

Public Transportation

While using public transportation, remember to wear a face covering while on the bus or shuttle, maintain six-foot physical distance, and avoid touching surfaces with hands to the maximum extent possible. Do not touch eyes or mouth. Upon disembarking, wash hands or use hand sanitizer as soon as possible.

Spring 2021 Testing Plan

Targeted Testing

The University will provide targeted testing for students who meet the following criteria:

1. Present with symptoms consistent with COVID-19 and who is suspected by a medical provider to have COVID-19; or
2. Those who have been exposed to a lab-confirmed or suspected COVID-19 case.

When an on-campus employee or student is identified to have been exposed or is suspected to have COVID-19, the COVID Support Team will provide the individual with quarantine or isolation instructions, conduct a thorough and timely contact investigation, and provide them with instructions for getting tested for COVID-19. A PCR test will be administered by Student Health Services to on-campus students. Every effort will be made to expedite testing.

Employees who are symptomatic or have known exposure will be directed by the COVID Support Team not to come to campus or to leave campus (if already at work) or return to their on-campus residence if applicable without delay. Employees may seek COVID-19 testing through an off-campus lab at the University's expense and may always seek testing from their primary healthcare provider. The COVID Support Team will provide employee with the details on their options.

By Public Health Order and LMU policy, students who are exposed to a confirmed or suspected case must be tested for COVID-19 during quarantine and prior to receiving clearance to access campus; testing is strongly encouraged for employees who are exposed to a confirmed or suspected case.

While these individuals are awaiting test results, they will be instructed by the COVID Support Team and/or Student Health Services to immediately begin quarantine or isolation. If the individual is a student residing in an on-campus residence and they share an apartment or suite with another student, that individual will be moved to a private room with private bathroom. A student who is isolating is not permitted to reside with a student who is quarantining on campus.

Surveillance Testing & On-Campus Testing Center

Testing is considered to be surveillance when conducted to detect transmission hot spots or to better understand disease trends in an environment. It can be an effective method to slow the spread as testing may identify those who are COVID-19 positive and pre-symptomatic or asymptomatic.

In late fall 2020, LMU launched an on-campus COVID testing center, which provides both voluntary and mandatory PCR surveillance testing to all those who are approved to work on campus or participate in an approved on-campus activity. Voluntary testing should only be used by those already working on campus; in light of the safer at home order issued by LA County Department of Public Health, employees and students should not come to campus just to get tested.

For Spring 2021, surveillance testing is also required for student athletes and specific athletics staff as identified by Athletics and required by the NCAA, WCC, and state of California.

Surveillance testing is available seven days per week.

In the Spring 2021 semester, as the campus population increases and/or in-person instruction resumes on campus (in Phase I, instruction is limited to training for essential workforce only), regular surveillance testing will be mandated for specific students and employees. This will be determined based on the nature of their activity on campus. Mandatory surveillance testing will be applied as follows:

Students

Students who live on or access campus for a structured activity (e.g. scheduled course with in-person instruction) more than once a week will be required to test twice a week and at fixed intervals. Students who access campus for a structured activity (e.g. research, in-person instruction) should receive a PCR test weekly and only on the day they access campus to avoid the need for them to return to campus more than necessary. Students approved for individual on-campus activity (ex. use of independent study space) are not required to get tested.

Employees

All employees, including faculty, staff, and contract employees, who access campus should be provided the option of receiving a PCR test once per week voluntarily. Employees who interact in-person with others as an essential function of their job (e.g. faculty, resident staff, Public Safety, Sodexo, Student Health Services*) regularly or are required to travel around campus and enter shared spaces (e.g. select staff in Facilities Management and ITS*) will be required to receive two PCR tests per week. If the employee only accesses campus once a week, they will only need to receive one PCR test per week on the day they access campus.

Human Resources and Unit Leaders (Deans, Associate Provosts, and Vice Presidents) will identify employees who are mandated to get tested, and those individuals will be notified by the COVID Testing Team.

*The employees and departments noted do not represent an exhaustive list of those who may be required to get tested. If you are unsure if you meet the requirements, please contact your unit leader (Dean, Associate Provost, or Vice President).

Mandatory Surveillance Testing

| Crimson Group | Blue Group | Grey Group |
|--|---|--|
| <p>Testing once per week (every 7 days) is required for the following individuals who are on campus one day per week:</p> <ul style="list-style-type: none"> • Students approved for hybrid and in-person classes and select on-campus student workers* • Faculty who teach in-person • Staff who in the course of their job participate in higher risk activities or travel to different areas of campus <p>*Students approved for individual on-campus activity (ex. use of independent study space) are not required to get tested.</p> | <p>Testing twice per week at set intervals is required for the following individuals who are on campus two (2) or more days per week. Tests should be scheduled 3-4 days apart; if an individual's on-campus schedule does not allow for this, testing may be scheduled two days apart:</p> <ul style="list-style-type: none"> • On-Campus residents (students and employees) • Students approved for hybrid and in-person classes and select on-campus student workers* • Faculty who teach in-person • Staff who in the course of their job participate in higher risk activities or travel to different areas of campus <p>*Students approved for individual on-campus activity (ex. use of independent study space) are not required to get tested.</p> | <p>Testing at unique intervals due to sporadic or rotating on-campus work schedules or other specialized circumstances:</p> <ul style="list-style-type: none"> • Student Athletes** • Athletics Coaches and Tier 1 staff**. • Staff who in the course of their job participate in higher risk activities or travel to different areas of campus <p>**Details on collegiate athletics testing requirements, including definition of athletics staff categorized by tier, is documented in the Athletics Return to Competition Plan.</p> |

All other staff and faculty on campus may voluntarily get tested once per week.

*If Los Angeles County’s tier is changed to tiers 2 or 3 (according to the state’s Blueprint for a Safer Economy) and the positivity rate on LMU’s campuses is low, testing frequency *may* be reduced.

COVID Test Results

Individuals will receive their test results by email or text (their preference) as soon as the test results become available. Test results are stored in a HIPAA-compliant program provided by LMU’s lab partner.

The COVID Support Team and Student Health Services will have access to test results in support of contact investigations and student healthcare.

Compliance with Mandatory Testing Requirements

If an individual is unwilling to or otherwise does not comply with testing requirements, they will not be permitted to access campus nor will they be permitted to participate in university-approved on-campus activities (including in-person instruction and work) and certain university-approved off-campus

activities (such as Athletics competitions, field trips, or multi-person film shoots). Employees who are unwilling to participate in surveillance testing will be referred to Human Resources.

If an individual misses their appointment time or fails to schedule their required testing appointment, the COVID Testing Team will notify the individual and their unit leader (Dean, Associate Provost, or Vice President) in addition to Student Housing (for on-campus residents). Depending on the circumstances, the individual may be provided with an opportunity to reschedule. If an individual does not get retested when given the opportunity or if this occurs more than one time, campus access will be revoked and the individual will no longer be permitted to live on campus or participate in the approved on-campus activity.

An appeals process will be provided only for those with extenuating circumstances.

Medical Exemption

If an individual has a medical condition that they feel should exempt them from this requirement, they should not come to campus unless or until they receive a medical exemption. Students should email COVIDTesting@lmu.edu and employees should contact [Rebecca Chandler](#), Vice President of Human Resources.

Influenza Vaccination

Flu season poses multiple challenges that can exacerbate this pandemic:

- The flu and COVID-19 are similar in how they present, which could stress coronavirus testing capacity, contact tracing resources, and isolation/quarantine housing.
- Students sick with the flu will also require more resources from Student Health Services.
- The flu may compound COVID-19's impact on absenteeism/attendance.

As such, and per LA County Public Health Protocol, all students who live on campus or participate in an approved on-campus activity are required to receive immunization against influenza. **Students must submit proof of vaccination via the Immunization Entry tab at myhealth.lmu.edu.** If a student believes they are eligible for a medical exemption from the flu vaccine requirement, please submit a completed [Student Health Services form](#).

Employees (including faculty, staff, and contract employees) are strongly encouraged to be immunized against influenza unless contraindicated by personal medical conditions.

Positive Cases on Campus

In the event of a concentration of positive COVID-19 cases on campus, Public Safety will send an LMU Alert to the larger LMU community (including students, faculty, staff, and those registered for SMS alerts), notifying them of the cluster. This measure is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. As of July 8, 2020, a set of three (3) or more related positive cases within 14 days is the legal requirement for an LMU Alert. For singular, unrelated cases, Public Safety will notify all individuals who have had close contact with the positive case.

Additional cleaning and sanitation measures will be implemented for locations used by individuals who are confirmed or suspected to have COVID-19. Procedures include wiping all surfaces with a sanitizing

disinfectant approved by the EPA to kill COVID-19 and/or use of electrostatic disinfection machines to sanitize all surfaces.

All resident students have their own apartment or suite with private bathroom, which in the event of a positive case, will allow resident students to isolate or quarantine in their own on-campus residence.

In the event of a cluster of three or more epidemiologically-linked cases on campus, the COVID Support Team Leader will report this cluster to the L.A. County Department of Public Health via email at ACDCEducation@ph.lacounty.gov or via telephone at 888.397.3993 or 213.240.7821. The COVID Support Team Lead or the COVID Compliance Officer will work with LACDPH to determine if the cluster meets the outbreak criteria for IHE. If the outbreak criteria has been met, the COVID Support Team will work with LACDPH in support of the outbreak. A public health case manager will be assigned to the outbreak investigation to help guide the campus response.

Contact Tracing Efforts

The COVID-19 Compliance Task Force delegates responsibility of contact investigation and communication with COVID positive or exposed individuals to the COVID-19 Support Team. In the event of a positive case, the COVID-19 Support Team initiates the contact investigation immediately after notification of the suspected or confirmed case, and provides instructions for home isolation (and quarantine for those exposed). Through this process, the COVID-19 Support Team will generate a list of all individuals who were exposed to the laboratory-confirmed case while that individual was infectious, and provides this information to LACDPH using the Contact Line List for the Education Sector within 1 business day. As the LMU COVID-19 Support Team performs the contact investigation to identify potential exposure to individuals who live or work on campus, the COVID-19 Support Team will inform the individual(s) that LACDPH will contact them directly through the LACDPH Case and Contact Investigation Program.

All individuals who live, work, or otherwise are approved to access LMU's campuses who have been exposed to a suspected or confirmed case will be notified by phone and email, including information about home quarantine, instructions should they become symptomatic, and information about when they are expected to be able to return to campus.

If there are two or more laboratory confirmed cases within 14 days, the COVID-19 Support Team will perform a review to identify if the two cases are epidemiologically linked. This information will be relayed to LACDPH. The COVID-19 Support Team will also relay this information to Environmental Health and Safety to review if and how protocols must be adjusted.

LACDPH will categorize three or more laboratory confirmed cases within 14 days that are epidemiologically linked as a cluster. In the event of a cluster, in addition to the steps above, the COVID 19 Support Team Leader will initiate an LMU Alert to notify the community of the cluster, and remind individuals of safety measures they can take to stay safe and healthy on campus.

Self-Monitoring, Symptom Tracking, and Isolation/Quarantine Procedures

To facilitate self-monitoring, the university has developed Lion Health Check, a symptom tracker that each employee and contractor/visitor must complete daily (via the Rave Guardian mobile app, online at lmu.edu/lionhealthcheck, or online at lmu.edu/lionhealthcheckvisitors for those without an LMU email address) before coming to campus. Resident students must complete the Lion Health Check daily before 12pm, or prior to leaving their residence.

The Lion Health Check asks a series of COVID-19 related questions, scripted and mandated by the L.A. County Department of Public Health. Upon submission, an individual will either be approved to come to campus (with a green check and subsequent email) or prohibited from accessing campus (with a red “x” and subsequent email, including instructions and requirements).

When an employee taps their OneCard on campus, the system automatically checks the individual’s Lion Health Check for compliance; anyone using their One Card on campus with a red X or without a completed Lion Health Check will be reported to their Dean or Vice President.

All resident students’ Lion Health Check submissions are monitored electronically by Student Housing. Approved contractors or visitors must show their completed Lion Health Check to a Public Safety officer at the gate prior to entering campus.

Responses will not be retained or used to personally identify individuals. Only information related to “need-to-know” business will be shared with Human Resources or management.

Travel and Private Gatherings

In alignment with the [CDPH Travel Advisory](#) and recommendations issued by the [CDC](#), those who choose to engage in any of the following higher-risk activities as defined by the CDC will not be permitted on campus for the subsequent 10 days, with an additional 4 days of closely monitoring their health:

- Travel to destinations outside of California
- Travel on a cruise ship or river boat
- Attend a gathering or crowded event, like a wedding, funeral, party, concert, or parade, with individuals outside of your household or outside of your COVID pod.

Kindly review the LACDPH’s guidance on [Small Private Gatherings](#) for more information on how to safely participate in a small gathering with individuals outside of your household. Those who attend gatherings that do not meet the criteria provided in the above guidance are required to wait two weeks before returning to the LMU campus.

If you currently have campus access and are unable to return due to a 10-day self-quarantine period, please speak with your supervisor and the COVID Support Team (310.568.6868) to apprise them of your status and anticipated return date. During this period of self-quarantine, you may use accrued vacation and/or sick time; if you have no available vacation or sick time, it will be an unpaid leave. Upon pre-approval of your supervisor, you may be permitted to work remotely.

Local Travel Policy

At this time, local travel affiliated with LMU (e.g. work, experiential learning, and student activities) may only be conducted by exception and with approval of the Unit Leader (Dean, Associate Provost, or Vice President) as applicable.

Local travel may only be considered if it is explicitly permitted by the Los Angeles County Department of Public Health and/or is essential to university operations or the training of essential workforce.

All parties should use their best judgment and consider university protocol and policies, public health orders, and COVID-19 safety recommendations when determining whether local travel is appropriate or feasible.

Individuals may not be required to complete local travel as a condition of eligibility for instruction or employment.

Approval Authority (not an exhaustive list)

| Opportunities may include: | Approval may be required from: |
|--|--|
| Field Trips | Dean of the College/School |
| Internships | Career Development (CPD) or Dean’s Office |
| Community-Based Learning | Center for Service and Action (CSA) or Dean’s Office |
| Research | Office of Research and Creative Arts (ORCA) or Dean’s Office |
| Departmental Student Events | Designated Departmental Staff |
| Registered Student Organization Events | Student Leadership and Development |
| Immersion or Service Trip | Center for Service and Action (CSA) or Campus Ministry |
| Student off-campus work | Student Employment Services (SES) |
| Law School Clinics | Loyola Social Justice Law Clinic (LSJLC) |
| Mock Trial Competitions | LLS PI/Externships/Private Placements |
| Local and Regional Conferences | Direct supervisor/VP/Dean |
| Off-campus Meetings | Direct supervisor/VP/Dean |
| Off-campus Filming | SFTV Production Operations |

Alternatives to Local Travel

In cases where students who need to conduct internships and/or community-based learning experiences cannot complete them as originally planned due to COVID-related restrictions, faculty and staff supervisors may wish to consider assigning specific projects to make up for lost internship or service hours. Supervisors of internships and/or faculty teaching community-based learning opportunities may reach out to Career and Professional Development (CPD), the LLS Public Interest/Externships/Private Placements offices, the Loyola Social Justice Law Clinic (LSJLC) and the Center for Service and Action (CSA) with their questions.

In the event that a student, employee, or visitor receives a red “X” on their Lion Health Check

- All students, employees, and visitors are required to stay home if they have received a COVID-19 test due to symptoms or exposure in the previous 10 days, if they are sick, or if they have been in close contact with someone or share a residence with someone with COVID-19 symptoms.
- Employees and visitors are required to immediately leave campus if they develop COVID-19 symptoms.
- All are required to immediately leave campus or return to their on-campus residence, and notify the COVID Support Team if they develop COVID-19 symptoms.
- Students, employees, and visitors are required to adhere to all local, state and federal quarantine/ self-isolation requirements upon confirmation of a positive COVID-19 test or being exposed to COVID-19.

- Students, employees, and visitors are required upon confirmation of a positive COVID-19 test or an exposure to COVID-19 to inform the LMU COVID Support Team. Employees may be covered by workers' compensation upon confirmation of a positive COVID-19 test or because of exposure in the workplace. Sick pay entitlements and other resources will be provided.
- Students, employees, and visitors are required to provide full-cooperation with Contact Tracing mandates. Contact tracing will be conducted by the COVID Support Team in consultation with the LA County Department of Public Health. Contact tracing is required when an individual is suspected or confirmed to have COVID-19.
- Isolated and quarantined individuals will be required to receive clearance from the LMU COVID Support Team.
- LMU offers free on-campus testing for any individual with approved campus access. Please visit lmu.edu/covidtesting to learn more. Individuals may also seek testing through their primary healthcare provider, or by contacting Human Resources.
- The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of mitigating the spread of COVID-19 is limiting in-person contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19. In addition, the California Department of Public Health (CDPH) and Los Angeles County Department of Public Health (LACDPH) requires employers to implement social distancing measures and the use of personal protective equipment (PPE) as a condition of reopening campus.

For further guidance on symptom checks and isolation/quarantine procedures, please visit the following resources:

[Employee Screening](#)

[Home Quarantine Guidelines](#)

[Home Quarantine Guidelines - Español](#)

[Home Isolation Guidelines](#)

[Home Isolation Guidelines - Español](#)

[Contact Tracing](#)

[Contact Tracing - Español](#)

[LACDPH COVID-19 Testing Strategy](#)

[LACDPH COVID-19 Testing Strategy - Español](#)

[CDC Viral Testing – Current Infection](#)

Physical Distancing Reminders

- Maintain a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including:
 - Six-foot distance reminders on floors or walls in locations where persons have traditionally gathered or may need to wait for entrance to a space or for equipment use;
 - Newly designated one-way pathways between desk clusters and other areas where six-foot distancing is not possible with two-way traffic flow.
- Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.
- Common spaces (cafeterias/breakrooms/lunchrooms) are highly restricted until further notice and may be used only in designated areas and in compliance with the above social distancing guidelines.

- Despite past prohibitions, employees are encouraged to take lunch or breaks at their desks or outdoors. Non-exempt employees must refrain from working during any required lunch or rest breaks. Before and after eating, individuals should wipe down any common spaces that were used and wash hands thoroughly to reduce the potential transmission of the virus.
- Sharing of communal food is prohibited.
- Do not share personal school or office supplies and equipment. Notify supervisors if equipment is needed that was previously shared, such as staplers, scissors, or other personal office equipment. Limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent consistent with business necessity. If equipment is needed:
 - Maintain a six-foot distance from others when waiting to use the equipment;
 - Use hand sanitizer before and after each use;
 - Disinfect equipment with wipes available at each shared equipment station before and after each use on all touch surfaces.
- Comply with building personnel instructions and limitations regarding elevator access. All elevators at LMU are limited to no more than three occupants at a time. If an elevator is already at COVID capacity, please wait for another elevator or take the stairs. Exercise caution when making physical contact with elevator buttons or stairway doors to minimize risks.

Face Coverings Are Required While on Campus

- All students, employees, and visitors must wear a face covering at all times while on campus, indoors or outdoors, unless a specific exception applies.
- The university will provide two cloth face coverings to students and employees at no cost; however, individuals may also wear their own cloth face coverings.
- The university has also provided face shields with a cloth drape covering to faculty who record lectures in the classroom.
- The university will provide N95 face masks and appropriate fit testing to those who must perform work in close contact to others.
- Face coverings may vary (e.g., masks or neck gaiters pulled up over mouth and nose are acceptable). At a minimum, face coverings should:
 - Fit snugly but comfortably against the side of the face
 - Be secured (e.g., with ties or ear loops)
 - Cover the nose and mouth
 - Allow for breathing without restriction
 - Have the ability to be laundered without damage or change to shape
- Exception - face coverings do not need to be worn while in a single-occupancy office or single occupancy on-campus residence (if applicable) with a closed door, or while eating or drinking.
- Face coverings and masks are designed to help contain the wearer's respiratory emissions, and are critical to minimizing risks to others nearby. Physical distancing must also be maintained even while wearing face coverings.
- Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.

For more information on face coverings, please refer to the following resources:

[Cloth Face Coverings](#)

[Cloth Face Coverings Español](#)

[CDC Cloth Face Coverings](#)

Campus Communications

The university has developed a robust communications plan, which includes the following to keep students, staff, and faculty informed:

- Email: weekly e-newsletter to all students, staff, and faculty; supplementary Community Advisories sent on an ad hoc basis, including to parents and other non-community members; President and Provost messages;
- Web: comprehensive lmu.edu/together website dedicated to COVID support, resources, FAQs, plans and protocols; virtual town hall forums; communications toolkit available for download;
- Social: regular social media posts reinforcing community messages, as needed;
- Mobile App/SMS: outbreak notifications via mobile app and email (students/staff/faculty) and SMS (parents/visitors/neighbors)
- Physical/Print: comprehensive implementation of COVID signage and health reminders throughout campus

Additionally, the following communications efforts have also been implemented:

- Reminders to wear cloth face coverings are prominently posted at campus entrances and all parking lots, as well as high-traffic areas and buildings across campus. Digital reminders are included on the lmu.edu/together website, weekly e-newsletters and community advisories.
- Copies of the LACDPH Reopening Health Order are available at the front gate as well as on lmu.edu/together for download. A copy is posted at all public entrances, and all campus signage is branded with the lmu.edu/together URL where the protocol lives.
- Insert cards with proper face covering instructions are included with all masks ordered and distributed by LMU.
- Reminders to not enter if ill are prominently posted at campus entrances and all parking lots, as well as high-traffic areas and buildings across campus. Digital reminders are included on the lmu.edu/together website, weekly e-newsletters and community advisories.
- The dedicated website, all email communications, and social media provide clear information about campus access, limitations, required use of face coverings, and option to participate virtually.
- In the case of campus closure, the communication plan includes dedicated community advisories to students/staff/faculty/parents/community members, website updates, and supplemental reminders on social media. Communication will also include further instructions on next steps (including pivot to online learning, housing, etc.). Additionally, in the case of an outbreak of 3+ related cases, LMU Alerts will be sent via mobile app, email, and SMS.

ENHANCED CLEANING AND DISINFECTION MEASURES

Facilities Management will regularly sanitize office and work spaces, common areas, lobbies, restrooms, classrooms, and high-touch areas based on CDC, OSHA, and Cal/OSHA guidelines and requirements.

Facilities Management will also provide and maintain hand sanitizer stations throughout campus including common areas, elevators, and at or near all building entrances.

Facilities Management cleaning and disinfection measures include but are not limited to the following:

General Campus Buildings

- Enhanced cleaning of all campus buildings is completed on a regular basis by a professional cleaning service.
- Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
 - Break rooms: Electrostatic deep cleaning nightly; disinfecting wipes provided to allow occupants to perform enhanced cleaning through the day between uses, as needed.
 - Restrooms: Deep-cleaned nightly and cleaned and disinfected 2-3 times during the day, to include enhanced cleaning of high-touch surfaces;
- Facilities Management will use EPA-approved disinfectants as part of the regular nightly cleaning protocol. The team is equipped with electrostatic disinfection units deployed across campus to deep clean and disinfect spaces on a daily basis or as needed upon notification by DPS. The electrostatic spray units allow an interruption in the chain of infection, by sanitizing surfaces via application of EPA-registered disinfectants using electrostatic systems.
- Common areas and frequently touched objects (such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails) are regularly disinfected using EPA-approved disinfectants, following the manufacturer's instructions for use.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Sanitizing cleaning wipes are provided in offices at or near high-touch devices, such as copiers/printers.
- To the extent possible, doors, light switches, trash cans, etc. are contactless.
- Enhanced cleaning of stairwells is performed as part of regular daily maintenance.
- In an area where a person who is positive for COVID or suspected positive for COVID has been, additional measures for cleaning will be implemented. Some procedures include: wiping of all surfaces with an EPA approved to kill COVID-19 sanitizing disinfectant and/or use of electrostatic disinfection machines to sanitize all surfaces.

Offices

- Cleaning wipes will be provided to offices so that they may perform enhanced cleaning throughout the day if they deem necessary.
- Disinfectants and related supplies are available to employees at the following location(s):
 - Hand sanitizing stations will be located at or near all building entrances, elevators, and copy/mail rooms.
 - Every restroom and departmental pantry will have soap and water available for frequent hand washing.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): at or in close proximity to all building entrances; elevator entrances; high traffic service counters; housing building entrances; locker rooms; large open areas (e.g. villages, lounges, atriums).
- All bathrooms and pantries are stocked and replenished on a regular basis with soap and water. Pantries without sinks are equipped with hand sanitizer stations.
- Employees will be responsible for cleaning and maintaining their individual workspaces, including desks, chairs, and computer equipment. Commonly used surfaces should be wiped = down before and after use with products that meet EPA criteria for use against COVID-19 and

are appropriate for the surface. This includes any shared-space location or equipment. While sharing equipment and supplies is strongly discouraged, we recognize that at times it is required. Before and after use of shared equipment, individuals should wash their hands and wipe down equipment or supplies. Cleaning supplies that meet the EPA's criteria for use will be provided to employees for this purpose.

Facilities Management confirms its commitment to monitoring and enforcing all applicable University Human Resource Policies & Procedures and applicable local, state and federal laws and regulations (Department of Labor, Wage & Hour, OSHA, etc.). Please refer to the following resources for further guidance.

[CDC Cleaning and Disinfecting](#)

[Cleaning and Disinfection Matrix](#)

[Cleaning and Disinfection Matrix - Español](#)

Other Sanitation Measures by Facilities Management

- LMU has ensured all HVAC systems are in good, working order.
- Water lines have been opened on a regular basis during the months of limited campus occupancy and continue to be flushed regularly as part of FM's campus maintenance rounds to ensure that water supply contained in the pipes are fresh.
- Drinking fountains have been taken offline to prevent use. Touchless water filling stations are cleaned and sanitized 2-3x per day.
- Signage is posted at building doors indicating entry/exit traffic. Directional signage encouraging pedestrians to "keep right" has been posted in high traffic areas.
- To the extent feasible, doors, light switches, trash cans and similar objects are contactless.

Playa Vista Shuttle Sanitation

- The Playa Vista shuttle is currently offline. When shuttle service is restored, social distancing indicators will be present to limit ridership and provide for six-foot spacing between riders. Social distancing indicators will be installed in vehicles and at shuttle queuing locations.
- Face coverings will be required at all times on the shuttle.
- Vehicle windows will be opened, when practicable, to increase outdoor air flow.
- Parking & Transportation will work with the shuttle vendor to install impermeable barriers between the driver and passengers, where feasible.
- Adequate bike storage infrastructure is ensured, to support bike commuting.

Food Services Operations

- Dining halls are currently closed for the spring semester. However, a limited assortment of snacks, groceries, and pre-packaged meals are available at the campus convenience store for takeout. A coffee cart (mobile food facility) is also operating for takeout only.
- Meal pick-up is available for students at the campus convenience store.
- The convenience store is open for eight consecutive hours daily, to allow students to purchase groceries and food items during an extended period of time. Given the small campus population and the fact that students are all living in private apartments with kitchens, anticipated traffic is minimal.
- There are no outdoor seating areas in close proximity to the convenience store. A limited amount of fixed seating is located near the coffee cart but is spaced six feet apart.
- Plexiglass partitions have been installed at the convenience store register.

- The small operation on campus allows for plenty of social distancing in the kitchen, where a small number of to-go items are prepared. Floors are marked to ensure employees are spaced six feet apart while working. The coffee cart is operated by a single family, all of whom are members of the same household. Only 1 – 2 staff are working at any given time.
- Six-foot floor markers have been placed both inside and outside the convenience store to accommodate any potential queues. Four individuals are permitted inside the store at any given time (three customers; one employee). Additionally, signage is posted at the entrance to indicate convenience store capacity and safety protocol reminders. The coffee cart is located outside, and has six-foot floor markers to indicate where customers should form a queue.

Air Filtration Systems

HVAC Regular Maintenance Standards

Facilities Management continuously ensures campus HVAC systems are performing optimally per guidelines set by the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE).

HVAC systems are maintained according to ASHRAE Operations and Scheduling Guidelines for Existing Air Handling Units (AHU) during the Pandemic. LMU adheres to a national standard code 180 set forth by ANSI (Approved American National Standards Institute), ASHRAE and ACCA (Air Conditioning Contractors of America). This outlines standard practice for inspection and maintenance of commercial building HVAC systems.

Current COVID-19 Pandemic Enhancements

Since March 2020, HVAC filtration levels in all campus systems have been increased to maximum system capacity in all campus buildings.

In addition to compliance with ASHRAE guidelines, we have increased the frequency of HVAC filter replacement by 100% as compared to pre-Covid levels.

Specifically, in preparation for campus reopening, FM has taken the following measures to ensure that campus HVAC systems were completely evaluated and operationally adjusted in summer 2020.

- Reviewed air distribution conditions of existing spaces, resolving any issues including but not limited to covered diffusers, blocked return air grilles, reduced supply diffusers/registers, and return exhaust grilles that create short cycling.
- Commissioned external professionals for assessment of airflow and review of overall system configuration.
- Reviewed and addressed any existing air quality issues, complaints, or deficiencies.
- Adjusted outside air dampers, to as high as 100% intake, to increase outside air exchange and return air ratios to enhance fresh air circulation.
- Improved central air filtration optimum levels via:
 - sealing of edges in filter racks
 - frequent replacement of all filters
 - increased filter efficiency in all buildings by a minimum of 16% for large particles and 50% for small particles.

- Expanded scheduled air flow beyond normal business hours to increase the time period for air exchange.
- Performed general inspections of spaces to identify potential concerns for water leaks or mold growth that could negatively impact occupant health.
- Reviewed control sequences to ensure systems are operating according to ASHRAE specifications, maintaining required ventilation, temperature, and humidity conditions in occupied areas. Leveraged service contract with Siemens to ensure front end controls are working and functioning properly at all times.
- Performed modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Replaced 3,000 HVAC filters across campus
- Disinfected all individual air supply and return registers in every space on campus prior to occupancy

In all buildings, additional non-HVAC ongoing measures include:

- Increased disinfection of frequently touched surfaces
- Installed 150 hand sanitizers and 230 self-serve disinfectant wipes dispensers
- Closed and/or posted warning signs at water fountains to encourage use of contactless bottle filling stations and sinks.
- Employed daily electrostatic disinfection spraying, including the air return and supply registers

Additional Personal Protective Equipment (PPE)

- PPE includes but is not limited to gloves, gowns/aprons, goggles or face shields, medical-grade surgical masks and respirators. PPE does not guarantee total protection and must be used in combination with precautionary measures such as hand hygiene to be most effective. PPE used improperly (such as when taking off PPE) can provide a false sense of protection and potentially lead to self-contamination, particularly when not combined with other hygiene measures.
- Additionally, pursuant to a hazard assessment requested by management, employees and contractors agree to use other PPE as indicated for the specific role. PPE will be made available by the university.
- Below is a general matrix for assessing which PPE may be appropriate for various job functions on campus.

| Risk Level | Recommended For | Cloth Face Covering | Disposable Gloves | Face Shield | Disposable Gown | N95 Respirator |
|---|--|---------------------|-------------------|-------------|-----------------|----------------|
| <p>High Risk: Those requiring frequent and/or close contact (less than 6 feet) with known or suspected sources of COVID-19.</p> <p>**Only when unable to prevent frequent and/or close contact, such as reconfiguring spaces, using digital communication, using barriers, or staggering work schedules.</p> | <p>Student Health Services personnel; first responders; DPS officers who may have physical contact with these individuals; those entering isolation/quarantine housing units</p> | | X | X | X | X |
| <p>Medium Risk: Those requiring frequent and/or close contact (less than 6 feet) and in which there is no way to re-engineer their work space. *An N95 may be requested in lieu of a cloth face covering and face shield.</p> <p>**Only when unable to prevent frequent and/or close contact, such as reconfiguring spaces, using digital communication, using barriers, or staggering work schedules.</p> | <p>Public-facing departments such as DPS, shuttle drivers, kitchen and dining employees</p> | X | X | X | | |
| <p>Low Risk: NO frequent and/or close contact (less than 6 ft. for more than 15 minutes) with other individuals</p> | <p>Outdoor shared spaces; indoor spaces; offices, classrooms, or labs with physical distancing between all occupants</p> | X | | | | |
| <p>Please note: Recommendations may vary depending on the circumstance. If necessary, EHS may schedule a consultation to assess your department's specific PPE needs.</p> | | | | | | |

Standard Operating Procedures: Central Purchasing of PPE and COVID Related Supplies

Historically, PPE has been procured by individual departments. The COVID-19 pandemic has caused significant disruption in the PPE supply chain and many unvetted, non-traditional vendors have entered the marketplace. In order to maintain due diligence on vendor selection and to ensure appropriate PPE inventory to facilitate a safe and smooth return to campus, a centralized program has been implemented.

Step 1: Approval

- Unit leaders are required to submit a Workspace Assessment. This may be resubmitted over time as additional employees return to campus. In the Workspace Assessment, unit leaders will be asked a series of questions, including anticipated PPE needs.
- EHS and Public Safety Emergency Management will review all Workspace Assessments and will validate or correct PPE needs based on reported work to be conducted on campus.

Step 2: Ordering

- The COVID Central Purchasing Team will order and provide an email confirmation of expected arrival.

Step 3: Distribution

- When the order is ready, it will be delivered to the requesting department.
- Email confirmation will be sent when the order has been delivered.

PPE Items Available

N95 Masks, Face Shields, and Gloves

- Recommended for individuals with high potential for exposure to known or suspected sources of COVID-19 patients
- LMU Main User: Student Health Services

Surgical Mask, Face Shield, and Gloves

- Recommended for individuals that require frequent and/or close contact (less than six feet) for 10 minutes or longer with people who may be infected (not known or suspected) and which there is no way to re-engineer their work space
- LMU Main User: Student Health Services, Department of Public Safety, Athletics, and Facilities Management

Cloth Face Covers

- Recommended for individuals who don't require contact with people known to be infected or suspected and who can stay six feet away from co-workers and the general public.
- Required for all LMU Community members and approved visitors.
- All LMU faculty and staff will receive two cloth masks when they return to campus.

FOR FACULTY AND STAFF: SAFE AT WORK PLAN AND POLICIES

In support of these health and safety requirements and measures, the university is implementing a comprehensive Safe at Work Plan. The key elements of the Safe at Work Plan include employee education, preparing workspaces for essential employees' return; outlining employee requirements, guidance, and expectations; and ensuring other important COVID-19 related information and updates are communicated.

Please view the L.A. County Department of Public Health's [Workers' Rights](#) and [Workers' Rights - Español](#) documents for further information.

Education and Communication

All employees are required to complete an online training and acknowledgement of receipt and understanding of university policies and Public Health orders applicable to institutions of higher education and worksites.

COVID Capacity

All spaces have been evaluated to determine the COVID Capacity. The COVID Capacity allows for at least 36 square feet per person, including the instructor.

Unit Leader Workplace Assessment

Each unit leader is responsible for conducting and submitting a workspace assessment for every suite or building that will be used by their employees. The workspace assessments are reviewed by the COVID Compliance Officer, Environmental Health & Safety, Human Resources and Facilities Management.

Through the Workspace Assessment, all office spaces, copy rooms, lobbies, and other spaces utilized by staff have been evaluated to ensure that there are no shared office spaces and to determine the COVID Capacity of the space. A COVID signage toolkit has been made available to each unit leader so they may post signage noting the COVID Capacity as needed. While most lobbies are closed, for those that must remain open—Public Safety, Distribution Center, OneCard Office—in addition to on-campus stores are noted with the maximum capacity, in addition to furniture being moved or closed off and six-foot spacing noted on the floor for lines.

Manager, Supervisor, and Employee Workspace Requirements

Before a workspace can be repopulated, written plans must be completed and approved that address the following safety areas:

- Workspace capacity will be limited during the initial phase of repopulation. Increased capacity will be targeted to begin prior to a larger campus return.

CDC Persons Who Need Extra Precautions

- Vulnerable employees (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should consult with Human Resources to make appropriate decisions on returning to the workplace.
- DO NOT attempt to identify employees who may be in the [Centers for Disease Control and Prevention high risk categories](#). If an employee voluntarily discloses this information, it should be kept confidential and they should be referred to Human Resources for consultation.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Scheduling of employees will adhere to capacity limits and physical distancing – including staggered days and start/end times. Establishing hybrid schedules is strongly encouraged, including rotating weeks and/or days. Incorporating Saturdays as a regularly scheduled workday with an alternate day off during the week to provide greater flexibility is encouraged.
- Plan for staggered break and meal periods.
- Reception and common areas are closed or restricted. If access is necessary, the appropriate signage and access flow with arrows for providing six feet of physical distancing is clearly marked.
- Physical barriers may be installed (Plexiglas/or other acceptable barrier) between open workstations where six-foot distances do not and cannot be created.
- Employees who can carry out their work duties from home are directed to do so.
- Managers and supervisors must coordinate workplace furnishings and activities to allow at least six feet between employees, or between employees and other persons. Cubicles with wall partitions of less than six feet height will also require six feet between workers at all times.
- In-person meetings are not allowed at this time. Meetings shall continue to be conducted virtually, even between staff members physically on campus.
- Each employee is assigned their own tools, equipment and defined workspace consistent with health and safety standards. Sharing of workspaces and held items has been minimized or eliminated, consistent with health and safety standards. This information is also included in the Safe at Work Training.

- Faculty wishing to use a learning space to conduct their online courses must book these spaces in advance, in the designated online reservation system. All reserved classrooms and AV equipment are cleaned nightly, or a minimum of 2x per day if there is more than one reservation in the same room.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings when around others.
- Employees are allowed frequent breaks to wash their hands.
- Employees are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Annual influenza immunizations are facilitated each year through HR Wellness programming.

Employee Requirements, Guidance and Expectations

The most effective ways for limiting the spread of COVID-19 is by wearing a face covering, frequent handwashing, and following six-foot physical distancing guidelines. This requires individual commitment and strict compliance with local, state and federal guidance. What follows are university policies, guidance and expectations for the reopening of campus.

Self-Monitoring

Employee Screening

To facilitate self-monitoring the university has developed Lion Health Check, a symptom tracker, that each employee must complete daily (via the Rave Guardian mobile app, online at lmu.edu/lionhealthcheck, or online at lmu.edu/lionhealthcheckvisitors for those without an LMU email address) before coming to campus. The Lion Health Check asks a series of COVID-19 related questions scripted and mandated by the L.A. County Department of Public Health. Based upon an individual's responses, the Lion Health Check will either clear them to come to campus or instruct them not to come campus and to contact COVID Support Team to identify next steps.

The only information that will be shared with Human Resources or management that have a "need-to know" reason is the Symptom Tracker daily result. Responses will not be retained or used to personally identify any individual.

- Given responses in Lion Health Check, an individual will either be approved to come to campus (with a green check and subsequent email) or prohibited from accessing campus (with a red "x" and subsequent email, including instructions and requirements). Employees are required to stay home if they have received a COVID-19 test due to symptoms or exposure in the previous 10 days, if they are sick, or if they have been in close contact with someone or share a residence with someone with COVID-19 symptoms.
- Employees are required to immediately leave campus if they develop COVID-19 symptoms.
- Employees should follow [CDC guidance](#) if symptoms develop.

[Home Quarantine Guidelines](#)

[Home Quarantine Guidelines - Español](#)

[Home Isolation Guidelines](#)

[Home Isolation Guidelines – Español](#)

- Employees are required to adhere to all local, state, and federal quarantine / self-isolation requirements upon confirmation of a positive COVID-19 test, if a medical provider suspects they have COVID-19 due to symptoms, or if they have been exposed to COVID-19.

- Employees are required to inform Human Resources and the COVID Support Team upon confirmation of a positive COVID-19 test, an exposure to COVID-19, or if a medical provider suspects they have COVID-19 due to symptoms. Employees may be covered by workers' compensation upon confirmation of a positive COVID-19 test or because of exposure in the workplace. Sick pay entitlements and other resources will be provided.

Contact Tracing

Contact Tracing – Español

- Employees who access campus are required to provide full-cooperation with contact tracing mandates. Contact tracing will be conducted by LMU's COVID Support Team in consultation with the LACDPH. Contact tracing is required when an individual is suspected or confirmed to have COVID-19.
- Isolated and quarantined individuals will be required to receive clearance from LMU's COVID Support Team prior to returning to campus.

LACDPH COVID-19 Testing Strategy

LACDPH COVID-19 Testing Strategy - Español

CDC Viral Testing – Current Infection

- As of November 30, LMU offers free on-campus testing for any individual with approved campus access. Please visit lmu.edu/covidtesting to learn more. Employees may also seek testing through their primary healthcare provider, or by contacting Human Resources.
- The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways to mitigate the spread of COVID-19 is by limiting in-person contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19. In addition, the California Department of Public Health (CDPH) and Los Angeles County Department of Public Health (LACDPH) requires employers to implement social distancing measures and the use of personal protective equipment (PPE) as a condition of reopening campus.

Travel and Private Gatherings

In alignment with the [CDPH Travel Advisory](#) and recommendations issued by the [CDC](#), those who choose to engage in any of the following higher-risk activities as defined by the CDC will not be permitted on campus for the subsequent 10 days, with an additional 4 days of closely monitoring their health:

- Travel to destinations outside of California
- Travel on a cruise ship or river boat
- Attend a gathering or crowded event, like a wedding, funeral, party, concert, or parade, with individuals outside of your household or outside of your COVID pod.

Kindly review the LACDPH's guidance on [Small Private Gatherings](#) for more information on how to safely participate in a small gathering with individuals outside of your household. Those who attend gatherings that do not meet the criteria provided in the above guidance are required to wait two weeks before returning to the LMU campus.

If you currently have campus access and are unable to return due to a 10-day self-quarantine period, please speak with your supervisor and the COVID Support Team (310.568.6868) to apprise them of your status and anticipated return date. During this period of self-quarantine, you may use accrued vacation and/or sick time; if you have no available vacation or sick time, it will be an unpaid leave. Upon pre-approval of your supervisor, you may be permitted to work remotely.

Social Distancing Reminders for Employees

Social Distancing

Social Distancing – Español

- Maintain a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including:
 - Six-foot distance reminders on floors or walls in locations where employees traditionally have gathered or may need to wait for entrance to a space or for equipment use;
 - Newly designated one-way pathways between desk clusters and other areas where six-foot distancing is not possible with two-way traffic flow.
- Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.
- Common spaces (cafeteria/breakroom/lunchroom) are highly restricted until further notice and may be used only in designated areas and in compliance with the above social distancing guidelines.
- Despite past prohibitions, employees are encouraged to take lunch or breaks at their desks or outdoors. Non-exempt employees must refrain from working during any required lunch or rest breaks. Before and after eating, individuals should wipe down any common spaces that were used and wash hands thoroughly to reduce the potential transmission of the virus.
- Sharing of communal food is prohibited.
- Do not share personal office supplies and equipment. Notify supervisors if equipment is needed that was previously shared, such as staplers, scissors, or other personal office equipment. Limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent consistent with business necessity. If equipment is needed:
 - Maintain a six-foot distance from others when waiting to use the equipment;
 - Use hand sanitizer before and after each use;
 - Disinfect equipment with wipes available at each shared equipment station before and after each use on all touch surfaces.
- Comply with building personnel instructions and limitations regarding elevator access. All elevators at LMU are limited to no more than three occupants at a time. If an elevator is already at COVID capacity, please wait for another elevator or take the stairs. Exercise caution when making physical contact with elevator buttons or stairway doors to minimize risks.

Other Protocols/ Guidance for Employees

Handwashing

Handwashing – Español

- Regular hand washing or use of hand sanitizer is required. The university will provide ample opportunity for individuals to sanitize their hands in restrooms or with hand sanitizer and other supplies necessary to clean workspaces. Restrooms will be serviced, and soap replenished, throughout the day. There will also be hand sanitizer available in high traffic areas.

- Comply with all posted and distributed notices throughout the workplace reminding employees about physical distancing, hand washing, and reporting illness and other health and safety notices.
- All personal visitors are prohibited until further notice except in cases of emergency.
- All visitors are prohibited unless they are essential to facilities operations, cleaning, repair, or otherwise essential to the business and preapproved for access to campus. All visitors must be approved and registered by the designated individual in the affiliated department, college, or school.
- Food deliveries will be permitted.
- Individuals must carry their One Card at all times.
- Adhere to new guidelines as they emerge, as this issue is new and evolving.

Mental and Emotional Wellbeing

Employees have access as needed to the university's Employee Assistance Program for support and resources to address concerns or challenges that may affect employee well-being and performance. The program provides employees with a 24-hour emergency hotline as well as the option for telephonic or video counseling sessions. Additional information may be found [here](#), or to make an appointment call 877-240-6863 for support 24-hours a day, 7-days a week. For additional wellness information, please visit [Human Resources/Wellness](#).

Compliance and Non-Retaliation

Failure to comply with the Safe at Work Plan and Policies may result in discipline, up to and including termination of employment.

The university prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of the Safe at Work Plan or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and the university will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Government and public health guidelines and restrictions, and business and industry best practices regarding COVID-19, are changing rapidly as new information becomes available and further research is conducted. The university reserves the right to modify these conditions at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

FOR STUDENTS: CAMPUS PRACTICES AND PROTOCOLS

Spring Instruction

All courses for students are online. LMU remains compliant with the following parameters, as set forth by the L.A. County Department of Public Health for spring instruction at higher education institutions (IHEs):

- At this time, colleges and universities in L.A. County will not be able to resume all in-person academic instruction. Institutions may continue to offer in-person training and instruction for essential workforce for required activities that cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning.
- Faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to the purposes above, as well as maintaining minimum basic operations.

The institution must comply with all relevant portions of this protocol to maximize safety for all employees.

- Colleges and universities should also limit their on-campus student residency but may continue to provide housing for students who have no alternative housing options. For students enrolled in programs providing training and instruction for essential workforce, on campus housing should be offered only to students who must participate in in-person instruction in order to complete their training and who do not have alternative local housing options. For student athletes who are participating in on campus sports, campus housing should be offered in the small training cohorts as recommended by the state guidance.
- Instructional settings (classrooms, lecture halls, laboratories), in person campus instruction is limited at this time to activities required for training of essential workforce. **Provisions below apply only to training of essential workers that cannot be carried out via distance learning under the terms of current state directives.** Indoor education is only permitted for coursework or training that is essential for completing certification, licensure, or educational requirements for essential workforce which requires specialized indoor settings (e.g. laboratories) and cannot be provided virtually or outdoors specialized.
- In-person classes for essential workers should be held outdoors whenever possible, weather permitting, and IHEs may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement. Outdoor classroom occupancy is limited to a maximum of 50% of total occupancy for the space, provided 6 feet of distance can be maintained between students at all times.
- Indoor classrooms will ensure at least 36 square feet per person and will not exceed 50% capacity of fire code.
- To the extent feasible, students who are on campus to conduct permitted activities are cohorted in groups of fewer than 30 to reduce the risk of widespread exposure among students.
- In-person lectures are prohibited while L.A. County remains in the purple tier.
- To ensure that masks are worn consistently and correctly, students and faculty are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, students and employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible.
- Gatherings are prohibited.
- Everyone must wear a mask and remain at least 6 feet apart at all times without exception.
- No face-to-face interactions without a mask or within 6 feet (with or without a mask) for more than 10-15 minutes total in a 24-hour period.

On-Campus Housing and Policies

- On-campus housing for spring 2021 is limited to those students with extenuating circumstances. Students had to apply for this exception, and applications were reviewed by Student Housing.
- All students who are living on campus have been assigned their own single-occupancy apartment with private bathroom. Congregate housing is not being used at this time.
- All common areas in student housing have been closed.
- Signs have been posted in every housing elevator, noting the COVID Capacity of three riders.
- All resident students must complete the Lion Health Check daily prior to leaving their residence or by 12pm. Student Housing monitors compliance each day.
- Students have been informed that there is a no guest policy, which includes other students living on campus. This policy is being monitored by Student Housing staff residing on campus.

- All resident students, student athletes, and other students who are approved to be on campus are provided with at least two cloth facemasks at no charge, and have been informed that they must wear the face covering at all times while outside their private rooms. Reminder signs are posted in all residential spaces. Students are reminded regularly by Student Housing staff of this requirement.
- All residential students and student athletes have received communication from the university informing them that the influenza vaccine is required. The Student Health Center coordinated the vaccination process for resident students and those students permitted to be on campus.
- Resident students were notified in writing that they must remain in their individual apartments, that they should not congregate together, and that they must maintain at least six feet distance when they come into contact with each other.
- Resident students have been notified, have reviewed, and have electronically acknowledged the on-campus and housing safety requirements, including the prohibition of visitors in on-campus housing (with exception for essential visitors, such as a childcare provider or personal care attendants for students with disabilities). This is further supported by campus access, which is limited to essential employees, residential students and employees, the Jesuit Community, approved contractors/visitors, student athletes, and those individuals with pre-approved access.
- LMU CARES staff have developed a Voices for Change Excellent Infectious Behavior Control (EIBC) model, that was sent to all new and continuing undergraduate and graduate students. LMU CARES staff are monitoring student completion of this module. Additionally, the university is promoting the student-developed “Protect the Pride” campaign.
- LMU CARES staff are working with Student Leadership Development to ensure accountability for Greek organizations and other registered clubs and organizations. No registered student organizations at LMU have off-campus housing accommodations. The Office of Student Rights and Responsibilities is reviewing and adjudicating cases of failure to comply with protocol.

Exposure Management and On-Campus Resources for Quarantined/Isolated Students

- Student health telemedicine and in-person services are available for all students residing on-campus.
- An exposure management plan consistent with LACDPH guidance outlines the process for known COVID-19 case(s) to isolate themselves at home, identify any persons who had an exposure, and be connected with the COVID Support Team for further resources.
- Food Services has developed a daily food order form for quarantined and isolated students. Student Housing will deliver food for any student currently in quarantine or isolation, and Student Health Services (SHS) staff will regularly monitor affected students by telephone.

Student Mental and Emotional Wellbeing

Students have access to Student Psychological Services (SPS) via telephone or zoom. Students should contact SPS at 310.338.2868 to schedule an appointment. Therapy Assist Online (TAO) is available to all students at tao@lmu.edu.

Student Compliance and Non-Retaliation

Students who fail to comply with the above policies and procedures should be reported to the Office of Student Conduct and Community Responsibility (OSCCR).

The university prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of any health and safety concern.

Government and public health guidelines and restrictions, and business and industry best practices regarding COVID-19, are changing rapidly as new information becomes available and further research is conducted. The university reserves the right to modify these conditions at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

FOR VISITORS: CAMPUS PRACTICES AND PROTOCOLS

Visitors, Consultants, Contractors, and Deliveries

Campus will remain open only to students and employees who live on campus, student-athletes participating in approved on-campus activities, student researchers, those employees approved by their Dean and Vice President to work on campus, and the Jesuit Community. Visitors, consultants, contractors, deliveries or any other individual planning to come to campus must receive written approval from the Department of Public Safety prior to their arrival on campus.

Visitor Campus Access

While visitors are generally not permitted on campus at this time, contractors and select visitors approved for specific reasons must be registered and approved in advance to gain access to campus. Requests are to be made by Dean and Vice President (or designee) using the online, one-time campus access form, indicating the specific days and times the individual is approved to access campus, with two business days' notice. The individual will receive a campus access approval notice, which includes information on the Lion Health Check and safety guidelines and expectations.

All individuals approved for campus access will be required to check in with a Public Safety officer. To the extent possible, visitors to the worksite are by appointment only and are pre-registered. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.

A log of all individuals approved to come to campus will be maintained by Public Safety and made available to the Los Angeles County Department of Public Health as requested in support of contact tracing.

ABOUT THE IHE COVID-19 CONTAINMENT, RESPONSE, AND CONTROL PLAN

The Cabinet Subcommittee, including the following members, serves as LMU's COVID-19 Compliance Task Force, as mandated by Public Health IHE Protocol: Lynne Scarboro, Executive Vice President and Chief Administrative Officer; Tom Poon, Provost and Chief Academic Officer; Lane Bove, Sr. Vice President of Student Affairs; John Kiralla, Sr. Vice President of MarComm; John Parrish, Special Assistant to the President; and Devra Schwartz, Vice President of Campus Safety & Security and designated COVID-19 Compliance Officer.

Through their respective committees, Academic Affairs, Student Affairs, and Operations, the Task Force is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.

The COVID Compliance Officer serves as a liaison to LA County Department of Public Health in the event of an outbreak.