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. Please visit lmu.edu/together for the most up-to-date information.

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## ENHANCED CLEANING AND DISINFECTION MEASURES

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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
The most effective ways to limit the spread of COVID-19 are 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.

Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential, as current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious;
• 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-feet 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.

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 ACDC-Education@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 14-days:

• 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 14-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.

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 14 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.
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. 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; and
  - 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
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 lm.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 lm.edu/together for download. A copy is posted at all public entrances, and all campus signage is branded with the lm.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 lm.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 fall 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**

Facilities Management will continuously ensure that campus HVAC systems are in good, working order. To the maximum extent possible, ventilation has been increased throughout campus.

HVAC systems will be maintained according to American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) *Operations and Scheduling Guidelines for Existing Air Handling Units (AHU) during the Pandemic*. All HVAC filters on campus will be changed every 3-4 months, including both academic and residential buildings.

Prior to the campus reopening, FM will:

- Review air distribution conditions of existing spaces, looking specifically for covered diffusers, blocked return air grilles, overly closed supply diffusers/registers, and return exhaust grilles that create short cycling.
- Commission professionals for possible measurements of airflows and review of overall system configuration.
- Review and address any existing air quality issues, complaints, or deficiencies.
- Perform a general inspection of spaces to identify any potential concerns for water leaks or mold growth that could negatively impact occupant health.
- Review control sequences to verify systems are operating according to ASHRAE specifications, maintaining required ventilation, temperature and humidity conditions in occupied areas.
- Perform modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Upgrade building air to the highest efficiency level possible.

**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.
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](https://example.com) and [Workers' Rights - Español](https://example.com) 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 [imu.edu/lionhealthcheck](http://imu.edu/lionhealthcheck), or [online at lmuedu/lionhealthcheckvisitors](https://imu.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 14 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.


**Home Quarantine Guidelines**

[Home Quarantine Guidelines](#)  [Home Quarantine 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
CDC Viral Testing – Current Infection
LACDPH COVID-19 Testing Strategy - Español

• 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 14-days:

• 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 14-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**

**Fall Instruction**
All courses for students are online.

**On-Campus Housing and Policies**
• On-campus housing for fall 2020 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 will coordinate the vaccination process for resident students and those students permitted to be on campus in October.

• 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, and student athletes.

• 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 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

COVID-19 Compliance Task Force
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.