

LMU POLICIES AND PRACTICES

TO PROTECT STUDENTS, STAFF,
FACULTY AND VISITORS

PUBLISHED BY LMU SAFETY AND SECURITY



Loyola
Marymount
University

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](https://www.lmu.edu/together) for the most up-to-date information.

PUBLISHED BY LMU SAFETY AND SECURITY

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COVID-19 REOPENING CAMPUS PLAN

As students, faculty and staff, and approved visitors return to campus in the age of the 2019 novel coronavirus disease (COVID-19) pandemic, Loyola Marymount University informs community members of its continued commitment to maintaining a safe and healthy environment, and of the additional measures taken to protect students, employees, families, and community members at-large from the spread of COVID-19. There has been extensive research and consultation with the Los Angeles County Department of Public Health, medical experts, and consultants specializing in many of the areas of concern (protective equipment, sanitization, contact tracing, etc.) to develop strategies to reopen campus while remaining safe.

We recognize that COVID-19 has, and continues, to impact community members in various ways, creating unique challenges including personal health risks, health risks of family members, the need to care for ill family members, childcare issues, and more. For these reasons, we have endeavored to establish flexible guidelines while meeting the in-person needs of the university.

REOPENING CAMPUS

The plan for reopening campus addresses in-person policy and protocol development, education, and a phased approach for repopulation. The following outlines key considerations:

- Coordinate a timeline for repopulation with local, state and federal guidelines that considers capacity limits and physical distancing, remote work, and necessary COVID-19 support services;
- Prepare facilities for reopening (signage, requisite markings, reconfiguration and removal of furniture, installation of touchless devices and hand sanitizer stations, enhanced cleaning protocols, etc.);
- Identify resource needs and use central management of supply chain to purchase Personal Protective Equipment (“PPE”), hand sanitizer, disinfecting wipes, and cleaning supplies;
- Establish protocols for responding to positive COVID-19 tests (screening, contact tracing, social distancing, cleaning, etc.)
- Develop policies both proactive and responsive in support of managing COVID-19 on campus and design employee training;
- Establish continuous communication channels regarding safety measures and expectations.

GENERAL COMMUNITY 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, the details of which are outlined in the Safe at Work Plan and Policies later in this document.

Health and Safety – At a Glance

- Those with increased risk of severe illness or who are over the age of 65 are encouraged to continue to work and learn remotely until further notice.
- 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 or online at lmu.edu/lionhealthcheck (lmu.edu/lionhealthcheckvisitors for those without an LMU email address) before coming to campus.

- Face coverings are required to be worn at all times, both inside or outside, even when you are by yourself. Masks may be removed when alone in your private office with your door closed, or in your on-campus residence (if applicable).
- All individuals on campus are to practice six feet of physical distancing at all times; if your work requires that you stand in closer proximity to others, it must be approved by your dean or 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 will be 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 your face, and disinfecting touched items.
- Take personal responsibility by following all health measures, including leaving campus and remaining at home when ill.

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 employee's return; outlining employee requirements, guidance, and expectations; ensuring other important COVID-19 related information and updates are communicated. You may also view 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.

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 outbreak. 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 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.

Manager, Supervisor, and Employee Workspace Reopen Requirements

Preparing and maintaining the workspace – before a workspace can be repopulated written plans must be completed and approved that address the following safety areas:

- Workspace capacity will be limited to 30% during the initial phase of repopulation. Increased capacity will be targeted to begin prior to the start of fall semester.

[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 and additional time for cleaning and sanitizing workspaces and hands.
- 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 and 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.

[CDC Cleaning and Disinfecting](#)

[Cleaning and Disinfection Matrix](#)

[Cleaning and Disinfection Matrix - Español](#)

- Facilities Management will 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 near major building entrances, elevator lobbies, and high-traffic areas.
- 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 the EPA's 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.
- 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.
- Confirm 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.).

- Plans must be submitted to Human Resources five days prior to individuals returning to work. Plans will be reviewed by Human Resources, Environmental Health and Safety, and Emergency Management. Adjustments to plans may be requested in order to comply with university requirements and Public Health mandates. When approved, the dean, vice president, or unit leader will be notified.

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 prescreening tool, that each employee must complete daily via the Rave Guardian mobile app, online at lmu.edu/lionhealthcheck (lmu.edu/lionhealthcheckvisitors for those without an LMU email address), or through Human Resources Self-Service before coming to campus. Lion Health Check will ask you a series of COVID-19 related questions scripted and mandated by LA County Department of Public Health; based upon your responses either clear you to come to campus or instruct you not to come campus and to contact human resource to identify next steps. The only information that will be shared with Human Resources or management that have a “business need-to-know” reason is the results of your Symptom Screening daily result. Your responses will not be retained or used to personally identify you.

- 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.
- 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 or being exposed to COVID-19.
- Employees are required upon confirmation of a positive COVID-19 test or an exposure to COVID-19 to inform Human Resources and the Department of Public Safety. 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 are required to provide full cooperation with Contact Tracing mandates. Contact tracing will be conducted by the Los Angeles Department of Public Health in consultation with designated university staff. Contact tracing is required when an individual has confirmation of a positive COVID-19 test (an infected person), has been within 6-feet of someone for at least 15-minutes starting from 2-days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the infected person is isolated.
- Isolated and quarantined individuals will be required to receive clearance from LMU, and may require medical clearance, before returning to campus.
- Employees who return from an international destination are required to self-quarantine for 14 days before returning to campus.

[LACDPH COVID-19 Testing Strategy](#)

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

[CDC Viral Testing – Current Infection](#)

- If an employee wishes to be tested they may seek COVID-19 testing through their primary health-care 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.

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 because 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 (between 10 and 30 minutes, depending on the distance);
- 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 your full cooperation and compliance with these measures to make them effective in this new work environment. Following the CDC's guidance and other public health governmental agencies reopening campus and compliance with the reopen orders, the university has implemented the following protocols and procedures.

Social Distancing

[Social Distancing](#)

[Social Distancing - Español](#)

- Maintaining 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; 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 (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, you are encouraged to take lunch or breaks at your desks or outdoors. Non-exempt employees must refrain from working during any required lunch or rest breaks. Before and after eating, you should wipe down any common spaces that were used and wash your 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 your supervisor if you need equipment 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 you need to use this equipment:
 - 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 you are waiting for an elevator and it 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.

Personal Protective Equipment (PPE)

[Cloth Face Coverings](#)

[Cloth Face Coverings Español](#)

[CDC Cloth Face Coverings](#)

- All employees must wear a face covering at all times while on campus, indoors or outdoors, unless a specific exception applies. The university will provide cloth face coverings to all employees; however, employees may provide their own cloth face coverings.
- Face coverings may vary (e.g., masks or neck gaiters are acceptable). At 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 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 near you. 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.

Additional 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 when requested by management agree to use other PPE as indicated for the specific role. PPE will be made available by the university.
- Follows is a general matrix for assessing which PPE may be indicated.

RISK LEVEL	RECOMMENDED FOR	CLOTH FACE COVERING	DISPOSABLE GLOBES	FACE SHIELD	DISPOSABLE GOWN	N95 RESPIRATOR
High Exposure: Frequent and/or close contact (less than 6 ft. for more than 15 minutes) with individuals confirmed or suspected to have COVID-19 **Only when unable to prevent frequent and/or close contact, such as reconfiguring spaces, using digital communication, using barriers, or staggering work schedules.	Student Health Services personnel; first responders; DPS officers who may have physical contact with these individuals; those entering isolation/quarantine housing units		X	X	X	X
Medium Exposure: Frequent and/or close contact (less than 6 ft.) for more than 15 minutes with individuals NOT known to be confirmed or suspected to have COVID-19 **Only when unable to prevent frequent and/or close contact, such as reconfiguring spaces, using digital communication, using barriers, or staggering work schedules.	Public-facing departments such as DPS, shuttle drivers, kitchen and dining employees	X	X	X		
Low Exposure: NO frequent and/or close contact (less than 6 ft. for more than 15 minutes) with other individuals	Outdoor shared spaces, indoor spaces, alone in an office or laboratory	X				
Note: Additional PPE may be required depending on hazards of the job tasks (e.g. goggles are required when handling hazardous chemicals.						

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**

- For PPE items, EHS will conduct a PPE assessment of departments who have been approved to return to campus and have identified in their Safe at Work assessment that they must resume operations that require the use of PPE.
- For non-PPE items, department will use the assessment indicated in the return to work plan to determine needs.
- Departments will complete the return to work plan and include COVID-related supplies they are requesting.
- Once the plan has been reviewed and approved, your requested items will be sent to COVID central purchasing to fulfil your approved order.

- **Step 2: Ordering**

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

- **Step 3: Distribution**

- When your order is ready, it will be delivered to your department.
- You will receive an email confirmation when your 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
- 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
- Cloth Face Covers
 - Recommended for individuals when 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.

Other Items

- Cleaning Supplies: Facilities Management has placed sanitizing wipe stations throughout the LMU campus.
- Hand Sanitizer: Facilities Management has placed hand sanitizing stations at all building entrances and throughout each building.

Other Protocols/ Guidance

[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 (anyone who is not an LMU employee or student) 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 your department, college, or school.
- Food deliveries will be permitted.
- You must carry your One Card on you at all times, and may be asked by Public Safety to show your One Card to confirm that you are an LMU employee or student.
- Adhere to new guidelines as they emerge, as this issue is new and evolving.

Public Transportation

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

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, visit Human Resources/Wellness.

FOR STUDENTS, EMPLOYEES, AND VISITORS: GENERAL CAMPUS GUIDELINES

On-Campus Requirements, Guidance and Expectations

The most effective ways to limit 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.

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 (between 10 and 30 minutes, depending on the distance);
- 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 your full cooperation and compliance with these measures to make them effective in this new work environment. Following the CDC's guidance and other public health governmental agencies reopening campus and compliance with the reopen orders, the university has implemented the following protocols and procedures.

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. The overall campus workforce is reduced to 30% capacity, to ensure that personnel load on any given floor is well under the building maximum as permitted by code.

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 6-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 6-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.

Employees and students 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., classrooms, meeting rooms, lecture halls) 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. Occupancy is not to exceed 50% of total occupancy or 100 individuals, whichever is lower. Outdoor classroom or meeting areas may accommodate up to 50% of total occupancy or 150 individuals, whichever is lower.

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.
- Comply with all posted and distributed notices throughout campus reminding individuals 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 (anyone who is not an LMU employee or student) 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 your department, college, or school.
- Food deliveries will be permitted.
- You must carry your One Card on you at all times, and may be asked by Public Safety to show your One Card to confirm that you are an LMU employee or student.
- Adhere to new guidelines as they emerge, as this issue is new and evolving.

You may learn more about hand sanitizing guidance at the L.A. County Department of Public Health's [Handwashing](#) and [Handwashing - Español](#) pages.

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 outbreak. 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 measures for cleaning will be implemented for locations used by individuals who are confirmed or suspected to have COVID-19. Some 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.

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

To facilitate self-monitoring, the university has developed Lion Health Check, a symptom prescreening tool that each employee must complete daily via the Rave Guardian mobile app, online at [lmu.edu/lionhealthcheck](#) ([lmu.edu/lionhealthcheckvisitors](#) for those without an LMU email address), or through Human Resources Self-Service before coming to campus before coming to campus. Lion Health Check will ask you a series of COVID-19 related questions, scripted and mandated by LA County Department of Public Health; your responses will either clear you to come to campus or instruct you not to come campus and to contact your healthcare provider to identify next steps.

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

- 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). 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 (and non-resident students) are required to immediately leave campus if they develop COVID-19 symptoms.
- Follow CDC guidance if symptoms develop.
- 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 Human Resources and the Department of Public Safety. 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 Los Angeles Department of Public Health in consultation with designated university staff. Contact tracing is required when an individual has confirmation of a COVID-19 positive test (an infected person), has been within six feet of someone for at least 15- minutes starting from 2-days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the infected person is isolated.
- Isolated and quarantined individuals will be required to receive clearance from LMU, and may require medical clearance, before returning to campus. Students, employees, and visitors who return from an international destination are required to self-quarantine for 14 days before returning to campus.
- If an individual wishes to be tested, they may seek COVID-19 testing through their primary healthcare provider or by contacting Human Resources. Student Health Services is also developing plans for on-campus testing for students.
- 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

- 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 (cafeteria/breakroom/lunchroom/lounges/study rooms) 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, you are encouraged to take lunch or breaks at your desks or outdoors. Non-exempt employees must refrain from working during any required lunch or rest breaks. Before and after eating, you should wipe down any common spaces that were used and wash your 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 your supervisor if you need equipment 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 you need to use this equipment:
 - 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 you are waiting for an elevator and it 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.

Personal Protective Equipment (PPE)

- 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 a cloth face covering to students and employees; however, individuals may also wear their own cloth face coverings.
- Face coverings may vary (e.g., masks or neck gaiters pulled up over mouth and nose are acceptable). At 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 near you. 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](#)

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 near major building entrances, elevator lobbies, and high-traffic areas.

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, classrooms, 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 refreshed a minimum of 2 times during the day, to include enhanced cleaning of high-touch surfaces;
- Provide a single, clearly designated entrance and separate exit to campus buildings as needed, to help maintain physical distancing.
- Identify the maximum number of allowable employees in each facility, per floor.
- 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 or near all classrooms and in offices at or near high-touch devices, such as copiers/printers.
- Students are provided with easily accessible alcohol-based hand sanitizer, tissues, and contactless trash cans in all common areas.
- To the extent possible, doors, light switches, trash cans, etc. are contactless.

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, elevator lobbies, classrooms 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; library common study areas; dining rooms; housing building entrances; locker rooms; large open areas (e.g. villages, lounges, atriums).
- Soap and water are available to all employees at the following location(s): all restrooms and in office pantries equipped with sinks.

Classrooms

- All classroom or meeting room AV equipment that must be shared (computers, projectors, microphones, remotes, clickers) is sanitized between uses.
- Classrooms will be electrostatic deep-cleaned nightly and enhanced cleaned an additional 1-2 times per day, based on class schedule.

Residence Halls

Please consult the following resources for further details on cleaning and disinfection measures:

[CDC Cleaning and Disinfecting](#)

[Custodial Staff](#)

[Custodial Staff - Español](#)

[Cleaning and Disinfection Matrix](#)

[Cleaning and Disinfection Matrix - Español](#)

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.

FALL INSTRUCTION

In alignment with emerging regional public health mandates, LMU must now transition nearly all curricular and co-curricular activities online. Undergraduate courses will be primarily conducted remotely and virtually, with nearly all courses being offered exclusively online.

Please note, the university will continue to align with changing public health guidelines, in response to evolving local and global circumstances surrounding the COVID-19 pandemic.

- Instruction will be primarily, and for most students exclusively delivered remotely.
- LMU will focus in-person and hybrid experiences in the following types of courses: studios and performance-based courses; seminars; research and labs; and selected independent studies courses.
- Students can view their schedules via PROWL. Registration will reopen for students with course schedule conflicts on July 20 and all students on July 21. Students should work with advisors in their school or college. We will continue to support students who experience technology challenges with accessing remote instruction.
- Students with in-person and hybrid courses who prefer to study fully online should email registrar@lmu.edu, notifying the Registrar's Office of your intent.

The following sanitation protocols will also be implemented for in-person classes:

- Desks will be spaced apart to ensure six feet of physical distancing;
- Classroom floors will be marked with the correct desk locations for reference;
- Additional technology will be added to rooms for bi-modal instruction, to engage students studying remotely;
- Revised room capacity signage will be displayed in each classroom
- Computer labs will be subject to reduced capacity; to help with computing needs, ITS launched a virtual computer lab that students may access on or off-campus;

STUDENT HOUSING

Public health restrictions require the university to severely limit fall on-campus housing options beyond what was originally anticipated and communicated for fall. Regrettably, in compliance with public health restrictions, LMU can only accommodate about one third of our typical on-campus housing capacity.

- Traditional residence halls will be closed.
- One student per bedroom will be assigned to our remaining suite-style and apartment residences.
- Students who have reserved on-campus housing are strongly recommended to reconsider their housing plans and to remain home. Please note the risks associated with signing an off-campus lease, given the uncertainty of future stay-at-home orders.

Our new reduced, low-density occupancy plan will prioritize the following students who acknowledged the updated license agreement by July 6, 2020:

- Undergraduate students who are unable to effectively study from an off-campus location;
- Undergraduate students requiring on-campus disability accommodations;
- Students who are housing-insecure;
- International students who are currently in the U.S. without off-campus housing options;
- Undergraduate students enrolled in in-person and hybrid experiences without off-campus options.

More information and further instructions will be shared with those students who acknowledged the updated License Agreement via their Lion email account.

PUBLIC TRANSPORTATION

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

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.

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. Call 877-240-6863 or go to HealthAdvocate.com/members for support. For additional wellness information, visit HR Wellness & Safety or Working Through COVID-19 > Wellness Virtual Resources.

VISITORS, CONSULTANTS, CONTRACTORS, AND DELIVERIES

Campus will remain open only to students and employees who live on campus, students taking and faculty teaching in-person courses, those approved by their dean and vice president to work on campus, and the Jesuit Community. Students who do not reside on campus or are taking in-person classes, 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.

Requests for individuals to come to campus must be submitted to and approved by a dean or vice president. Once approved, the request will be formally submitted to the Department of Public Safety at least two business days prior to the individual's requested arrival date. Requests will include accurate name, company name (if applicable), phone number, email address, date, time and length of visit, requestor's contact information, and reason for the visit. A written confirmation, including campus safety requirements and guidelines, will be sent via email.

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 in a visitor log that includes a v. 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.

EVENTS AND ON-CAMPUS GATHERINGS

At this time, events and on-campus gatherings are not approved. Need to add a policy decision regarding off-campus gatherings and events for student clubs, organizations, others.

ON-CAMPUS MEETINGS

All in-person meetings are prohibited at this time. Meetings of any size are to take place virtually, even when attendees are on campus. Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged. If a meeting has already been scheduled with Event Services, it will be cancelled prior to the academic year.

COMMUNICATING TO THE LMU COMMUNITY AND TO THE PUBLIC

In order to comply with public health mandates, the following measures have been enacted to ensure full communication and transparency with the LMU community and the public:

- A copy of Department of Public Health protocol will be posted at the guard booth at each campus entrance, as well as online at lmu.edu/together.
- Extensive signage will be posted across campus, including:
 - Face covering requirements
 - Complete self-screening prior to entering campus (symptom list includes: fever, cough, shortness of breath, congestion, sore throat, body aches, new loss of taste or smell)
 - Reminders to wash hands and practice physical distancing
 - Wayfinding signage, with new traffic patterns to increase physical distancing (including pedestrian pathways, building ingress and egress points, etc.)
- lmu.edu/together will serve as a centralized resource for the community, and provide clear information on the following:
 - Changes to campus procedures and protocols (covering all aspects of the organizational structure, including classroom instruction, housing, dining, and campus life)
 - Required use of face coverings and other safety measures
 - Other relevant issues

- Protocols will be posted in multiple avenues, including but not limited to the following:
 - Online at lmu.edu/together and official LMU social media accounts
 - Email in weekly LMU This Week campus-wide newsletter
 - Digital signage in high-traffic campus buildings
 - Printed, in respective classrooms and office space

COMPLIANCE AND NON-RETIATION

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

If you witness or become aware of any on-campus individual who is noncompliant, you are encouraged to report them to your supervisor or Human Resources.

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 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.

All employees will be required to complete return to work COVID-19 training and sign a “Commitment to following safe practices and policies acknowledgement and attestation.”

Students will receive online EIBC education prior to the start of the fall semester. EIBC education will continue for new students in ORNT 1000/2000.

You may contact the following persons with any questions or comments about this protocol:

Devra Schwartz

Vice President of Campus Safety and Security
Devra.Schwartz@lmu.edu

Heather Hoffman

Director of Emergency Management
Heather.Hoffman@lmu.edu

Additionally, employee questions related to the Safe At Work Plan and Policies may be directed to:
HR@lmu.edu

FACULTY/STAFF ATTESTATION AND ACKNOWLEDGEMENT

I, _____ (faculty/staff name), acknowledge that on _____ (date), I have been provided Loyola Marymount University's Safe at Work Plan, dated July 15, 2020, and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information provided in the Safe at Work Plan is intended to help university faculty and staff work together effectively to carry out our responsibilities and duties. The Safe at Work Plan is not promissory and does not set terms or conditions of employment or create an employment contract. I commit to adhering to the Plan and understand all protocols as described herein, including but not limited to:

1. SELF-MONITORING

- I will complete the Lion Health Check daily before reporting to work,
- When feeling ill, I will stay at home and notify my supervisor,
- If I become ill while at work, I will immediately leave campus and notify my supervisor,
- I will 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, and
- I will immediately report to my supervisor and Public Safety at 310.338.2893 confirmation of a positive COVID-19 test or exposure and cooperate with all contact tracing requirements.

2. **WEARING FACE COVERINGS AT ALL TIMES** while on campus and maintaining proper care of masks. If you see others not complying with any of the requirements (including not wearing a mask), you are encouraged to remind them of the requirements or instead you may notify your supervisor.

3. **MAINTAINING APPROPRIATE PHYSICAL DISTANCING** (at least six-feet from others).

I attest that I have completed the Safe at Work employee trainings.

Signature

Printed Name

Date