

Protocols for Institutes of Higher Education (IHEs) Effective Date: 12:01am on Tuesday, May 11, 2021

Recent updates: (Changes highlighted in yellow)

5/10/21:

- In person lectures permitted up to 50% capacity.
- Student activities held in person must adhere to attendance limits and other requirements in the County Guidance for Informal Social Gatherings: Appendix CC.
- Cleaning guidance has been updated to align with CDC cleaning guidance.
- Entry screening guidance has been updated to align with County Screening Guidance.
- Institutions may increase on campus student housing density with modifications as described. Events, whether sponsored by the institution or student groups, are permitted and must fully comply with the appropriate County protocol.
- Adjustments made for fully vaccinated individuals versus not fully vaccinated in terms of vulnerability to disease and need for quarantine after exposure.
- Limitations on allowable campus activities and permissible reasons for faculty, staff, and students to be on campus have been partially lifted.
- Special considerations for select campus activities involving visitors or external groups have been included.

The requirements below are specific to IHE. In addition to the conditions imposed on IHE by the State Public Health Officer, Institutes of Higher Education in Los Angeles County must also be in compliance with this Checklist for Institutes of Higher Education.

As the rate of community transmission of COVID-19 continues to decline in Los Angeles County, colleges and universities may resume some limited in-person on-campus activities. These activities include:

- Offering in-person lectures on-campus up to 50% occupancy of the lecture hall or classroom. Occupancy is based on applicable building or fire code occupancy.
- Opening of specialized classrooms such as laboratories, art, design and theater art studios and music practice rooms at full capacity for activities that fulfill academic requirements; maximum class size is dependent on the available instructional space and ability to maintain appropriate physical distancing between students and staff at all times.
- Student activities should be conducted virtually as much as possible. When activities must be held in person, student gatherings must comply with attendance limits and other requirements in the County Guidance for Informal Social Gatherings: [Appendix CC](#) – limited to 100 individuals for outdoor spaces; and 50% occupancy or 50 individuals, whichever is smaller, for indoor spaces. Indoor gatherings remain strongly discouraged. Student activities that involve meetings, conferences, receptions or other ceremony or performance must follow the appropriate Los Angeles County Department of Public Health protocol:
 - [Private Events \(Meetings, Receptions, and Conferences\)](#)
 - [Live Events or Performances \(Outdoor Seated\)](#)
 - [Live Events or Performances \(Indoor Seated\)](#)
- Opening libraries for in-person services to registered students, faculty and staff, limited to 75% capacity and in compliance with the LACDPH [Protocol for Libraries](#);
- Offering use of **outdoor** recreational sports courts, fields, and facilities for permitted recreational sports activities and physical conditioning in compliance with all relevant LACDPH protocols, including [Protocols for Youth and Adult Recreational Sports](#), [Reopening Protocol for Gyms and Fitness Establishments](#), and [Protocols for Reopening of Public Swimming Pools](#).

Colleges and universities in Los Angeles County may resume in-person academic instruction at this time with **modifications** as listed above. Academic instruction should continue to be offered via distance-learning to further reduce the size of in person classes and the on-campus footprint. In person instruction should utilize outdoor spaces to the extent practicable.

Faculty and other staff may come to campus for the purpose of providing **and supporting the activities above including in-classroom instruction**, distance learning, as well as maintaining minimum basic operations. The institution must comply with all relevant portions of this protocol to maximize safety for all employees.

Colleges and universities **may increase on campus student residency at this time with modifications, including:**

- **Reserving on campus housing preferentially for students who are fully vaccinated against COVID-19 is strongly recommended. Requiring vaccination as a prerequisite for housing eligibility for congregate facilities should be considered.**
- **Roommates placed together in double or higher occupancy rooms must be fully vaccinated.**
- **Students who are not fully vaccinated and accepted for on campus student housing should be housed in single rooms.**

Collegiate sports may only proceed in compliance with all the California Department of Public Health [Specific Interim Guidance for Collegiate Athletics](#).

As noted in the summary box above, permitted activities are the following:

- On campus housing for students;
- Limited in-person instruction;
- Use of specialized classrooms such as laboratories and art studios by students;
- Activities required for faculty to carry out distance-learning and other remote activities;
- Activities required for faculty and staff to carry out essential research projects;
- Activities required to maintain minimum basic operations;
- Any activities carried out as part of State or County COVID-19 response;
- Collegiate sports in compliance with CDPH guidance (see link above).

Note that IHEs may additionally be expected to comply with other DPH or CDPH protocols, including but not limited to:

- DPH protocols for [retail establishments](#)
- DPH protocols for [gyms and fitness centers](#)
- DPH protocols for [restaurants](#)
- DPH protocols for [office-based worksites](#)
- DPH protocols for [places of worship](#)
- DPH protocols for [libraries](#)
- DPH protocols for [recreational sports](#)
- DPH protocols for [music, television and film production](#)
- CDPH guidance for [collegiate athletics](#).
- CDPH guidance for [graduation ceremonies](#)

On-campus events are permitted at this time and must follow the appropriate Los Angeles County Department of Public Health Protocol:

- **[Private Events \(Meetings, Receptions, and Conferences\)](#)**

- [Live Events or Performances \(Outdoor Seated\)](#)
- [Live Events or Performances \(Indoor Seated\)](#)

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Policies to protect the health of students
- (3) Measures to ensure physical distancing
- (4) Measures to ensure infection control
- (5) Communication with employees and the public
- (6) Measures to ensure equitable access to critical services

These six key areas must be addressed as your facility develops any reopening protocols.

Institutes of Higher Education must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the institution.

Institution name: Woodbury University

Address: 7500 N Glenoaks Blvd. Burbank, CA 91504

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEES (CHECK ALL THAT APPLY)

- For the purposes of this protocol, the term “employees” includes but is not limited to paid, full-time and part-time faculty and staff, employees of companies that contract with the IHE for purposes of activities permitted above, student employees, interns, and volunteers.
- Vulnerable employees (those [not fully vaccinated and are in one or more of the following categories](#): above age 65, pregnant, and/or with chronic health conditions) should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace and if requested, should be assigned work that can be done from home whenever feasible.
- Work processes are reconfigured to the extent feasible to increase opportunities for employees to work from home.
- In compliance with wage and hour regulations, alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees continuing to work on campus during this period, have been told not to come to work if sick, or if they [have not been fully vaccinated and](#) are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Employees are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID-19, including employee’s sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).

✘ The IHE has a **COVID-19 Containment, Response and Control Plan** that describes the IHE's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of an outbreak on campus.
- An [IHE Exposure Management Plan](#) consistent with DPH guidance that outlines the process for IHE instruction to known COVID-19 case(s) to [isolate themselves at home](#); identification of persons that had an exposure to the case(s) on campus; requiring the immediate [self-quarantine](#) of all employees or students that had an exposure; and, for all quarantined individuals to have access to or be tested for COVID-19 to understand the extent of spread on campus to inform additional COVID-19 control measures. See public health guidance on [responding to COVID-19 in the workplace](#).
- Notifying DPH of (1) employees and students with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons at the IHE who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier. If the IHE is reporting cases among students or staff who were not on campus but live nearby in off-campus residences, reporting should be limited to students or staff who had interacted with other students or staff from the IHE within the 14 days prior to the illness onset date. Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure REDCap web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it securely to ACDC-Education@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.
- In the event that 3 or more cases are identified within a span of 14 days are identified the IHE must report this cluster immediately to the Department of Public Health using the same method described above. The Department of Public Health will work with the site to determine whether the cluster is an outbreak that will require a public health outbreak response.
- The identification of an adequate supply of housing for students and/or staff who reside in on-campus congregate housing for purposes of isolation and quarantine.
- A plan to ensure support for quarantined students, including meals, remote coursework, health services, transportation and monitoring/tracking affected students to promote compliance.
- A plan to provide options for remote online education, including asynchronous delivery to accommodate ill or quarantined students, as well as those with technology or travel constraints.
- A robust communication plan and associated communication tools to ensure timely and accurate delivery of information to employees, students, and as appropriate, students' families and the broader community.

✘ [Entry screenings](#) must be conducted before employees may enter the workspace. Screening must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, **a new loss of taste or smell** and whether the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible. Employees who screen positive may not enter the worksite.

- Negative Screen (Cleared). If the person has no symptoms and no contact with a known or suspected COVID-19 case in the last **10** days, they can be cleared to enter and work for that day.
- Positive Screen (Not Cleared).
 - If the person **is not fully vaccinated and** has had contact with a known COVID-19 case in the last **10** days, or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.

- If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☒ Employees who have contact with others in the course of their employment (e.g., the public, students, or other employees) are offered, at no cost, an appropriate face mask that covers the nose and mouth, unless Cal/OSHA standards require further respiratory protection. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The mask must be worn by the employee at all times while on campus when in contact or likely to come into contact with others. Employees who are faculty members, teachers or lecturers may wear face shields with a cloth drape attached to the bottom of the shield and tucked into the shirt, instead of face masks when lecturing, provided that such employees remain 10 feet from the nearest student or other employee. All employees must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
- ☒ To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- ☒ Occupancy is reduced and space between employees is maximized in any room or area used by employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks;
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- ☒ Employees are instructed to wear their face masks properly and to properly wash, replace, or sanitize their face mask frequently.
- ☒ All individual workstations, or individuals working in the same areas as part of a team are separated by at least six feet.
- ☒ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face masks when around others.
- ☒ The IHE shall require or strongly recommend that all staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- ☒ Break rooms, restrooms, classrooms, and other common areas are disinfected **at the frequency listed below but no less than once per day**, on the following schedule:
 - Break rooms _____
 - Restrooms Multiple times daily - schedule listed in each restroom
 - Classrooms Before and after each usage
 - Other High touch areas, multiple times a day
- ☒ Disinfectant and related supplies are available to employees at the following location(s):
Human Resources , Maintenance Department & Central Services

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
Human Resources , Maintenance Department & Central Services
- Soap and water are available to all employees at the following location(s):
All restrooms
- Employees are allowed frequent breaks to wash their hands.
- Each employee is assigned their own tools, equipment, and defined workspace consistent with health and safety standards. Sharing of workspaces and held items is minimized or eliminated, consistent with health and safety standards.
- 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.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- This Protocol has been made available to all employees.
- Optional—Describe other measures:

B. POLICIES TO PROTECT THE HEALTH OF STUDENTS (CHECK ALL THAT APPLY)

The provisions below apply for the limited activities permitted on campus.

- All students are required to wear an appropriate face mask that covers the nose and mouth when they are anywhere on campus or participating in any IHE sponsored activity. For more information, see LAC DPH COVID-19 Mask webpage at <http://ph.lacounty.gov/masks>. Students who have been instructed not to wear a face mask by their medical provider must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. Students are not required to wear the face mask when on campus in their own personal living space or when eating or drinking in a designated dining area. Face masks are required outdoors for unvaccinated students any time physical distancing cannot be maintained, including when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings. Students who are fully vaccinated do not have to wear a face mask when outdoors except when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings.
- Vulnerable students (those who are not fully vaccinated and are in one or more of the following categories: above age 65, pregnant, and/or those with chronic health conditions) are able to complete their class work from home whenever feasible and should discuss any concerns with their healthcare provider to make appropriate decisions about returning to campus.
- All students have been told to remain home or in their campus residence if they are feeling sick and to report their illness to the appropriate contact (e.g., student health services) within the IHE.
- Entry Screenings** are conducted before any permitted activity that may require students to be on campus. Students living in on-campus housing have been instructed to carry out daily screening, including a check-in concerning cough, shortness of breath, or fever or chills, a new loss of taste or smell, or any other symptoms the student may be experiencing, and whether the student is currently under isolation or quarantine orders. A temperature check should be done if feasible.
 - Negative Screen (Cleared). If the person has no symptoms and no contact with a known or suspected COVID-19 case in the last 10 days, they can be cleared to enter and participate for that day.
 - Positive Screen (Not Cleared).

- If the person who has not been fully vaccinated has had contact with a known COVID-19 case in the last 10 days, or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
- If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ✗ The IHE has instructed all students that immunization against influenza is required unless contraindicated by personal medical conditions.
 - Influenza vaccination is required as long as influenza viruses are circulating locally (usually November 1st through April 30th) and unexpired vaccine is available.
- ✗ The IHE has provided students with educational materials about the IHE's approach to preventing transmission of COVID-19 on campus, including, but not limited to:
 - Proper respiratory etiquette;
 - Hand hygiene;
 - Required use of face masks unless Cal/OSHA standards require respiratory protection when in contact with other students or employees on campus;
 - Appropriate use of face masks, including the need to clean or replace face masks regularly;
 - What to do if they are feeling sick; and
 - How to access health care services on campus.
- ✗ IHEs provide students with easily accessible alcohol-based hand sanitizer, tissues, and, if feasible, contactless trash cans in all common areas.
- ✗ The IHE maintains a supply of face masks to provide to students who are required to be on campus to conduct a permitted activity and are unable to obtain their own. For more information, see LAC DPH COVID-19 Mask webpage at <http://ph.lacounty.gov/masks>.

C. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY)

- ✗ The number of people in any indoor lecture hall or classroom that is open for in-person instruction is limited to 50% of the room's occupancy based on applicable building or fire code. Each indoor classroom that will be used for in-person instruction must have a posted occupancy limit.
- ✗ The number of people in any indoor room on campus (e.g., labs or other specialized classrooms, staff 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 from one another at all practicable times.
- ✗ On-campus housing (e.g., residence halls, dormitory style housing, on-campus apartments):
 - Reserving on campus housing preferentially for students who are fully vaccinated against COVID-19 is strongly recommended. Requiring vaccination as a prerequisite for housing eligibility for congregate facilities should be considered.
 - Roommates placed together in double or higher occupancy rooms must be fully vaccinated.
 - Students who are not fully vaccinated and accepted for on campus student housing should be housed in single rooms.
 - To the extent feasible, the number of students sharing a given bathroom facility is reduced. Impermeable barriers (such as Plexiglas) are installed between sinks and other fixtures if it is not possible to maintain at least six feet distance during use. When sinks are closer than six feet, disable every other sink to create more distance. Students are educated about the infection risk associated with bathrooms and are discouraged from placing toothbrushes or other personal care items directly on the bathroom sink or counter. Encourage students to consistently use the same bathroom and shower

facilities to contain any possible transmission to within that cohort.

- To the extent feasible, students have been instructed to stay in their individual rooms while in their on-campus housing.
 - Students have been instructed to maintain at least six feet distance from each other when in on-campus housing; students may momentarily come closer when passing in hallways or stairwells, riding elevators, when in restrooms, or as otherwise necessary.
 - Common areas (e.g., kitchenettes, community rooms, lobbies, lounges, study areas) have been closed.
 - Building access is limited to residents only; non-residents, including outside guests, non-residential staff, and others is prohibited, except for essential visitors, such as personal care attendants for students with disabilities.
 - Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders
 - To ease elevator traffic, encourage stairwells to be used for “up” and “down” traffic, if feasible, with increased cleaning of stairwells
- ✘ Outdoor areas may be open for use by students for academic purposes, such as studying or attending online classes. Any such designated space must comply with the following requirements:
- Any space must be entirely outdoors; a canopy, or other sun shelter may be used, but only if all 4 sides are not enclosed, there is sufficient outdoor air movement, and the structure is complies with [State Guidance on Use of Temporary Structures](#);
 - Occupancy is limited such that all students using the space are able to maintain a physical distance of at least 6 feet from one another at all practicable times;
 - Any seating is arranged to enable physical distancing of at least 6 feet between students;
 - All frequently touched surfaces, including tables and chairs, are cleaned regularly; and
 - Signs are posted to remind students to wear face masks, keep a 6 feet distance from others, and not to congregate.
- ✘ Students residing off campus who may be experiencing academic or socioemotional challenges with 100% distance learning may be invited to campus for the purpose of attending scheduled, instructor-led academic and social support groups held outdoors, provided that they adhere to the requirements above and are limited to 10 or fewer individuals, including an instructor. These structured sessions may also include students residing on campus.
- ✘ Dining halls: Dining halls may offer indoor dining, outdoor dining or take-out, in compliance with Los Angeles County DPH [Protocols for Restaurants](#). Indoor dining operations must comply with DPH protocols, including the requirement that indoor dining area occupancy is limited to 50% of total indoor occupancy based on applicable building or fire code occupancy.
- IHE dining halls offer meal pick-up for all students that have a meal plan.
 - Self-service buffets are prohibited. To the extent feasible, mealtimes are staggered so as to reduce the number of students and employees in line for meal pick up or waiting to be seated for outside dining. Consider scheduled mealtimes or meal pick-up times.
 - To ensure physical distancing of at least six (6) feet between customers seated at different tables, tables must be spaced at least 6 (six) feet apart, when measured from the back of the chair at one table to the back of the chair at the adjacent table where diners are seated. This also allows for passing room between tables and accounts for chairs being pushed out and occupied by customers seated at the table. Maximize the distance between indoor service tables beyond the required six feet described above, wherever possible, to minimize the risks from customers eating indoors without face masks. .

- Steps are taken to limit contact between dining hall staff, employees, and students. Physical barriers such as partitions or Plexiglas are installed at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
- Operations have been redesigned, where feasible, to achieve physical distancing between employees. (e.g., Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.)
- Additional measures to ensure physical distancing are recommended, including one-way lines for pick-up, entrance, and exit, no self-serve buffets, floor markings, and signage.

Instructional settings (classrooms, lecture halls, laboratories):

- In-person classes should be held outdoors whenever possible, weather permitting, and IHEs may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement. Outdoor classroom occupancy is limited to a maximum of 50% of total occupancy for the space, provided 6 feet of distance can be maintained between students at all times.
- In-person classes may be held indoors but indoor capacity must be limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times. Indoor classrooms and lecture halls used for instructional purposes may have a maximum of 50% of total occupancy. IHEs must ensure that ventilation has been increased to the maximum extent possible; that all faculty, students and staff wear a face mask at all times; and that classrooms are configured to ensure that all individuals are able to maintain a 6-foot physical distance at all times.
- For specialized classrooms, such as laboratories, art, design and theater art studios and music practice rooms, maximum allowable capacity for academic instruction is dictated by the size of the space and the ability to maintain 6-foot physical distance between all individuals at all times.

Administrative office buildings:

- Employees and students have been instructed to maintain at least six feet distance from each other and anyone else encountered on campus in course of conducting permitted activities; employees may momentarily come closer when necessary to accept deliveries, to accept payments, or as otherwise necessary.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To avert elevator crowding above the levels noted above, use of stairs is encouraged. Stairwells are designated to be used for "up" or "down" traffic, if feasible, with increased cleaning of stairwells.
- Measures are implemented to ensure physical distancing of at least six feet between employees and other individuals on campus. This 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.)
- Furniture in areas that may need to be open for public use (e.g., building lobbies, reception areas, or waiting areas) has been eliminated or greatly reduced to support physical distancing. If removal of furniture is not feasible, signage has been added to encourage physical distancing.
- Customer service windows or counters have been closed to the extent feasible. When open, users are required to maintain a distance of 6 feet from service personnel.
- 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 feasible, flow of traffic within the workplace is 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 by one another).

- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, in the course of conducting permitted activities, they are limited such that all participants in the room can easily maintain at least six-foot distance from one another at all practicable times and all participants must wear face masks and meetings are held in rooms large enough to maintain physical distancing.

☒ Art, design, and theater studios and music practice rooms:

- Use of indoor art studios and music practice rooms is permitted for activities provided that the activities fulfill academic requirements. Indoor capacity must be limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times.
- Small groups using indoor art studios or music practice rooms must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot physical distance if the participants are enunciating (for example, those in a theater workshop) or if the instructor is wearing only a face shield while lecturing (as described above).
- Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) must not be done as a group. However, individuals may practice such activities alone in a studio or practice room.
- Rooms must be reserved for use and IHEs must schedule time between reservations to allow for rooms to be aired out and thoroughly cleaned between uses by different individuals or groups.

☒ On-campus transport vehicles:

- Use of on-campus transport vehicles (e.g., buses, shuttle vans, etc.) is limited such that all riders are able to maintain a physical distance of at least 6 feet from one another if feasible. Consider removing or spacing seats to support physical distancing or use of colored tape to mark seats that riders are allowed to use. Where possible, additional transport vehicles are available to support excess capacity on busy routes. If it is not feasible to maintain physical distance, then impermeable barriers have been installed to limit contact between riders.
- Where feasible, impermeable barriers have been installed to protect the driver from passengers that are boarding and exiting the vehicle.
- A passenger entry and exit plan has been developed to minimize physical contact and crowding with other passengers during entry and exit of the transport vehicle.
- All riders are required to wear face masks.
- Vehicle windows are opened, when practicable, to increase outdoor air flow.

☒ On-campus film production:

- Film production may be allowed on-campus for the purposes of sharing academic, instructional, or cultural content that is not otherwise accessible to students or the community.
- Students may engage in on-campus film production in order to fulfill academic requirements. Use of indoor space and equipment for editing and other post-production activities is limited by the size of the available space and the requirement to maintain 6-foot of physical distance between participants at all times.
- Film productions should be limited to 10 or fewer people, including cast and crew members. Any film production that requires staffing of more than 10 people, or involves more than one person on camera without face masks, or singing, or playing of wind or brass instruments must comply with [Reopening Protocol for Music, Television and Film Production: Appendix J](#).
- Cast and crew members must be screened before they may participate in the film production. Screening must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individuals is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- All productions should take place outdoors as much as possible.

- All cast and crew must wear face masks and maintain a physical distance of at least 6 feet as much as feasible. Appearances on camera without face masks must be limited to one person and productions should not include singing or playing of wind or brass instruments. If more than one person is to be on camera at a time, all must be wearing face masks.
- No audiences are permitted at any time.

D. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- The HVAC system in all campus buildings is in good, working order; to the maximum extent feasible, ventilation has been increased in all buildings, consistent with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards. Effective ventilation is one of the most important ways to control small aerosol transmission. To the extent feasible, portable high-efficiency air cleaners are installed, the building's air filters are upgraded to the highest efficiency possible, windows and doors are opened, and other modifications have been made to increase the quantity of outside air and ventilation in offices and other spaces. Mechanical ventilation systems in buildings must be operated continuously when persons are in the building. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
 - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face coverings (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- Entry [Screening](#) is conducted before visitors may enter campus buildings. Checks must include a check-in concerning fever, cough, shortness of breath, difficulty breathing and fever or chills, **a new loss of taste or smell**, and whether the person is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms must not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last **10** days, they can be cleared to enter and participate for that day.
 - Positive Screen (Not Cleared):
 - If the person has had contact with a known COVID-19 case in the last **10** days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- Visitors arriving at the campus with children must ensure that their children stay next to a parent while inside buildings or in courtyards, avoid touching any other person or any item that does not belong to them, and are masked if age permits. To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- Use of drinking fountains is prohibited. Faculty, staff, and students are encouraged to carry their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling.
- Enhanced cleaning of all campus buildings is completed on a regular basis by a professional cleaning service or trained custodial staff.

- To the extent feasible, doors, light switches, trash cans, etc. are contactless.
- 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, grab bars, and handrails are **cleaned** at least daily or more frequently depending on use, using EPA approved disinfectants, and following the manufacturer's instructions for use.
- Sharing of materials or objects (e.g., staplers, three-hole punches, pens, coffee mugs, etc.) has been eliminated, to the greatest extent feasible. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- All classroom or meeting room AV equipment that must be shared (computers, projectors, microphones, remotes, clickers) is sanitized between uses.
- Disinfectant and related supplies are available to all employees at the following location(s):
Human Resources , Maintenance Department & Central Services
- Disinfectant and related supplies are available to students at the following location(s):
Human Resources , Maintenance Department & Central Services
- If feasible, all reception areas where physical distancing is difficult to achieve have barriers (e.g., Plexiglas barriers) installed to limit contact between employees and students or visitors.
- Hand sanitizer, soap and water, tissues and trash cans are made conveniently available to the public within all buildings.
- Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected **at the frequency listed below but not less than once per day**, on the following schedule:
 - Restrooms: Multiple times daily - schedule listed in each restroom
 - Lobbies: Daily
 - Break rooms: Daily
 - Waiting areas: Daily
 - Other: _____
- Building infrastructure that supports bike commuting is open and capacity for bike storage increased if feasible.
- Optional-Describe other measures:

- At all times while on campus, employees, students, and visitors to campus are instructed that they must wear face masks unless Cal/OSHA standards require respiratory protection. This applies to all adults and to children **2 years of age** and older. Employees who have been instructed by their medical provider that they should not wear a face covering must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. Students or employees alone in closed offices, or when students are within their own dormitory rooms, residential suites, and apartments are not required to wear face masks. Students may also remove face masks when eating in the indoor and outdoor dining areas or when wearing a face mask is otherwise impracticable (e.g., while showering, brushing teeth, etc.).
- Visitors to campus buildings are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. 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, if feasible. To the extent feasible, movement of any visitors while on campus is limited to designated areas such as the reception or lobby area,

customer service area, conference or meeting rooms, and public rest rooms.

- ✘ Campus access for non-essential visitors or volunteers is limited. IHE must guard against creating increased risk of exposure and viral transmission for the primary campus community – enrolled students, faculty, and other staff. Any in-person activities or meetings involving external visitors or groups who are not members of the primary campus community must be planned with special attention to prevent any unintended mixing or gathering between members of the primary campus community and the external visitors to campus. In addition, any such meetings or conferences must comply fully with all requirements in [Appendix BB: Protocol for Private Events \(Meetings, Receptions, and Conferences\)](#).

E. SPECIAL CONSIDERATIONS FOR SELECT CAMPUS ACTIVITIES INVOLVING VISITORS OR EXTERNAL GROUPS

Campus Tours:

- ✘ Campus tours for prospective students and families, **are permitted** with limitations as follows:
 - Campus tours should remain available in a virtual format, especially for prospective students who reside out of state. (Note: current travel guidelines require travelers arriving in Los Angeles County from out of state to quarantine for 10 days before engaging in any non-essential activities, including a campus tour.)
 - Consider developing a drive through tour of the campus, where members of one household may remain in their car at all times.
 - For walking tours of campus for prospective students, tours should be set up by appointment only; group size should be limited to no more than 10 individuals including guide, and those visiting for the tour should be from a maximum of three different households. All participants must wear masks at all times and persons from different households must maintain six-foot distance from each other at all times. Tours should remain outdoors as much as possible. Touring of indoor space must ensure that enrolled students and employees are not present in that space at the same time the tourists are.

✘ **Summer Camp Programs:** Summer camp programs are permitted under the following guidelines:

- All efforts are made to limit unintended interaction between members of the primary campus community (students, faculty, and other staff), and camp participants (campers, counselors, and other staff). Holding the camp program during a break in IHE academic activities is preferred.
- Day camp programs must comply with all requirements in the County [Reopening Protocol for Day Camps: Appendix K](#).
- Overnight camp programs will be permitted beginning June 1, 2021 and must comply with all requirements in the County Protocol for Overnight Camps (pending release of the State Guidance for Overnight Camps).

✘ **Commencement Exercises:** Use of IHE campus venues by neighboring high schools for the purpose of holding graduation ceremonies is permitted under the following guidelines:

- The IHE allowing use of their facility has primary responsibility to ensure that the graduation plan developed does not allow for any significant mixing or interaction between the non-IHE visitors and with enrolled students or faculty/staff that would create any increased risk of exposure for students and staff.
- The school planning and running the event has primary responsibility for ensuring that the event complies with all requirements in the state's [Graduation guidance](#) and with the LA County [Reopening protocol for Live Events and Performances \(Outdoor Seated\): Appendix Z](#). Any reception or celebratory event held before or after the graduation ceremony must comply with all requirements in the LA County [Guidance for Informal Social Gatherings: Appendix CC](#).

Swap Meets:

- ✘ Use of the IHE campus for swap meets is permitted under the following guidelines:
 - The IHE must make all efforts to limit unintended interaction between members of the primary campus

community (students, faculty, and other staff), and vendors and shoppers participating in the swap meet. Use of a remote area of campus and/or limiting the days and hours of operation to a time period when IHE academic activities are not in session is preferred.

- o Swap meet operations must comply with all requirements in the County [Protocol for Shopping Center Operators: Appendix E](#).

F. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

- A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility, provided that for large institutions, a sign with a QR code or link to the IHE's website that posts a copy of the protocol is sufficient to meet this requirement. For more information or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face mask, etc.).
- Signage is posted at each primary public entrance of each campus building to inform all employees, students, and visitors that they should: Avoid entering the building if they have a cough or fever.
- IHE has a communication plan for campus closure that includes outreach to students, employees, and the community.
- Online outlets of the workplace (website, social media, etc.) provide clear information about required use of face masks, policies in regard to making appointments, and other relevant issues.
- This protocol is shared with any organizations affiliated with the IHE, such as off-campus clubs, Greek organizations, etc., and the IHE ensures that these organizations are in compliance. Develop systems to enforce and hold affiliated organizations accountable for adhering to this protocol.

G. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Measures are instituted to assure access to online or specialized in-person educational services for vulnerable students.
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, assignment submission, etc.) have been moved on-line.
- Measures are instituted to assure access to goods and services for students and visitors who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

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

Business Contact Name:	<u>Woodbury University</u>	Phone number:	<u>(818) 252-5229</u>
Date Last Revised:	<u>5/11/2021</u>		