

Appendix A: Social Distancing Protocol

Business name:

University of La Verne

Facility Address:

1950 3rd St. La Verne, CA 91750

Approximate gross square footage
of space open to the public:

Not currently open to the public

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. SIGNAGE

- ☒ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- ☒ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ☒ Everyone who can carry out their work duties from home has been directed to do so.
- ☒ All employees have been told not to come to work if sick.
- ☒ Symptom checks are being conducted before employees may enter the workspace.
- ☒ All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.
- ☒ All desks or individual workstations are separated by at least six feet.
- ☒ Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
 - ☒ Break rooms: See attached note regarding facilities maintenance
 - ☒ Restrooms: See attached note regarding facilities maintenance
 - ☒ Other: See attached note regarding facilities maintenance
- ☒ Disinfectant and related supplies are available to all employees at the following location(s):
See attached note regarding facilities maintenance
- ☒ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
See attached note regarding facilities maintenance
- ☒ Soap and water are available to all employees at the following location(s):
All restrooms have soap and water
- ☒ Employees are allowed frequent breaks to wash their hands.

☒ Copies of this Protocol have been distributed to all employees.

☒ Optional—Describe other measures:

Coronavirus response website: <https://laverne.edu/health/coronavirus/>

**C. MEASURES TO PREVENT CROWDS FROM GATHERING
(CHECK ALL THAT APPLY TO THE FACILITY)**

☒ Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Maximum number of customers in the facility: **ULV is not open to non-employees**

☐ Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

☐ Optional—Describe other measures:

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART
(CHECK ALL THAT APPLY TO THE FACILITY)**

☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.

☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.

☐ Separate order areas from delivery areas to prevent customers from gathering.

☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

☐ Optional—Institute one-way aisles to facilitate Social Distancing.

☐ Optional—Describe other measures:

E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)

☒ Preventing people from self-serving any items that are food-related.

☒ All items are pre-packaged in sealed containers by staff.

☐ Bulk-item food bins are not available for customer self-service use.

☐ Food samples are prohibited.

☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe:

☒ Optional—Describe other measures (e.g. providing senior-only hours):

See attached note regarding student housing

F. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)

- ☐ Restrooms normally open to the public shall remain open to the public.
- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional- Describe other measures:

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: Doajo Hicks, General Counsel
Alison Vicroy, Asst. General Counsel

Phone number:

909-448-4012

University of La Verne Facilities Maintenance

Cleaning Schedules

Monday-Friday 6:00am-1:00pm

- 6:00am-9:00am Vista (w/ offices on Friday after 9am)
- 9:00am-10:30am Security (w/ offices daily)
- 9:30am-11:30am Maintenance/ Purchasing/Graphics (w/ offices daily)
- 11:30am-12:30pm Housekeeping lunch room and laundry
- 12:30pm-1:00pm Finish work/take supplies to you areas/ calls

Monday-Friday 6:00am-10:00am & On Calls from 1:00pm-6:00am next day

- 6:00pm-7:50pm Fairplex (w/ offices daily)
- 8:00pm-10:00pm Finish Fairplex

Saturday 8:00am-12:00pm

- 8:00am-10:30am In Vista- trash out, clean lounge, kitchen and restrooms.
- 10:40am-12:30pm Clean 3 restrooms at the Spot, conference room at Citrus 1st floor.

Sunday 8:00am-12:00pm

- 8:00am-10:30am In Vista – trash out, clean lounge, kitchen and rest rooms.
- 10:40am-12:30pm Clean the Health Center, and two rest rooms at RCA hallway.

*Additional Saturday hours on an on-call basis

Employee access to cleaning supplies

- Designated emergency personnel who are required to come to campus may contact Custodial Services at 909-575-7981 to obtain cleaning and disinfection supplies for their area

Employee access to hand sanitizer

- Hand sanitizer stations are available at the residence hall housing any remaining students and the Campus Security office where all employees coming to campus are required to check in. Upon receipt of additional hand sanitizer supplies, all designated emergency personnel will be provided with hand sanitizer.

University of La Verne Student Housing

- Student housing is closed for the remainder of the spring semester. Only students that are unable to relocate and have been given permission remain in student housing. Remaining students have been placed in single rooms with individual restrooms. Students have been asked to enter through only one door in their residential hall, they are not permitted to have guests, and may only have limited contact with one another. All food is available for pick up at designated times following social distancing procedures.