



University *of* La Verne

La Verne Safe Return

The plan to come back to campuses

Revised August 28, 2020

Introduction and Overview

Upon state and county approval, the University of La Verne plans to return to appropriate face-to-face and on-campus operations, with a focus on prioritizing the health and safety of students, faculty, and staff. The La Verne Safe Return plan honors the university's historical commitment to a student-centered and personalized education.

This document is the university's official prevention plan, developed after a comprehensive risk assessment of all work areas, work tasks, and student interactions. It is in full compliance with all federal, state, and regional public health mandates, and in some areas exceeds guidelines and recommendations. The plan includes preparation for a mix of face-to-face and remote instruction, enhanced safety protocols for students and employees, testing and tracing, and a limited reopening of the residence and dining halls. The university will also be prepared to remain in fully online instruction or to quickly transition to fully-remote instruction and operations should public health guidance require it.

The La Verne Safe Return plan is flexible and adaptable and will evolve as additional information or public health guidelines become available.

Changes or updates are under the purview of the President's Cabinet Fall Return Committee, which developed the plan with input from the Coronavirus Monitoring Committee, the Academic Affairs Coronavirus Committee, faculty experts, and the COVID-19 Board of Trustees Committee (Appendix K).

This plan applies to any student, employee, or visitor permitted to be on campus for an approved purpose at any time. The requirements of this plan also apply to independent contractors, temporary or contract workers, and volunteers who are on campus for approved purposes at any time. All vendors or organizations supplying temporary and/or contract workers must inform them of these responsibilities, and ensure that workers are properly trained.

The success of the La Verne Safe Return plan will be determined by the understanding, engagement, and commitment of the entire community, including students, staff, and faculty.

The key aspects of the plan include:

1. Criteria to Meet Prior to Returning
2. Student and Employee Personal Protective Equipment
3. Employee Training and Well-Being
4. Student Life and Well-Being
5. Academics, Instruction, and Virtual Student Support
6. Environmental Health and Safety
7. Self-Screening, Testing, Tracking, and Quarantine
8. Campus Visitors, Events, and Travel
9. Preparation for Modified Operations
10. Communications

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Criteria to Meet Prior to Returning

Until the Los Angeles County Department of Public Health grants approval for on campus operations for institutions of higher education, the university will adhere to the department's directive that:

Colleges and universities in Los Angeles County will not be able to resume all in-person academic instruction, at this time. Institutions may continue to offer in person training and instruction for essential workforce for required activities that cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning.

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

Colleges and universities should also limit their on-campus student residency but may continue to provide housing for students who have no alternative housing options. For students enrolled in programs providing training and instruction for essential workforce, on campus housing should be offered only to students who must participate in in-person instruction in order to complete their training and who do not have alternative local housing options. For student athletes who are participating in on campus sports, campus housing should be offered in the small training cohorts as recommended by the state guidance.

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

The *La Verne Safe Return* plan includes a phased return of faculty, administrators, and staff members to campus, and a controlled reopening of classrooms, residence halls, and offices in ways that meet or exceed public health requirements.

The university will monitor and adhere to [the California Department of Public Health Covid-19 Guidance: Institutions of Higher Education](#). The central campus in La Verne is located in Los Angeles County, which has developed a rigorous and thorough [Roadmap to Recovery](#), including a Protocols and Compliance Template for Institutions of Higher Education. The University of La Verne has been actively engaged with the Los Angeles County Department of Public Health.

The University of La Verne has campuses in six counties, and each campus will be compliant with the guidelines of the county in which it is located. The Office of Risk Management will monitor the guidelines for the state and each county and provide them to the director of each regional campus or program. The director of each regional campus will be responsible for implementing site-specific return plans in line with state guidelines, and their respective county's requirements, and these university guidelines.

The county jurisdictions of other University of La Verne campuses are:

- **Bakersfield Campus** (Kern County)
- **Burbank Campus** (Los Angeles County)
- **College of Law** (San Bernardino County)
- **Irvine Campus** (Orange County)
- **Ontario Campus** (San Bernardino County)
- **Oxnard Campus** (Ventura County)
- **Naval Base Ventura County Campus** (Ventura County and Military)
- **Vandenberg Air Force Base Campus** (Santa Barbara County and Military)
- **Victorville Campus** (San Bernardino County)

In addition, the university offers degree programs at community colleges and other off-site locations that may remain closed or have additional restrictions on operations. It will be the responsibility of the campus directors to monitor those sites and develop plans for return or remote instruction.

Student and Employee Face Coverings and Personal Protective Equipment (PPE)

The university will require the use of face coverings and appropriate personal protective equipment (PPE) for students, faculty, staff, and visitors across all campus locations in alignment with state and county guidelines.

Face Coverings: When combined with frequent and proper handwashing as well as social distancing, face coverings are one of the most effective means to reduce contagion of COVID-19. For this reason, all employees, students, and visitors are required to wear face coverings in any settings where others are present. A cloth face covering will be provided to each student and employee, which should be washed daily in line with [CDC guidance](#).

Employees, students, and visitors may wear their own face covering rather than the one provided by the university. Personal face coverings are not required to be made of any particular material or conform to any particular shape as long as they cover the nose and mouth and effectively inhibit droplet transmission. Individuals should be aware, however, that some face coverings, including those that do not conform to the chin or with build-in vents, do not effectively inhibit droplet transmission. Face coverings must be worn appropriately. Any questions regarding face coverings may be directed to the COVID compliance officer. Face coverings should generally conform to established standards of appropriate professional attire. Employees and students need not wear a cloth face covering when alone in a private office, residence hall room/bathroom, while eating in the dining hall, or when Cal/OSHA standards require respiratory protection.

Faculty members and others teaching in the classroom will also be provided with other optional face shields and face-masks, as cloth face coverings may inhibit teaching and create learning impediments for individuals with hearing-impairment or other disabilities. Face shields must have a drape attached if a face covering is not worn, and social distancing is extended to 10-feet from the nearest student or employee.

Employees who, for medical reasons, need an accommodation on wearing face coverings should contact [Human Resources](#). Students should contact [Student Health Services](#) and [Accessibility Services](#).

Disposable face coverings will be available at the Abraham Campus Center and Campus Safety Office for employees or students whose face coverings have been lost or forgotten. Face coverings will also be available for purchase at the University Store.

Any employee, student, or visitor not complying with any provision of this policy, including not wearing a face covering, will be asked to leave campus. Any violation of this policy risks the health and safety of the university community and will be grounds for corrective or disciplinary action for employees and the disciplinary process for students.

Employee Training and Well-Being

Mandatory Training: Three days prior to returning to campus, all full-time, part-time, and student employees will need to complete mandatory training on COVID-19, appropriate use of personal protective equipment (PPE), sanitation, hygiene, testing, symptoms monitoring, and safe work practices, including social distancing. The training will be available from the Office of Human Resources for faculty and staff.

Remote Work: Critical to reducing contagion risk is the overall reduction of employees on campus at any given time, lowering the frequency of in-person meetings, and limiting the number of employees in any meeting. University Management Council (UMC) supervisors, with President's Cabinet (PC) member approval, will assess processes and operations across their units and may reconfigure some work aspects to increase opportunities for employees to work remotely.

Supervisors will discuss with each employee opportunities for some or all of work duties to be completed remotely or in shifts. Supervisors and employees will review and sign the Employee on Campus Return to Work Form and submit it to Human Resources.

Influenza Vaccinations: All employees are urged to receive the influenza vaccination in line with [Centers for Disease Control and Prevention guidance](#).

Accommodations for At-Risk Employees: Vulnerable employees (which according to the Los Angeles County Department of Public Health guidance include those over age 65, pregnant, or with chronic health conditions) shall submit to the Office of Human Resources any request for remote work using a provided form. In accordance with California law, employees living with or caring for vulnerable individuals, or those whose life-situation leads them to request remote work, shall submit to the Office of Human Resources any request and discuss with their supervisors a remote work schedule and expectations; faculty shall submit to the Office of Human Resources any request and discuss with their dean or campus director. The Office of Human Resources may also be consulted by contacting LaVerneHR@laverne.edu and putting "Remote Work" in the subject line.

Sick Leave Policies: The university will have flexible sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick, have been exposed, are caring for someone who is sick, or need to be with their children if there are school or childcare closures. Human resources policies, including those related to leave benefits, are available on the University of La Verne [HR COVID-19 policies website](#).

Shift Work: Employees in all phases of the return plan will consult with their UMC members about appropriate shift work: either alternating days of the week or hours during the day. In workspaces where social-distancing is difficult or impossible, supervisors will approve alternating shifts, remote work, or another work space. Staggered or shift schedules will need to be in compliance with wage and hour regulations; supervisors will also stagger breaks to ensure physical distancing can be maintained in break rooms.

Video-Conferencing: Whenever possible, video-conferencing should replace in-person meetings for staff, administration, and faculty meetings. If in-person meetings are essential, they are to be held in rooms large enough to maintain physical distancing and include no more than 10 participants; all participants must wear cloth face coverings.

Phases of Return: In conversation with their UMC supervisor, and with PEC member approval, all employees who have not been designated as essential returning for face-to-face work will be assigned to one of three phases of return:

Phase 1: Approximately 25% of employees

Phase 2: Approximately 25% of employees

Phase 3: Approximately 25% of employees

Approximately 25% of employees remain primarily remote based upon public health guidelines.

The university will determine dates for the phased return based upon guidance from the state and counties.

Student Life and Well-Being

The university will implement trainings, policies, and preventative measures for students to reduce risks of community transmission while providing a productive learning environment.

Mandatory Training: Prior to returning to campus, all students (undergraduate, graduate, regional campuses) will need to complete mandatory training on COVID-19, appropriate use of personal protective equipment (PPE), sanitation, respiratory and hygiene etiquette, conducting [symptom](#) checks, including what to do if experiencing symptoms and how to access care, as well as where to find information on COVID-19. The training will also include information on COVID-19 university policies.

The training will be coordinated by the Office of Student Life and will be available through Blackboard. Students will be asked to complete the training prior to the start of the fall semester/term. Students who do not complete training may not be allowed to be on any campus for instruction and activities.

Ongoing programs and education will be made available to students to support greater understanding about being a student in COVID-19 environment and steps needed for increased safety.

Influenza Vaccinations: All students are required to receive the influenza vaccination in line with [Centers for Disease Control and Prevention guidance](#). The Student Health Center will provide influenza vaccinations for students.

Loaners, Laptops, and Hotspots: Loaner laptops and internet hotspots will be available to students through the Library. Students may [apply for CARES Act funds](#) to be reimbursed for a purchase of a laptop or internet hotspot.

Student Wellbeing: The Student Health Center, the Counseling Center, the Student Outreach and Support program, and Lewis Center will offer services and programs that support the health and wellbeing of all students. Services will include counseling (including telecounseling); in person or telehealth support; outreach and connection to community agencies; and supportive educational and wellbeing in-person and virtual programs.

Vulnerable Students: Vulnerable students (those with chronic health conditions, pregnant, over age 65) and others may take classes remotely. Students are encouraged to discuss any concerns with their healthcare providers and make appropriate decisions about returning to campus face-to-face. Any student who wishes to take their classes remotely should discuss details of their class schedule with their advisor, and then [complete a Remote Learning Request Form](#). The form can also be accessed through the [Registrar's page](#) in the La Verne Portal (login required). Likewise, students who for health reasons need to shift to fully remote at any time during the school year should notify their advisor and the registrar.

International Students: Students who are unable to travel to the United States or are in quarantine upon arrival may take classes remotely. International students who would like to request remote learning should discuss details of their class schedule with their advisor, and then [Complete a Remote Learning Request Form](#). The form can also be accessed through the [Registrar's page](#) in the La Verne Portal (login required).

If required by the [State Department](#) and recommended by the [Centers for Disease Control and Prevention](#), individuals returning or coming to campus from outside of the United States will be required quarantine for 14 days as before being able to be on campus for face-to-face instruction or activities. The Office of International Services and Engagement will assist with identifying the earliest possible return date for students.

Preventative Measures: Students must adhere to public health guidelines while on campus. Those include:

- All students are required to wear face coverings in any settings where others are present, including classrooms, offices, and shared spaces. Students need not wear a cloth face covering when alone in a private office, residence hall room/bathroom, or while actively eating in the dining hall. Students who fail to wear a face covering will be asked to leave campus and return when a face covering is being worn.
- Students will be asked to maintain six feet social distancing from others when on-campus. Students may momentarily come closer when passing in hallways, stairwells, elevators, in restrooms, or as otherwise necessary.
- Students are asked to not congregate in any area, especially common areas or areas of high traffic such as bathrooms, hallways, and stairwells.
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, they must be capped to 10 participants, be held in rooms large enough for social distancing, all participants must wear face coverings, and symptom checks should be done of individuals prior to participating.

- Outside visitors will not be permitted. Exception to this are parents, guardians, or support persons (i.e. authorized visitor) assisting student in conducting university-related business. Authorized visitors will be asked to check-in at the Campus Safety Office and comply with all university policies and guidance, including COVID-19 policy and guidance. Student-hosts are responsible for their authorized visitors' behavior. See Appendix F for additional information.
- The Safe Return Plan will be shared with student organizations and advisors. Student organizations will be asked to ensure they remain compliant. Student organizations not compliant with Safe Return Plan and interventions by the Los Angeles County Department of Public Health will be charged with non-compliance and asked to participate in the student conduct process.

Consequences of Noncompliance: Any student not complying with any provision of COVID-19 policy or guidance will be asked to leave campus. Any violation of this policy risks the health and safety of the university community and will be grounds for corrective or disciplinary action through the Code of Student Conduct.

Athletics: Student-athletes and all athletic programs will have modified training and competition schedules, policies, and protocols, including testing, which will adhere to guidance from the NCAA, Southern California Intercollegiate Athletics Conference (SCIAC), and state and county public health agencies. See Appendix A.

New Student Orientation: Any orientation programs will provide small-group in-person and/or virtual options, as feasible. In-person options will be done in compliance with Los Angeles County Department of Public Health guidance. For additional information, see Appendix B.

Academics, Instruction, and Virtual Student Support

The university will provide central resources and guidance for faculty to ensure a safe and successful learning and teaching environment.

Faculty Expectations: While the university intends to have appropriate face-to-face teaching and learning, faculty will need to prepare each class for remote teaching should public health guidelines require increased remote operations. Specifically, each course's Blackboard Learning Management System (LMS) should have a syllabus along with activities, assignments, and assessments that are asynchronous (i.e., pre-recorded tasks that students complete on their own). Faculty will need to include a schedule for lectures, discussions, or other modules that are synchronous (i.e., happen in real time, be it in-person or live via WebEx/Zoom). In addition, all classes will need to be prepared for a paperless environment.

Four Instructional Modes: Once the basic asynchronous architecture of learning has been created in an online format, faculty are then prepared to teach their classes in one of four modes, which will be discussed with their chair and dean and be finalized as soon as possible: 1) **Fully Online**, 2) **Alternating Hybrid** in which sessions alternate from face-to-face as a way to reduce the number of students on campus on any given day, 3) **Hybrid Split** in which the professor is present each day but the students alternate in cohorts with synchronous simulcasting for those joining remotely, or 4) **Blended**, in which most students are face-to-face but vulnerable (or perhaps international) students may participate via

simulcast. Once instruction begins, faculty may only schedule remote simulcasting during their class scheduled times.

Attendance: To aid with tracing and tracking, all faculty are expected to log student attendance in Blackboard for each session.

Departmental Planning: Deans will work with chairs and individual faculty on departmental planning for course assignment and delivery. The Office of the Provost, Registrar, Facilities, and OIT will create a list of classrooms based on capacity, technology, and course registrations. A key consideration in finalizing classes will be management of on-campus population density at any given day and time.

Deans will work with departments and programs to review their course offerings based on faculty availability for face-to-face, HR approval for fully remote work as needed, and the pedagogical importance of face-to-face for courses and students. Departments and programs are expected to offer an appropriate mix of course types (Alternating Hybrid, Hybrid Split, or Face-to-Face Blended) and should prioritize types of classes and students that will include some face-to-face (e.g., FLEX classes, culminating experiences, labs, introductory graduate seminars, or other classes as determined by the dean and chair).

To provide appropriate face-to-face teaching and learning, the initial planning at the college level with deans should target the following: Graduate and adult programs should be no more than 75% remote (personalized and synchronous online teaching and learning) and at least 25% having face-to-face components; traditional undergraduate programs should be no more than 50% remote (personalized and synchronous online teaching and learning) while ensuring that first-year, lab/experiential, and senior courses are either Alternating Hybrid, Hybrid Split, or Face-to-Face Blended.

Faculty Development: The combined resources of the Center for Teaching and Learning (CTL), LaFetra College of Education's Curricular Innovation Lab, Wilson Library, and OIT, along with several faculty-advisors and online certification courses, are available to support faculty development. Faculty are encouraged at the departmental level to create and share modules. Detailed support options, including online certification will be made available online.

Adjunct faculty who participate in these development opportunities will be paid through Kronos and should select "Safe Return" training for approval by their supervisor.

Classroom Technology: Working with the Faculty Technology Committee, Center for Teaching and Learning (CTL), and the Curriculum Innovation Task Force (CITF), The Office of Information Technology is retrofitting some classrooms to enable video and teleconference instruction in support of remote learning. This may include cameras for synchronous simulcasting (and possibly recording) for hybrid modes of teaching and maintaining the personalized touch in curriculum. Some classrooms may be differently fitted with other technology which creates a more immersive experience for students to learn effectively in a remote setting. Some classrooms will be left the same in terms of current technology. Faculty may consult with the registrar on their possible classroom option the CTL to request appropriate training.

Lapel (or similar) microphones will be provided by OIT to faculty who request them at least one week prior to the first class session. For the La Verne Campus, an email request can be sent to help@laverne.edu. For regional campuses, faculty must coordinate with their campus' technical

support staff at least two weeks prior to the first class. Only the first microphone will be provided by OIT. Misplaced microphones will need to be purchased by the department in consultation with OIT.

Classroom Sanitation and Etiquette: Faculty should have their own set of markers, erasers, or other teaching equipment that are not to be shared or left in the classroom. These will be provided along with face coverings, face masks, and door openers. All classroom shared AV equipment (computers, projectors, remotes, clickers) will need to be sanitized by faculty before use with provided materials in every classroom. Extra kits will also be stored in the library.

Outdoor Classes: Select outdoor locations appropriate for a learning environment will be made available through the Registrar's Office, although accessibility, sun exposure, shade, seating, pedestrian traffic, noise, and other factors that might disrupt a classroom experience.

Faculty are responsible to ensure appropriate social distancing for all outdoor classes or gatherings. In coordination with the Registrar's Office, the faculty's department, and Facilities, faculty should provide or arrange for all materials needed to ensure a successful outdoor class.

Student Accessibility Awareness: Faculty will need to be particularly attentive to measures necessary to ensure accessibility in either a remote environment or mobility in re-configured classrooms. Questions can be addressed to the university's Accessibility Services Department.

Academic Calendar: The university will follow the established academic calendars.

Environmental Health and Safety

The University of La Verne is implementing an environmental health and safety plan built around increased cleaning, modifications to work and common areas, and changes to housing, dining, and the bookstore.

Buildings: To the extent feasible, the flow of traffic within the workplace will be modified to minimize contacts.

Classrooms: Classroom occupancy will be limited. Chairs will be marked as unusable to maintain social distancing within the classroom, and room capacity will be posted in each classroom and may be below 50% of normal capacity given each room's configuration. All classes must comply with the designated room capacity and no class should exceed 30 students.

Office Spaces: All areas will be modified to encourage social distancing. Individual workstations and individuals working as a team must be separated by at least six feet. Plexiglass (or similar material) barriers will be considered in workspaces for high-visit areas such as reception or check-in desks, but should not be seen as a replacement for social distancing. Floor markings will be placed to recommend safe distances at locations where lines form. Furnishings such as chairs and desks will be adjusted (when possible) or marked as unusable to promote physical distancing. Some employees in cubicles or shared offices will need to be relocated to another workstation when existing conditions do not allow for minimum social distancing.

Elevators: Elevator capacity will be posted and is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance. Persons should refrain from talking while in elevators. When traversing the campus or navigating the hallways, individuals should remain observant of their path of travel, pausing when necessary to allow traffic to pass to support social distancing.

Cleaning and Disinfecting: Common and frequently touched areas will be disinfected throughout the day by Sodexo on regular schedules. Hand-sanitizer will be placed at entrances of each building and in common areas and use monitored, and disinfectant wipes and related cleaning supplies will be available to employees with supervisors responsible for monitoring.

Offices, common areas, and frequently touched objects will need to be regularly cleaned and disinfected by employees. This includes office tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails. These should be disinfected three times daily using EPA approved disinfectants. Cleaning assignments should be assigned during work hours as part of the employee's job duties.

Each employee should use only their own equipment to the extent feasible. Sharing of held items should be minimized or eliminated (e.g., staplers, three-hole punches, pens, coffee mugs, etc.). Where items must be shared, they should be 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.

Students, faculty, and staff are encouraged to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Students, faculty, and staff should use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

Any physical space or object with which a positive case is known to have interacted will be immediately closed off until it has been cleaned and sanitized in accordance with the recommended protocol for the space or item. See Appendix L. If it has been less than seven days since the positive case was in the space, the university will wait 24 hours before cleaning. To the extent possible, rooms in which a positive case was present will have any windows opened to increase air circulation.

Air Conditioning, Heating, Water, and Water Fountains: HVAC systems will be evaluated to identify options to enhance filtration and ventilation through a variety of means and water systems will be tested prior to the return of students and employees. See Appendix J. In line with state guidance,

drinking fountains will be marked as closed. Signage will be posted at every water fountain/bottle filling station to educate potential users of the safest alternative function.

Paperless Environment: A number of projects are being implemented to move away from paper-based processes in favor of a paperless environment, including: purchase requisitions, purchase orders, invoice payments, accounts payable, faculty contracts, overloads, and stipends, employee hiring and onboarding, and personnel action forms. Classrooms are also expected to be paperless, and the Center for Teaching and Learning (CTL) will be offering faculty a variety of trainings on paperless assignments, exams, and other assessments.

Common Areas: Common areas will be modified to encourage adequate social distancing, which may include furniture being marked as unusable. Occupancy will be limited with signs posted.

Housing and Dining: In order to maintain a safe on-campus living and dining environment, the university is implementing a set of interventions that focuses on minimizing congregating as recommended by the Los Angeles County Department of Public Health and CDC Covid-19 Guidance for Shared or Congregate Housing. For additional information, see Appendix C and D.

Workout and Physical Activity Space: Workout facilities at the university, including the Lewis Center, Campus West, Athletic Pavilion, and Leo Park, will follow the protocols spelled out by the state of California in the [Covid-19 Industry Guidance: Fitness Centered](#), including social distancing and hygiene. Guidelines for these facilities are available in Appendix E.

Self-Screening, Testing, Tracking, and Quarantine

The *La Verne Safe Return* plan for testing and tracking focuses on broad syndromic surveillance, including daily self-checks of symptoms and temperature, diagnostic testing of symptomatic and exposed individuals, targeted surveillance testing, and the tracking and testing of campus contacts of positive cases. The plan prioritizes human contact tracing and case management with an emphasis on confidentiality, clear communication, and empathy.

Compliance and Oversight: The university's compliance officer to oversee the COVID-19 Containment, Response, and Control Plan is Alison Vicroy, assistant general counsel. In addition, several staff members will be trained in contact tracing and case management to support the compliance officer. The COVID-19 Containment, Response, and Control Plan consists of monitoring and response procedures in compliance with Los Angeles County's Institutions of Higher Education Exposure Management Plan. See Appendix L. Positive case response will include case investigation and contact tracing, case management, diagnostic testing, internal and external communication, and environmental management.

The COVID-19 Containment, Response, and Control team will provide updates as required by the Los Angeles County Department of Public Health and other county agencies, including daily submission of Line Lists, as well as as immediate notification in the event that three or more cases are identified on campus within the span of 14 days or other indicators of an epidemiologically-linked cluster of cases. The team will also prepare routine and as-needed campus briefings.

Testing: Testing is provided by Exceltox Laboratories through an agreement with Association of Independent California Colleges and Universities. Exceltox will provide specimen collection on campus or at regional campuses for employees and students, 48-hour turnaround period, and an online portal for delivering results to the university, physician, and patient. The service also includes telemedicine by licensed physicians for initial pre-screening and review of results, and in cases of positive results, guidance on next steps for care.

All essential employees, who have been approved as such by their UMC member, and who will come to campus regularly, more than one day on a weekly basis, for a sustained period of time (more than 4 hours) will be tested by Exeltox prior to the start of the academic year.

For Employees: The university will implement protocols for employee health.

Daily Self-Checks: All employees will be required to answer screening questions and conduct symptom and temperature checks prior to coming to work. The list of required questions is available on the [university's Coronavirus Information webpage](#) and on the university's LiveSafe app. Employees who answer "yes" to any question, have an oral or forehead temperature of 99.9°F or higher, or are experiencing any symptom of COVID-19, as currently described by the CDC, may not come to work. Employees answering "yes" to any question or experiencing a fever or any symptom of COVID-19 must notify their direct supervisor and submit a [Coronavirus Report](#). Employees are also encouraged to contact their personal healthcare provider.

All employees will be required to maintain a running log of their symptom and temperature checks including "yes" or "no" responses to each question and their temperature. Employees are strongly encouraged, but not required to log their symptom checks using the university's LiveSafe smart phone application. Employees may also maintain their own log in a manner most convenient to the individual. Employees will not be required to transmit their log entries daily, but supervisors will routinely audit compliance with logging requirements by requesting visual evidence of daily logging. Employees will also not be permitted to access any building without signing in and showing evidence of a completed symptom self-check. As with any employee medical information, any records received by the university will be maintained in a separate confidential medical records file separate from other employment records.

Sick at Work: Any employee who begins feeling sick while at work and cannot immediately go home must inform their supervisor, and the university will provide an enclosed space for short-term isolation. If the employee cannot drive themselves home or to a medical facility, the university will provide transportation through an agreement with a medical transportation provider. The medical transportation provider will be informed that the employee is likely experiencing symptoms of COVID-19.

Positive Tests or Exposure: Any employee who tests positive for COVID-19 must engage in self-isolation and may not come to work. On-campus residential staff will follow instructions for residents requiring isolation. Employees must notify their supervisor and submit a confidential [Coronavirus Report](#) through the university's coronavirus webpage even if they have not been on campus. Employees may not return to campus unless at least 10 days have passed since symptoms first started, they have had no fever or respiratory symptoms for at least 24 hours without the use of fever-reducing medication, they have tested negative for COVID-19, and have been cleared by the COVID-19 Containment, Response, and Control

Team. At the direction of the compliance officer, a symptom-based approach may be utilized and the negative testing requirement waived.

Employees who have had any exposure to a person who has tested positive for COVID-19, or likely had COVID-19 during their infectious period, are also required to submit a [Coronavirus Report](#) and may not return to work until cleared to do so by the university's COVID-19 Containment, Response, and Control Team. "Exposure" is defined more broadly than "close contact," which state guidance defines as within "6 feet of the infected person for more than 15 minutes" and includes physical proximity that is shorter in duration and farther than in distance. An exposure also includes having unprotected contact with an infected person's body fluids and/or secretions. An individual is considered infectious up to two days prior to showing symptoms or testing positive until they are no longer required to be isolated. If the COVID-19 Containment, Response, and Control Team determines that the employee had close contact or other exposure, the employee may not return to work until they complete a 14-day self-quarantine from the date of the most recent exposure and test negative for COVID-19 at the end of the quarantine period. On-campus residential staff will follow instructions for residents requiring quarantine.

Employees who submit a [Coronavirus Report](#) will be contacted by a member of the university's COVID-19 Containment, Response, and Control Team, who will provide the employee with important information about COVID-19, leave benefits to which the employee may be entitled, and next steps for testing, quarantine, and isolation as necessary. The team will also begin the contact tracing process in accordance with Los Angeles County Department of Public Health Institutions of Higher Education Protocol for Management of Campus Exposures. The team will also provide direction to the employee on how, where, and when to receive testing through Exceltox Laboratories.

Monitoring Absenteeism: University Management Council members are expected to monitor absenteeism in their unit due to COVID-19 and have cross-trained staff in the case of an outbreak, along with creating a roster of back-up staff across their unit and succession planning for themselves. Deans and chairs are expected to monitor absenteeism of faculty, and have back-up plans for covering classes.

For Students: The university will implement protocols that prioritize student health and safety.

Daily Self-Checks: All students will be required to answer screening questions and conduct symptom and temperature checks prior to coming to campus or leaving their residence hall room. The list of required questions is available on the [university's Coronavirus Information webpage](#) and on the university's LiveSafe app. Students who answer "yes" to any question, who have an oral or forehead temperature of 99.9°F or higher, or are experiencing any symptom of COVID-19, as currently described by the CDC, may not come to campus or leave their room in the residence hall. Students answering "yes" to any question or experiencing a fever or any symptom of COVID-19 must submit a [Coronavirus Report](#). Students are also encouraged to call the university Student Health Center at 909-448-4619.

All students living in a residence hall will be required to maintain a running log of their symptom and temperature checks including "yes" or "no" responses to each symptom and their temperature. Residential students are encouraged, but not required, to log their symptom checks

using the university's LiveSafe smart phone application. Residential students will also be required to complete a symptom and temperature check in order to log into the residential wireless Internet network.

The university will use available software programs including Campus Labs, Blackboard, E-Plex, and StarRez to track attendance in class, presence at campus events, and entrance to dining and housing.

Sick on Campus: Any student who begins feeling sick while at school and cannot immediately go home must inform the Student Health Center, and the university will provide an enclosed space for short-term isolation. If the student cannot drive themselves home or to a medical facility, the university will provide transportation through an agreement with a medical transportation provider. The medical transportation provider will be informed that the individual is likely experiencing symptoms of COVID-19.

Positive Test or Exposure: Any student who tests positive using an approved COVID-19 test must engage in self-isolation and may not come to campus. Students living in campus housing will follow instructions for residents requiring isolation. Students must submit a [Coronavirus Report](#) through the university's coronavirus webpage even if they have not been on campus. Students may not return to campus unless at least 10 days have passed since symptoms first started, they have had no fever or respiratory symptoms for at least 24 hours without the use of fever-reducing medication, they have tested negative for COVID-19, and have been cleared by the COVID-19 Containment, Response, and Control Team. At the direction of the compliance officer, a symptom-based approach may be utilized and the negative testing requirement waived.

Students who have had any exposure to a person who has tested positive for COVID-19, or likely had COVID-19 during their infectious period, are also required to submit a [Coronavirus Report](#) and may not return until cleared to do so by the university's COVID-19 Containment, Response, and Control Team. "Exposure" is defined more broadly than "close contact," which state guidance defines as within "6 feet of the infected person for more than 15 minutes" and includes physical proximity that is shorter in duration and farther than in distance. An exposure also includes having unprotected contact with an infected person's body fluids and/or secretions. An individual is considered infectious up to two days prior to showing symptoms or testing positive until they are no longer required to be isolated. If the COVID-19 Containment, Response, and Control Team determines that the student had close contact or other exposure, the student may not return to campus until they complete a 14-day self-quarantine from the date of the most recent exposure and test negative for COVID-19 at the end of the quarantine period. Students living in campus housing will follow instructions for residents requiring quarantine.

Student who submit a [Coronavirus Report](#) will be contacted by a member of the university's COVID-19 Containment, Response, and Control Team, who will provide the student with important information about COVID-19, academic accommodations, and next steps for testing, quarantine, and isolation as necessary. The team will also begin the contact tracing process in accordance with Los Angeles County Department of Public Health Institutions of Higher Education Protocol for Management of Campus Exposures. The team will also provide direction to the student on how, where, and when to receive testing through Exceltox Laboratories.

Residence Halls and Athletics Testing: Student and staff living in student housing and student-athletes will complete COVID-19 symptom screenings and testing prior to entering housing or beginning their athletic season. Additionally, routine and systematic surveillance testing of all such students will occur in regular intervals as informed by guidance from Los Angeles County, the state of California, and NCAA/SCIAC.

Individuals living in residence halls who need to isolate or quarantine will be moved to a single room with a personal restroom in a separate location than other residents. Depending on the nature of the exposure, cohorted athletic teams may be quarantined in their normal rooms. Food and other supplies will be provided directly to the student so they do not need to leave the room.

See Appendix L for a more detailed plan on the university's protocols for an outbreak and tracing response.

Campus Visitors, Events, and Travel

Campus Visitors: Any visitor to campus must be invited or approved by a President's Cabinet member or above. Approved visitors to campus are limited to those who are essential for the university's operation, those who are prospective applicants or applicants to the university's programs, or parents/guardians/support persons assisting a student. Visits to campus, to the extent possible, are by appointment only and are pre-registered in a visitor log at Campus Safety or regional campus/location front desk that includes a visitor's name, phone number, email address, and confirmation that a symptoms check was completed. Prospective students may check in at Abraham Campus Center. Visitors will be limited to designated areas on campus and may be required to have an employee escort.

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 needs to be captured in the visitor log as well. Visitors are required to complete a temperature and symptom self-check before arriving on campus. Visitors may also have any symptoms assessed or their temperature taken by trained employees upon entry. Visitors are instructed to wear face coverings during their visit. For additional information, see Appendix F.

Events: The university will maintain event protocols that includes guidance on social distancing and hygiene. Event participation and organizing will be limited to university students, staff, and faculty. The university reserves the right to be more restrictive than state and county guidance on gatherings. See Appendix G.

Travel: All non-essential university-sponsored student and employee travel, in particular, airplane travel, travel outside of the state, including international travel, will not be permitted during fall semester/term 2020 and January 2021. Travel deemed as essential will need approval from the requestor's respective President's Cabinet member. This includes Study Abroad programs and Study Abroad Tours. Individuals who have traveled outside of the United States, regardless of whether it was personal or work related travel, must quarantine for 14 days if required by the State Department and recommended by the Centers for Disease Control and Prevention before returning to campus.

Modified Operations

The university will be prepared to go fully-remote at any time, including after Thanksgiving break through the end of the semester/term, should public health agencies advise of increased risks of transmission or increased risks related to holiday travel behaviors.

Communications

The university will provide credible, trustworthy, and timely information to all stakeholders about the plan to return, as well as frequent reminders of best practices for social distancing and hygiene. Communications will include virtual town halls, a dedicated web page, coordinated social media posts, campus signage, FAQs, and email.

Signage will be posted across campus to remind the community and visitors to practice healthy hygiene, be mindful of symptoms, and social distancing and other protocols. Only university or [CDC-approved](#) signage should be displayed in offices.

A copy of the *La Verne Safe Return* plan will be available to all employees, and key aspects will be posted at public entrances across campus. This will include check points reinforced with signage advising individuals to avoid entering the facility if they have COVID-19 symptoms.

Communication about confirmed cases or outbreaks will be directed by the COVID-19 Response Team as outlined in the COVID-19 Containment, Response, and Control Plan. For details, see Appendix L.

Planning Groups, Organization, and Decision Making

A subgroup of the President's Cabinet is coordinating planning with guidance from three internal committees: The Coronavirus Monitoring Committee, Academic Affairs Coronavirus Committee, and a group of faculty experts (see Appendix K). Foundational materials for the plan include the American College Health Association's [Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#) and the Centers for Disease Control and Prevention's [Considerations for Institutes of Higher Education](#).

The plan is also aligned with guidance from experts, associations, and public health agencies, including: Association of Independent California Colleges and Universities (AICCU); National Association of Independent Colleges & Universities; Los Angeles County Department of Public Health; State of California Governor's Office; and the National Collegiate Athletic Association.

University of La Verne President Devorah Lieberman is one of 15 higher education leaders serving on the AICCU's Restart Higher Education Planning Task Force and is a member of the Los Angeles County Economic Resiliency Task Force Education Work Team.

Additional Resources

- [State of California Resilience Roadmap](#)
- [State of California Covid-19 Industry Guidance for Institutions of Higher Education](#)
- [California COVID-19 Industry Guidance for Schools and School-Based Programs](#)
- [American College Health Association Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#)
- [Los Angeles County Roadmap to Recovery](#)
- [Coronavirus in San Bernardino County](#)
- [Centers for Disease Control and Prevention Considerations for Higher Education](#)

Appendix

Appendix A: Athletics

Overview

The Athletics Department will strive to provide the highest level of care, which includes following all national, state, and local public health guidelines and practices. Athletics policies will evolve based on guidance from relevant outside associations and entities.

Appendix B: New Student Orientation

Delivery of orientations will be done primarily virtually. Students will be asked to register for activities online and attendance at events will be taken.

Delivery of orientation will be done using a hybrid model with sessions being available in person and virtually. Students will be asked to register for activities online and attendance at events will be taken.

Orientation activities will be done in conjunction with on-campus housing Move-in Schedule (Monday, August 24 – Wednesday, August 26).

New Student Orientation will include programming focused on sense of belonging, diversity and inclusivity, sexual misconduct prevention, and information to assist students in transitioning and adjusting to college life in the COVID-19 era.

A new online interactive module (Leo Preview) will be used this year to showcase and connect students to campus resources prior to start of the semester/term. Leo Preview will be available July 8, 2020. Leo Preview will contain university COVID-19 information, assist in delivery of programs, and inform students of campus resources.

When permitted, in-person sessions will be offered, and have a capacity limit of up to 50% of total room capacity or 30 individuals, whichever is lower, while also maintaining 6 feet of social distancing. Events and activities during orientation will follow COVID-19 Guidelines for University Events, which include guidance on social distancing, hygiene, attendance taking, and symptom checking (see Appendix D).

Additional information on New Student Orientation will be available online at laverne.edu/orientation. For questions, contact orientation@laverne.edu.

Appendix C: On-Campus Housing

In alignment with Los Angeles County Department of Public Health guidance, state of California, and [CDC Covid-19 Guidance for Shared and Congregate Housing](#), the following measures are being put in place to maintain a safe and healthy on-campus housing experience. Additional and current information on preventative measures is available on the Housing and Residential Life webpage.

Occupancy: Total occupancy for on-campus residence halls will be limited as approved by the Los Angeles County Department of Public Health.

In residence halls with shared bathrooms (Citrus and Oaks), as many students as feasible will be given single room occupancy assignments. In rare occasions. No more than two students may be placed in a room. Students will be given bathroom shower and stall assignments and asked to abide by those assignments.

In suite style housing with private bathrooms (Vista), students will be given single room occupancy assignments.

The university will identify and maintain an adequate supply of housing (single rooms with private bathrooms) for students and/or staff who reside in on-campus housing for the purposes of isolation or quarantine.

Preventative Guidance: In accordance with the Los Angeles County Department of Public Health and the Centers for Disease Control and Prevention, the following guidance is provided to students.

- As much as possible, students are asked to stay in their rooms while in the residence halls.
- Students are expected to wear face coverings in any settings where others are present, including classrooms, offices and buildings. Students need not wear a cloth face covering when alone in a private space, residence hall room, while actively eating in the dining hall, while engaging in personal grooming in bathrooms (i.e. showering, brushing teeth), or while outside and engaging in social distancing.
- Students will be asked to maintain six feet social distancing from others when on-campus. Students may momentarily come closer when passing in hallways, stairwells, elevators, in restrooms, or as otherwise necessary.
- Students are asked to not congregate in any area, especially common area lounges/game rooms, kitchens, or areas of high traffic such as bathrooms, hallways, and stairwells.
- Students may not relocate or move furniture from set locations in lounges and other common areas.
- Mini-fridges and personal use coffee makers are permitted in resident rooms, but should not be shared with others. Appliances with outside heating elements, microwaves, toasters, and toaster ovens are not permitted in resident rooms.
- Visitors/guests will not be permitted in residence halls. This includes residents from other halls or floors. Exceptions to this are parents, guardians, or support persons (i.e. authorized visitor) assisting student in conducting university-related business or personal care. Authorized visitors/guests will need to check-in at the Campus Safety Office and comply with all university policies and guidance, including COVID-19 policy and visitor guidance (See Appendix F).

Authorized visitors/guests, as much as feasible, will be asked to wait outside of residence halls. Student-hosts are responsible for their authorized visitors' behavior.

- Students will be encouraged to use totes in shared bathroom facilities and encouraged not to place personal items directly on counter surfaces in bathrooms.

Illness, Prevention, and Symptom Check Guidance:

- All students will be required to conduct symptom checks, including temperature checks, daily and prior to going to class, dining halls, or other scheduled campus activities where they may come in contact with other students or employees.
- Students living on campus who have a fever of 99.9 F or higher or are experiencing one or more of the other CDC articulated [symptoms](#), or are otherwise ill, may not attend class or activities on campus, the dining hall, or public areas, and should immediately notify the [Student Health Center](#) and should stay in their room.
- Students in residence halls will be expected to participate in targeted surveillance testing in regular intervals conducted in accordance with guidance from Los Angeles County Department of Public Health and university processes.
- In alignment with Los Angeles County Department of Public Health and university Self-Screening, Testing, Tracking, and Quarantine policy, students may be temporarily relocated to a self-isolation/quarantine location or asked to isolate or quarantine in place for 14 days or as long identified.
- Students will need to complete a mandatory training on COVID-19, appropriate use of personal protective equipment (PPE), sanitation, respiratory and hygiene etiquette, conducting [symptom](#) checks, including what to do if experiencing symptoms and how to access care, as well as where to find information on COVID-19. The training will also include information on COVID-19 university policies.

Environmental Health and Safety:

- **Cleaning and Disinfecting:** Common areas (i.e. bathrooms and lounges) and frequently touched surfaces (doorknobs, light switches, countertops, handles, elevator switches and buttons, grab bars) will be disinfected three times a day by Custodial Services. Hand-sanitizer will be placed at entrances of each building and in common areas. Only EPA approved disinfectants will be used.
- **Air Conditioning and Heating:** HVAC systems have been evaluated to identify options to enhance filtration and ventilation through a variety of means. To the maximum extent possible, ventilation will be increased in all buildings, and open windows and doors as well as other modifications will increase the quantity of outside air and ventilation in offices and other spaces (See Appendix J).
- **Elevator capacity** will be posted and is limited to the number of people that can be accommodated while maintaining a 6- foot physical distance. When traversing the campus or navigating the hallways, individuals should remain observant of their path of travel, pausing when necessary to allow traffic to pass to support social distancing.

Common Area Use and Access:

- Access and use of kitchens/kitchenettes, game rooms, community lounges, etc. will be restricted or modified to limit use and congregating in accordance with county guidance.
- Gaming (i.e. pool, ping pong) equipment will not be available for use.

- Kitchen, kitchen equipment (i.e. pans, pots, utensils) and shared kitchen appliances (i.e. refrigerator, stoves, toaster, toaster ovens, and coffee makers) will not be available for use. Community microwaves will continue to be available. Residents will be asked to wipe down (disinfect) microwaves before and after use.
- In bathrooms where sinks are closer than six feet, every other sink will be disabled to create more distance.

Move-In: Move-In process for Housing and Residential Life will be modified to maximize safety precautions and social distancing. Specific modifications will include:

- Residents will be pre-assigned a 2-hour move-in window.
- Residents may have up to two helpers assisting them to move-in. Helpers will be expected to abide by university COVID-19 guidance and policy, including engaging in social distancing, wearing of face covering, and staying home if ill or symptomatic. Residents are asked not to bring children or non-helper friends or relatives.
- Helpers and residents will be asked to complete a symptom check during move-in check.
- Residents will receive a PPE packet upon move-in. Packet will include face covering and door opener.
- Hand sanitizer and handwashing stations will be available in specific areas.
- Students will be asked to participate in a COVID-19 diagnostic test and engage in a 48-72 hour quarantine period until results become available.

Students will be asked to sign a “University of La Verne Residential Life COVID-19 Agreement” outlining expectations associated with living in the Residence Halls during COVID-19. Any student not complying with any provision of COVID-19 policy or guidance will be asked to leave campus. Any violation of this policy risks the health and safety of the university community and will be grounds for corrective or disciplinary action through the Code of Student Conduct.

Additional information is available at laverne.edu/housing. For questions, please contact housing@laverne.edu.

Appendix D: On-Campus Dining

On-Campus dining facilities will operate in alignment with Los Angeles County Department of Public Health guidance. The following measures are being put in place to maintain a safe and healthy on-campus dining experience. Additional and most current information on preventative measures is available on the Housing webpage.

- The Spot (dining hall) will operate as grab-n-go/take out with no internal sit-down dining options until permissible by the Los Angeles County Department of Public Health.
- When internal dining is permitted, occupancy will be limited such that number of guests at any one time can easily maintain six-foot distance from one another while not exceeding 60 percent of maximum occupancy at any time. Once capacity has been reached, guest will be provided the option of a to-go tray/meal. Tables and chairs will be removed/relocated to support physical distancing.
- Cleaning and disinfecting: Bon Appetit staff will engage in consistent cleaning and disinfection of tables and other high contact surfaces in dining halls during service hours.
- Utensils and condiments will consist of individual/single use utensils and condiments.
- All guest will be required to engage in social distancing and wearing of a face covering.
- Reception station and food station will have glass or plexiglass partitions.
- Guest are encouraged to purchase meal plans, Leo Dollars, or use credit cards in lieu of cash.
- One-way foot traffic patterns will be established through dining halls (this will include visual cues and signs).
- Dining staff will engage in safety and preventative actions including: participation in mandatory training on COVID-19 and food preparation hygiene, symptom and temperature checks prior to starting work, and use of PPE, including face coverings and gloves.
- Kitchen operations have been redesigned to achieve physical distancing between employees and guests.
- Guests are highly discouraged from food sharing.

Additional information is available at: laverne.cafebonappetit.com. For questions contact Greg Thomas at Greg.Thomas@cafebonappetit.com.

Appendix E: Workout and Physical Activity Spaces

With the exception of use for fulfillment of academic coursework or activities associated with Division III Athletic activities, workout and physical activity spaces will remain closed at least until state and county public health guidelines allow for reopening.

Once opened, use of these spaces will remain limited to currently enrolled or active students, staff, and faculty. These spaces include Lewis Center, athletic facilities, Aquatic Center, and Leo Park.

Operations of the facilities will be in line with Los Angeles County Department of Public Health guidelines for Gyms and Fitness Establishments and the state [COVID-19 Industry Guidance: Fitness Facilities](#).

- Reservation processes will be used to schedule use of the facilities by students, faculty, and staff.
- Prior to use a symptom check will be done of guests. Guests displaying symptoms or illness will not be allowed to use work out facilities and instructed to contact the Student Health Center or their health care provider.
- Guests will not be allowed to wait in line or in waiting areas for use of facilities.
- Occupancy will be limited to 50 percent or less.
- Group training activities (i.e. aerobics, yoga, etc.) will be limited such that at any given time, all people in the room can easily maintain at least a six-foot social distancing and will not exceed 50 percent occupancy for the room. To the extent possible, classes may be moved outdoors and virtual participation options will be provided.
- Workout equipment will be modified such that, to the extent possible, equipment is at least 6 feet apart. For high aerobic equipment, to the extent possible, equipment will be placed 8 feet apart.
- Programs or activities that require close contact of less than six feet in distance will be suspended. This includes activity associated with intramural sports, pick-up basketball, organized races, etc.
- Communal furniture will be removed or marked as unusable to limit congregating.
- Locker rooms at the Lewis Center will be closed. Use of lockers in other facilities will be staggered to maintain physical distancing.
- Workout facility staff will engage in safety and preventative actions including: participation in mandatory training on COVID-19 and Cal-OSHA guidelines for use of cleaning products and disinfecting of spaces, symptom and temperature checks prior to starting work, and use of PPE, including face coverings and gloves.
- Hand sanitizer stations will be available throughout the workout facility.
- All individuals using work out spaces will be required to check in (i.e. take attendance) using available software using student ID card. To the extent possible, check-in should be through a no-contact process.

Cleaning and Disinfecting: Common areas (i.e. bathrooms and lounges) and frequently touched surfaces (doorknobs, light switches, countertops, handles, elevator switches and buttons, grab bars) will be disinfected three times a day by Custodial Services. Workout facility staff will conduct consistent cleaning and disinfecting of workout equipment. Guests will be asked to clean equipment before and after use.

- Hand-sanitizer will be placed at entrances of each building and in common areas. Only EPA approved disinfectants will be used.
- Staff will ensure bathrooms are properly stocked (soap, paper towels, and hand sanitizer) at all times.
- Guests will be encouraged to use door openers for opening and closing of doors, including bathroom doors. Doors will be propped open to increase airflow and reduce contact.
- Guests will be informed that sinks could be an infection source and should avoid placing hairbrushes and other items directly on counter surfaces.
- Check-out process will be used for utilization of small equipment and accessories (i.e. exercise bands, ropes, mats, foam rollers, etc.). All items will be cleaned and disinfected upon return/after use.
- Guests will be encouraged to bring their own water bottles. In places where touchless refillable stations are not feasible, students will be reminded to wash their hands or use hand sanitizer before and after touching the water release button on filling stations.
- For towels, cloth wipes, or other laundered items, a closed container will be provided where guest can place used towels and other items. Used items will not be used again until properly laundered. All clean linens will be stored in a clean, covered location. Staff handling dirty linens will use appropriate PPE, including gloves.
- Non-essential items like magazines, books, etc. will be removed from the facility.

Participant Behavior Expectations: In accordance with the Los Angeles County Department of Public Health and CDC guidelines, the following are behavioral expectations of anyone using workout facilities or activity spaces.

- Participants are expected to wear face coverings.
- Participants will be asked to maintain six feet social distancing from others. Participants may momentarily come closer when passing in hallways, stairwells, elevators, restrooms, or as otherwise necessary.
- Participants are asked to not congregate in any area, especially common area lounges, locker rooms, or areas of high traffic such as bathrooms, hallways, and stairwells.
- Participants may not relocate or move furniture or equipment from set locations.
- Only currently enrolled students and currently employed faculty/staff may use facilities.
- Participants are asked **to conduct symptom checks** prior to arriving. As feasible, symptom check should include temperature checks.
- Participants who have a fever of 99.9 F or higher or are experiencing one or more of the other CDC articulated [symptoms](#), or are otherwise ill, may not use the facilities, should immediately notify the [Student Health Center](#), and should stay home.
- Participants may not wait in line for an event or equipment. Participants waiting in line will be turned away or asked to come back at another time.

Individuals not complying with any provision of COVID-19 policy or guidance will be asked to leave campus. Any violation of this policy risks the health and safety of the university community and will be grounds for corrective or disciplinary action through the Code of Student Conduct or Human Resources.

Appendix F: Campus Visitors and Vendors

The university will be restricting outside visitors, guests, and vendors.

Approved visitors to campus are limited to those who are essential for the university's operation (i.e. presenters, vendors, donors, or job candidates), those who are applicants to the university's programs, or parent/guardians/support persons for students. Visits to campus are, to the extent possible, by appointment only. If possible, virtual meetings should be conducted in lieu of face-to-face meetings.

Visitors must register in a visitor log in the Campus Safety Office or regional campus front desk that includes a visitor's name, phone number, and email address.

During the registration process, visitors will:

- Log in their name, phone number, and email address
- Undergo temperature checks and symptom check.
- Be informed of university behavioral expectations, including wearing a face covering, maintaining social distancing, practicing good hygiene, and be informed of locations of wash stations or hand sanitizers.
- Visitors who display symptoms or are ill will be not be allowed on campus.
- Visitors will be given a badge identifying them as visitors (in lieu of a student ID).
- Visitors will be asked to check out at the registration area

Movement of 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 restrooms. Visitors to the residence halls, to the extent possible, will be asked to wait outside or in first floor lobbies.

No outside groups or events will be permitted to take place on university property. Visitors may not use workout facilities or attend/participate in events unless they are participating in the delivery of the event (i.e. presenter).

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 shall be collected in the visitor log. Visitors with children must ensure that they 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.

Appendix G: Events

Events may not take place until permitted by state and county guidance.

When permitted, they will be compliant with state and county guidance.

Whenever feasible, virtual events should take place in lieu of in person gatherings. Where in person meetings are necessary, all attendees should engage in appropriate safety protocols outlined in this document, including wearing a face covering, engaging in social distancing, and completing a self-check and staying home if ill or displaying symptoms.

Indoor Event Capacity: The number of people in any outdoor event is limited at any given time such that all people in the event can easily maintain at least six-foot social distancing. Maximum number of participants may not exceed 50 percent of total occupancy for the space or more than 30 individuals, whichever is lower.

Outdoor Event Capacity: The number of people in any outdoor event is limited at any given time such that all people in the event can easily maintain at least six-foot social distancing. Maximum number of participants may not exceed 50 percent of total occupancy for the space or more than 30 individuals, whichever is lower.

Event planning guidance:

- To the extent possible, events should provide a virtual/online option for participants, or organizers should consider doing a fully virtual event.
- Organizers should plan to record attendance at the event using the Campus Lab event module.
- Organizers should inform guests/participants of event behavior expectations, including:
 - Appropriate wearing of face-coverings
 - Engaging in social distancing
 - If they are ill or displaying symptoms, they should stay home
 - Location of hand washing stations or hand sanitizer
 - Unapproved outside visitors/guest are not permitted at events (please see COVID-19 Campus Visitor Policy)
- Event organizers may not plan events larger than 30 participants during any one time.
- Event organizers are encouraged to cohort guests/participants, have participants make appointments, or use multiple spaces as strategies to manage capacity.
- Events where capacity is exceeded will require organizers to inform guest of online options, ask guests to leave, or request that they come back at another time. Guests will not be allowed to wait in line.
- Events may be evaluated for transmission risk. Events for which there is a risk concerned will be reviewed by Risk Management. Events deemed to have a high-risk level will not be permitted.

Events and Scheduling Office Support: The Events and Scheduling Office will support safe events by:

- Identifying COVID-19 event capacity for available programming spaces.
- Assisting event planners in monitoring event attendance at any one time so it does not exceed capacity and that records of attendance are kept (using Campus Labs).
- Set-up of tables, chairs, and other equipment such that social distancing is maintained.

- Informing organizers of washing stations or assisting in providing hand sanitizer stations where appropriate.
- Cleaning and disinfecting event equipment before and after every event.
- As feasible, providing and assisting with equipment for virtual delivery of event.

Outside Groups, Guests or Events: No outside groups, guests, or events will be permitted on university property at this time. (Please see COVID-19 Campus Visitor Policy)

Food: Food at events will be restricted to prepackaged meal options. Buffet or self-serve options will not be permitted. Having food at events is highly discouraged.

Event and Guest Behavior Expectations: In accordance with the Los Angeles County Department of Public Health and the CDC, the following guidance is provided to event organizers and their guests.

- Participants are expected to wear face coverings in any settings where others are present, including classrooms, offices and buildings, and university outdoor spaces.
- Participants will be asked to maintain six feet social distancing from others when at events. Participants may momentarily come closer when passing in hallways, stairwells, elevators, in restrooms, or as otherwise necessary.
- Participants are asked to not congregate in any area, especially common area lounges/game rooms, kitchens, or areas of high traffic such as bathrooms, hallways, and stairwells.
- Participants may not relocate or move furniture from set locations.
- Visitors/guests will not be permitted at events, unless approved through guest policy guidelines.
- Participants are asked to conduct symptom checks prior to attending event. Symptom checks should include temperature checks.
- Participants who have a fever of 99.9 F or higher or are experiencing one or more of the other CDC articulated [symptoms](#), or are otherwise ill, may not attend events, should immediately notify the [Student Health Center](#), and should stay home.
- Participants may not be permitted to wait in line for an event. Participants waiting in line will be turned away or asked to come back at another time.

Any guest not complying with any provision of COVID-19 policy or guidance will be asked to leave campus. Any violation of this policy by a student or employee risks the health and safety of the university community and will be grounds for corrective or disciplinary action through the Code of Student Conduct or Human Resources.

Appendix H: COVID-19 Symptom Screening Checklist



COVID-19 SYMPTOM SCREENING CHECKLIST

Employees must answer these questions daily prior to coming to work on campus. Employees who answer yes to any question or who have an oral or forehead temperature of 99.9°F or higher may not come to work, must submit a [Coronavirus Report](#), and notify their supervisor.

Students must answer these questions daily prior to coming to campus or leaving their residence hall room. Students who answer yes to any question or have an oral or forehead temperature of 99.9°F or higher may not come to campus or leave their room, and they must submit a [Coronavirus Report](#) and contact [Student Health Services](#).

Yes No

- Have you tested positive for COVID-19 in the last 10 days?
- Have you been around anyone that was diagnosed with COVID-19 or likely had COVID-19 in the last 14 days?
- Have you been instructed by a medical provider, public health professional, or university personnel that you need to quarantine or isolate in the last 14 days?
- Have you felt sick today?
- Do you have any of the following symptoms?
 - Fever or chills
 - Coughing
 - Shortness of breath
 - Difficulty breathing
 - Nasal congestion
 - Runny nose
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Nausea or vomiting
 - Diarrhea

_____ What is your current oral or forehead temperature?

8/26/2020

Appendix I: Internships, Practicums, and Civic Engagement

Internships, practicums, and civic engagement activities may not take place until permitted by state and county guidance.

When permitted by state and county, these activities will be allowed by the University provided that:

- The activity is related to an academic experience or requirement.
- The students sign a release
- The internship, practicum, and/or civic engagement location is:
 - Allowed to operate as designated by the county in which it is located in and is compliant with state public health guidelines
 - Able to provide students with appropriate PPE and is following guidelines for social distancing, wearing of face coverings, etc.
- Participation in any one site is limited to no more than 10 participants
- Information about these activities and participation should be submitted to the Coronavirus Monitoring Committee for review

Coordinators of internships, practicums, and civic engagement events are encouraged to seek virtual experiences in lieu of in person activities whenever possible.

Appendix J: HVAC and Water System Protocols

Air Conditioning and Heating: In line with state guidance, the university follows the advice of the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE's) Position Document on Infectious Aerosols, dated April 14, 2020, which asserts that keeping air conditioners on can help control the spread of the virus.

According to considerable research, strategically engineered ventilation systems can reduce the risk from infectious aerosols through effective airflow patterns that dilute contaminants and even remove infectious agents (CDC 2005).

Following the ANSI/ASHRAE Standards 62.1 and 62.2 (ASHRAE 2019a, 2019b), Facilities is implementing the following tasks to support a safe environment within university facilities:

- All HVAC systems will be adjusted to full fresh mode, increasing outdoor air ventilation to 100%. This exhausts interior air and draws in fresh air to be cooled (or heated) and distributed throughout the building. Energy recovery ventilation systems will be bypassed to avoid recirculating potential contaminants. *This may reduce performance on extreme temperature days and we will sacrifice some comfort to promote a safe environment.*
- All HVAC filtration will be replaced to provide MERV-13 or the highest level achievable. Systems that are able to accommodate HEPA filtration will receive new HEPA filters.
- HVAC systems will run for longer durations (24/7 if possible) to maintain a continual replacement of air volume, improving airflow and air quality.
- Ultraviolet Germicidal Irradiation (UVGI) light devices will be installed within the air handler units to kill or inactivate microorganisms within the fresh air flow prior to distributing conditioned air to occupied spaces.
- Relative Humidity (RH) set points will be maintained between 40% and 60%. This range of humidity is most unfavorable for the survival of microorganisms.
- All above tasks will be completed prior to the return of employees and students.

These measures will not fully eliminate the risk of transmission, but deploying this series of mitigation measures will help reduce the risk of infection within our spaces.

Property managers for our leased facilities are being contacted to ensure similar guidelines are being followed. Once their organization's safe reopening plans are received, they will be shared with the stakeholders of those spaces to ensure all occupants are informed.

Protocol for HVAC failure: Occupants should notify Facilities in the event of a ventilation failure. If the failure cannot be resolved quickly by Facilities, supervisors are advised to vacate their teams from the building. Building leaders will be expected to notify all active classes within the building that they will need to vacate the facility. Evacuations should be processed in an orderly fashion while maintaining social distancing guidelines. If Facilities determine that the failure cannot be restored within the hour, classes will need to be canceled or relocated for that day. Facilities will notify the Registrar's Office, which will reassign locations for the remaining classes.

All employees who reside within the affected facility will convert to working remotely and await notice to return to their workstations or an assigned interim location. Facilities will provide estimated times to the Registrar's Office and department supervisors for restoring service to affected spaces.

Flushing and Testing of Water Systems: Per ASHRAE's COVID-19 Building Readiness/Reopening Guidelines, and to help mitigate the risk of waterborne pathogens, Facilities will perform complete flushing of water systems prior to the return to campus. A certified laboratory will take samples and test for the presence of harmful bacteria, and negative results will be required before students or employees return to campus.

Drinking Fountains: Use of drinking fountains is prohibited by state guidance. Faculty, staff and students are encouraged to bring their own water and to use water refilling stations where available for personal water bottles. Water refilling stations will be cleaned and disinfected regularly, and signs at refilling stations will request that users to wash or sanitize their hands after use.

Appendix K: Plan Leadership and Working Groups

President's Cabinet Fall Return Committee

Todd Britton – Chief Information Officer and Associate Vice President, Office of Information Technology
Shannon Capaldi – Director, Office of the President and Board Affairs
Doajo Hicks – Chief Human Resources Officer and General Counsel
Rod Leveque – Associate Vice President, Office of Strategic Communications
Sherri Mylott – Vice President of University Advancement (co-chair)
Jonathan Reed – Provost and Vice President of Academic & Student Affairs (co-chair)
Juan Regalado – Chief Student Affairs Officer

COVID-19 Containment, Response, and Control Team

Alison Vicroy (chair)
Joanna Engle – Director of Athletic Training Services
Keith Savage – Assistant Athletic Trainer
Joshua Davis – Assistant Athletic Trainer
Meg Ryan – Assistant Athletic Trainer

Coronavirus Monitoring Committee

Juan Regalado – Chief Student Affairs Officer (chair)
Lynn Stanton-Riggs – Associate Provost
Elleni Koulos – Director, Counseling and Psychological Services
Ruben Ibarra – Director, Campus Safety
Cynthia Denne – Director, Student Health Services
Nancy Newman – Associate Director, Office of International Services and Engagement
Jason Miller – Associate Vice President, Facilities Development and Operations
Alison Vicroy – Assistant General Counsel
Alex Soto – Director, Risk Management
Lori Gordien – Associate Vice President, Finance

Academic Affairs Coronavirus Committee

Brian Clocksin – Interim Dean, College of Arts and Sciences
Kathy Duncan – Professor of Management
Adam Evans – Registrar
Abe Helou – Dean, College of Business and Public Management
Nelly Kazman – Interim Dean, Regional and Online Campuses
Kevin Marshall – Dean, College of Law
Juli Minoves-Triquell – Associate Professor, Political Science
Misty Pitts – Assistant Director and Learning Management System Administrator
Juan Regalado – Chief Student Affairs Officer
Jeremy Schnieder – Director, Center for Teaching and Learning
Vinaya Tripuraneni – University Librarian and Professor
Kimberly White-Smith – Dean, LaFetra College of Education
Adam Wu – Director of Undergraduate Admission

Faculty Experts Group

Christine Broussard – Professor of Biology
Kathy Duncan – Professor of Management

Kanya Godde Chrisco – Associate Professor of Anthropology
Margaret Gough – Assistant Professor of Sociology
William Hippler – Associate Professor of Finance
Soomi Lee – Associate Professor of Public Administration
Juli Minoves Triquell – Associate Professor, Political Science (co-chair)
Gunyung Park – Professor of Economics and Finance
Juan Regalado – Chief Student Affairs Officer (co-chair)
Sarah Rodman-Alvarez – Bauccio Endowed Executive Director of the Randall Lewis Center for Well-Being and Research
Keith Schildt – Professor of Public Administration
Jennifer Tsui – Assistant Professor of Biology
Alison Vicroy – Assistant General Counsel

Board of Trustees COVID-19 Committee

Peter Eckel
Luis Faura (board chair)
Alex Lester
David Lizarraga
Mary Ann Melleby
Paul Moseley
Deborah Proctor
Steve Reenders
Tony Revier (committee chair)
Sue Searing
Margaret Sedenquist
Ray Skelton
Reggie Webb

Associated Students of the University of La Verne

Sarah Morales – President
Michael Rodriguez – Vice President
Itzia Chavez – Vice President of Finance
Nicholas Arce – Vice President of Marketing
Zachary Niccoli – Vice President of Communication

Appendix L: University of La Verne COVID-19 Containment, Response, and Control Plan

In compliance with public health requirements and the La Verne Safe Return plan, the COVID-19 Containment, Response, and Control Plan describes the university's approach to preventing and containing the spread of COVID-19 on campus and in the university community.

Administrative Oversight—COVID-19 Containment, Response, and Control Plan Team ("COVID-19 Response Team"):

- Compliance Officer—Alison Vicroy
 - Responsible for:
 - Establishing and enforcing all COVID-19 safety protocols including the functions of the COVID-19 Response Team.
 - Ensuring that employees and students receive training on COVID-19 and the university's safety protocols.
 - Collecting and analyzing campus and community data, including the university's COVID-19 Line List.
 - Training COVID-19 Response Team personnel.
 - Serving as a liaison with public health officials.
 - Serving as a liaison with university leadership.
 - Communicating information and updates to appropriate individuals and groups.
 - A deputy compliance officer will also be identified and will fulfill responsibilities should the compliance officer require extended leave.
- Case Investigators—Contract employees focused entirely on COVID-19 response
 - Responsible for:
 - Contact tracing.
 - Case management of individuals in isolation and quarantine.
 - Approving returns to campus.
 - Providing information to campus community members.
 - Coordinating with department partners.
- Department Partners—One employee from each of the identified departments across campus
 - Responsible for:
 - Following up with needs and concerns identified in case management.
 - Communicating department questions and concerns to the COVID-19 Response Team.
 - Communicating COVID-19 Response Team directives to their departments
 - Departments
 - Human Resources
 - Student Affairs
 - Student Health Center
 - Counseling and Psychological Services
 - Registrar's Office
 - Campus Security
 - Housing and Residential Life
 - Facilities

- Deviations from this plan may be implemented and/or approved by the compliance officer with the guidance of and in coordination with the local public health authority.

Monitoring

- Notification
 - Any student, employee, or volunteer must report any of the following:
 - A positive COVID-19 diagnostic test.
 - Exposure to an individual with COVID-19 or who likely had COVID-19.
 - “Exposure” is defined more broadly than “close contact” and includes physical proximity that is shorter in duration and farther in distance than the public health definition of “close contact.”
 - If experiencing symptoms consistent with COVID-19 according to the following outline:
 - Respiratory symptoms—Always reportable.
 - Fever—Always reportable.
 - Fever is defined as an oral or forehead temperature higher than 99.9°F.
 - Two or more symptoms consistent with the CDC’s list of COVID-19 symptoms.
 - One symptom consistent with the CDC’s list of COVID-19 symptoms if advised to do so after consulting with the Health Center.
- Reporting Systems
 - Reports should be made by submitting a Coronavirus Report through the university’s Coronavirus website.
 - If unable to submit a Coronavirus Report, a student, employee, or volunteer may submit a report by calling the COVID-19 Response Team phone number.
 - Regardless of method of reporting, the COVID-19 Response Team will respond to notifications of a positive case, an exposed individual, or an individual with symptoms consistent with COVID-19 in the manner described below.
- Outbreaks
 - Designation of a cluster or outbreak will be made in coordination with the local health department and may utilize the following thresholds:
 - Non-residential
 - At least three confirmed cases of COVID-19 over a 14-day period in university groups of less than 50 persons that are epidemiologically linked.
 - At least five confirmed cases of COVID-19 over a 14-day period in university groups between 5-100 persons that are epidemiologically linked.
 - At least 5% of persons with confirmed COVID-19 over a 14-day period in university groups of greater than 100 persons that is epidemiologically linked.
 - Residential

- At least three confirmed cases of COVID-19 over a 14-day period within the same dwelling or multiple dwelling that share a common area.
- Syndromic surveillance
 - In addition to monitoring laboratory-confirmed cases of COVID-19, the COVID-19 Response Team will monitor the prevalence of symptoms consistent with COVID-19 through daily symptom checks, Health Center statistics, and other sources of community public health reporting.

Report Response

- Upon receiving a report through a Coronavirus Report, phone call, or other route, the COVID-19 Response Team will engage in the following:
 - Case investigation and contact tracing—The process of investigation from whom an individual may have contracted COVID-19 and who they may have subsequently exposed to COVID-19:
 - Case management—Coordinating care and addressing concerns for an individual identified in a case investigation.
 - Testing—Advising individuals on testing requirements and facilitating any necessary testing.
 - Communication—Internal and external communication with appropriate parties.
 - Environmental management—Advising Facilities on cleaning physical spaces and objects with which individuals may have interacted during an infectious period.
- Positive case investigation and contact tracing
 - Upon receiving a report of a positive case of COVID-19, a case investigator will contact the individual via telephone immediately, or the following morning if submitted overnight, in order to begin the case investigation process.
 - Case investigators will attempt at least three phone calls at different times of the day and will leave messages if possible.
 - The case investigator will inform the individual that, in addition to the university’s case investigation and contact tracing, the local county public health department will be in contact to collect additional information and issue a Health Officer Order for Case Isolation.
 - Using the COVID-19 Case Investigation Form, a case investigator will investigate:
 - The circumstances under which an individual may have been exposed to COVID-19 and
 - Who the positive individual may have exposed to COVID-19 during their infectious period.
 - In addition to case interviews, the case investigator will also utilize additional sources of information to identify possible exposures, including:
 - Data from applications, such as Campus Labs, Blackboard, E-Plex, and StarRez
 - Class attendance data
 - Class roles
 - Meeting agenda and notes
 - Using the information collected, the case investigator will establish a list of individuals identified as possible contacts.
 - Identified individuals will be added to the university’s COVID-19 Line List.

- Whenever more than one case is identified on campus within a 14-day period, the case investigator determine if the cases are epidemiologically linked.
- Positive case management
 - In order to support the student, employee, or volunteer, the case investigator will:
 - Advise the individual of isolation requirements consistent with public health requirements.
 - Answer routine questions regarding COVID-19 and the university's safety protocols, including isolation and testing requirements.
 - Advise the individual on university and community resources available to them during their isolation period and make referrals as appropriate.
 - Check in with the individual throughout the isolation period to identify additional needs, answer questions, and collect symptom information.
 - Facilitate post-symptomatic retesting.
 - At the completion of the necessary isolation period and after a negative test, a COVID-19 Response Team member must approve the individual to return to campus.
 - In coordination with the local public health department and at the direction of the compliance officer, a symptom-based approach may be utilized and the testing requirement waived.
- Positive case testing
 - Following the individual's isolation period, the COVID-19 Response Team will facilitate on-campus retesting of the individual through Exceltox.
 - The COVID-19 Response Team will work with the individual to address additional concerns such as transportation.
- Positive case communication
 - All positive cases and their contacts will be added to the university's COVID-19 Line List and transmitted to the appropriate local health department on a daily basis.
 - The local health department will be contacted immediately if a possible outbreak or cluster is identified.
 - Campus contacts of positive cases will be contacted by telephone and email to advise them of their possible exposure and need to quarantine, and facilitate testing
 - In the event that a positive case was unable to identify others with which the individual interacted, such as visiting a large space open to all students and/or employees, a campus email will be sent advising anyone in that space of their potential exposure
 - In the event that the university learns of a circumstance in which a large number of people had a high risk of exposure to a positive case, a timely warning may be issued.
 - Smart phone apps, including the university's LiveSafe app may be utilized to supplement phone and email communication.
 - Based on initial reporting of the location on campus of a positive case, the COVID-19 Response Team will contact the Facilities Department partner to advise regarding environmental management of physical spaces and objects.
 - The COVID-19 Response Team will contact supervisors with employees in impacted buildings regarding building closure for cleaning.

- The associate vice president of strategic communications will be informed prior to any communication regarding exposures or environmental management going to groups rather than individuals
- In consultation with the associate vice president of strategic communications, the COVID-19 Response Team may send community messages reinforcing appropriate public health measures and reminders of University policies.
- The COVID-19 Response Team will provide daily updates on campus case numbers to University leadership.
- Environmental management
 - Any physical space or object with which a positive case interacted will be cleaned and sanitized by trained staff in accordance with the recommended protocol for the space or item.
 - To the extent possible, rooms in which positive cases have been present will be immediately closed off and any windows opened to increase air circulation for 24 hours before cleaning.
 - If it has been more than seven days since the positive case was in the room, the 24 hour waiting period is not necessary.
 - After appropriate cleaning and sanitizing, spaces and objects may be used in accordance with routine safety precautions.
- Contact case investigation
 - Upon receiving a report or identifying a student, employee, or volunteer that has been exposed to an individual that was positive or likely positive for COVID-19, a case investigator will contact the individual via telephone immediately, or the following morning if submitted overnight in order to begin the case investigation process.
 - Case investigators will attempt at least three phone calls at different times of the day and will leave messages if possible.
 - Using the COVID-19 Contact Information Form, the case investigator will determine whether the individual meets the definition of “close contact” based on type and extent of exposure.
 - Information from symptomatic individuals who test negative will be included in the university’s syndromic surveillance data.
- Contact case management
 - In order to support a student, employee, or volunteer who has been exposed to a positive or likely positive case, the case investigator will:
 - Answer routine questions regarding COVID-19 and the university’s safety protocols, including quarantine and testing requirements.
 - Advise the individual on university and community resources available to them during their quarantine period and make referrals as appropriate.
 - Check in with the individual throughout the quarantine period to identify additional needs, answer questions, and collect symptom information.
 - Facilitate diagnostic testing.
 - Advise on transitioning to isolation if testing is positive.
 - At the completion of the necessary quarantine period and after a negative test, the case investigator will approve the individual to return to campus.

- Contact testing
 - The COVID-19 Response Team will facilitate on-campus testing of the contact within 24 hours through Exceltox.
 - The COVID-19 Response Team will work with the individual to address additional concerns such as transportation.
- Symptomatic case investigation
 - Upon receiving a report that a student, employee, or volunteer who has symptoms consistent with COVID-19, a case investigator will contact the individual via telephone immediately, or the following morning if submitted overnight in order to begin the case investigation process.
 - Until determined otherwise, individuals with symptoms consistent with COVID-19 will be treated as a positive case for the purposes of university response and isolation requirements.
- Symptomatic testing
 - The COVID-19 Response Team will facilitate on-campus testing of a symptomatic individual within 24 hours through Exceltox.
 - The COVID-19 Response Team will work with the individual to address additional concerns such as transportation.