



University of La Verne

La Verne Safe Return

COVID-19 Safety and Compliance

Revised April 12, 2021

Introduction and Overview

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, when approved to do so by state and county public health agencies. 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 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 Safe 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

Key Designees

Juan Regalado, chief student affairs officer, is liaison to the Los Angeles County Department of Public Health.

jregalado@laverne.edu

Alison Vicroy, assistant general counsel, is COVID-19 containment, response, and control plan officer.

avicroy@laverne.edu

Table of Contents

INTRODUCTION AND OVERVIEW	2
CRITERIA TO MEET PRIOR TO RETURNING	5
STUDENT AND EMPLOYEE FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)	5
FACE COVERINGS	5
EMPLOYEE TRAINING AND WELL-BEING	6
MANDATORY TRAINING	6
REMOTE WORK	6
INFLUENZA VACCINATIONS	7
COVID-19 VACCINATION	7
ACCOMMODATIONS FOR AT-RISK EMPLOYEES	7
SICK LEAVE POLICIES.....	7
SHIFT WORK	7
VIDEO-CONFERENCING	7
PHASES OF RETURN.....	7
STUDENT LIFE AND WELL-BEING	8
MANDATORY TRAINING	8
COVID-19 VACCINATION	8
INFLUENZA VACCINATIONS	8
LOANERS, LAPTOPS, AND HOTSPOTS	9
STUDENT WELLBEING	9
VULNERABLE STUDENTS	9
INTERNATIONAL STUDENTS.....	9
PREVENTATIVE MEASURES.....	9
CONSEQUENCES OF NONCOMPLIANCE	10
ATHLETICS	10
ACADEMICS, INSTRUCTION, AND VIRTUAL STUDENT SUPPORT	10
FACULTY EXPECTATIONS.....	10
INSTRUCTIONAL MODES.....	10
ATTENDANCE	11
DEPARTMENTAL PLANNING	11
FACULTY DEVELOPMENT	11
CLASSROOM TECHNOLOGY	11
CLASSROOM SANITATION AND ETIQUETTE	11
OUTDOOR CLASSES	11
STUDENT ACCESSIBILITY AWARENESS.....	12
ACADEMIC CALENDAR	12
ENVIRONMENTAL HEALTH AND SAFETY	12
BUILDINGS.....	12
CLASSROOMS	12
OFFICE SPACES.....	12
ELEVATORS.....	12
CLEANING AND DISINFECTING	12
AIR CONDITIONING, HEATING, WATER, AND WATER FOUNTAINS	13
PAPERLESS ENVIRONMENT	13
COMMON AREAS.....	13

HOUSING AND DINING.....	13
WORKOUT AND PHYSICAL ACTIVITY SPACE	13
SELF-SCREENING, TESTING, TRACKING, AND QUARANTINE	14
COMPLIANCE AND OVERSIGHT	14
TESTING.....	14
FOR EMPLOYEES	14
<i>Daily Self-Checks</i>	14
<i>Reporting Requirements:</i>	15
<i>Sick at Work</i>	16
<i>Positive Tests or Exposure</i>	16
<i>Monitoring Absenteeism</i>	17
FOR STUDENTS.....	17
<i>Daily Self-Checks</i>	17
<i>Reporting Requirements:</i>	17
<i>Sick on Campus</i>	18
<i>Positive Test or Exposure</i>	19
<i>Residence Halls and Athletics Testing</i>	19
CAMPUS VISITORS, EVENTS, AND TRAVEL	19
CAMPUS VISITORS	19
EVENTS.....	20
TRAVEL.....	20
COMMUNICATIONS	20
PLANNING GROUPS, ORGANIZATION, AND DECISION MAKING	20
ADDITIONAL RESOURCES.....	21
APPENDIX.....	22
APPENDIX A: ATHLETICS.....	23
APPENDIX B: NEW STUDENT ORIENTATION	28
APPENDIX C: ON-CAMPUS HOUSING	29
APPENDIX D: ON-CAMPUS DINING	32
APPENDIX E: WORKOUT AND PHYSICAL ACTIVITY SPACES.....	33
APPENDIX F: CAMPUS VISITORS AND VENDORS	35
APPENDIX G: MEETINGS AND EVENTS	37
APPENDIX H: COVID-19 SYMPTOM SCREENING CHECKLIST	39
APPENDIX I: INTERNSHIPS, PRACTICUMS, AND CIVIC ENGAGEMENT.....	40
APPENDIX J: HVAC AND WATER SYSTEM PROTOCOLS.....	41
APPENDIX K: PLAN LEADERSHIP AND WORKING GROUPS	43
APPENDIX L: UNIVERSITY OF LA VERNE COVID-19 CONTAINMENT, RESPONSE, AND CONTROL PLAN	45
APPENDIX M: OUTDOOR STUDY SPACES	50

Criteria to Meet Prior to Returning

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 phase in on campus activity as permissible and in accordance with the Los Angeles County Department of Public Health [Protocols for Institutes of Higher Education](#) and the [California Department of Public Health COVID-19 Guidance: Institutions of Higher Education](#).

The university will be prepared to be fully remote at any time should public health agencies advise of increased risks of community transmission.

To the extent possible, all University of La Verne campuses will operate under the same COVID-19 policies. The University of La Verne has campuses in six counties, and each campus will be compliant with the requirements of the county in which it is located in addition to those required by Los Angeles County. 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, unless Cal/OSHA standards require further respiratory protection. 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 may be of any material that effectively prevents droplet transmission. Face masks with vents or that do not conform to the face are not permitted. Face coverings must be worn so that they cover the nose and mouth. Any questions regarding face coverings may be directed to the COVID-19 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, private residence hall room/bathroom, while eating or drinking alone, or when Cal/OSHA standards require further 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 cloth drape attached at the bottom and must be tucked into a shirt if a face covering is not worn. Face shields may be worn without a face mask only when lecturing 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 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: In order to visit or return to work on campus, all full-time, part-time, and student employees and their supervisors 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. This training will be updated from time to time as necessary to best reflect current public health requirements and university policies. When the training is updated, employees may be required to complete the updated training. Employees may also be required to complete targeted individual or department-level trainings to address specific risks.

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 (PEC) 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](#).

COVID-19 Vaccination: Although the university does not require vaccination at this time, it highly encourages employees to get vaccinated once they are able to, in alignment with advice from their health care providers. Employees are urged to review the [CDC Website](#) for vaccine information and the [California Department of Public Health webpage](#) for vaccine eligibility and accessibility information.

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 all participants must wear cloth face coverings. Refer to Appendix G for additional information on meetings and events.

Phases of Return: The University of La Verne is preparing a phased return plan for on-campus work when permitted by the Los Angeles County Department of Public Health and the State of California Blueprint for a Safer Economy. The plan to return employees to campuses will honor the university’s historical commitment to a student centered and personalized education, and will involve an increased reliance on remote and hybrid work for employees.

In anticipation of Los Angeles County moving into the orange and yellow tiers of the Blueprint for a Safer Economy in the spring of 2021, the university is preparing for a phased re-opening of on-campus

buildings beginning on June 1, 2021, with the goal of having all buildings open by mid-August in advance of the start of the fall semester.

Each President's Executive Cabinet member will lead the development of a staffing plan for their respective division that guides the return of employees to campus and for continued remote and hybrid work.

In addition to complying with state and county public health requirements, the sequence of re-opening campus facilities and the phased-return to on-campus work for employees will be guided by the following priorities:

- Health and safety of the university community
- Meeting the educational, co-curricular, and other needs of students
- Business continuity of the university
- Supporting the health, wellbeing, and family obligations of employees
- Sustainability and maximization of resources (e.g. energy, space, and carbon footprint)

If required by state and county public health agencies, the university will be prepared to remain in or transition to primarily-remote operations.

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 being on campus. Students who do not complete training will have a hold placed on their record and may not be allowed to be on any campus for instruction or 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.

COVID-19 Vaccination: Although the university does not require vaccination at this time, it highly encourages students to get vaccinated once they are able to, in alignment with advice from their health care providers. Students are urged to review the CDC Website for vaccine information and the California Department of Public Health website for vaccine eligibility and accessibility information.

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 are available to students through the library.

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/or who could not receive a vaccination) may request to 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. Student who wish to request 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).

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). International students returning or coming to campus from outside of California may be required to quarantine for 10 days before being able to be on campus for face-to-face instruction or activities. The Office of International Services and Engagement will assist students in identifying the earliest possible day they may be on campus and consult on most recent federal and state requirements.

Preventative Measures: When permitted on campus, students must adhere to public health guidelines. 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 will be asked to perform a symptom check prior to coming to campus. Symptom checks may be done using the LiveSafeApp or online form available at univ.lv/livesafe. Students should be prepared to show results from symptoms check upon request by university personnel.
- Students who are sick or displaying COVID symptoms are not permitted on campus, are asked to stay home, and complete a [Coronavirus Report](#).
- 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. When permitted, meetings will be in alignment with guidance by county and public health agencies. Refer to Appendix G for additional information on meetings.
- 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.

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 fully face-to-face teaching and learning, faculty will need to be prepared 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). The syllabus should also clearly state the schedule of 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.

Instructional Modes: Once the basic architecture of learning has been created in syllabus and posted in Blackboard, faculty will need to be prepared to teach their classes in one of four modes, should it be required by public health guidelines. This includes going **Fully Remote** (synchronous online) in the unlikely event of a severe COVID-19 surge, or pivoting to **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, or **Hybrid Split** in which the professor is present each day but the students alternate in cohorts with synchronous simulcasting for those joining remotely. Finally, all faculty will need to be prepared to teach face-to-face to the majority of students as well as a one or a few vulnerable or remote international students who will participate via simulcast. Students will need to [complete a Remote Learning Request Form](#).

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

Departmental Planning: Prior to the semester, deans will work with chairs and individual faculty to make sure classes with vulnerable or remote international students are scheduled in rooms with simulcast technology. The Office of the Provost, Registrar, Facilities, and OIT will create a list of classrooms based on capacity, technology, and course registrations.

Faculty Development: The combined resources of the Learning Commons, including Wilson Library, ASC, and the Center for Teaching and Learning (CTL), LaFetra College of Education's Curricular Innovation Lab, and OIT, along with several faculty-advisors and online certification courses, are available to support faculty development for simulcast and remote learning.

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 includes cameras for synchronous simulcasting (and 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: In case of a surge, select outdoor locations appropriate for a learning environment may be made available through the Registrar's Office, although accessibility, sun exposure, shade, seating, pedestrian traffic, noise, and other factors 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. All classes must comply with the designated room capacity and classes should normally not exceed 30 students. Exceptions can be reviewed through the Coronavirus Monitoring Committee.

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 workstations, 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 interacted will be cleaned and sanitized by trained staff in accordance with the recommended protocol for the space or item. See Appendix L. To the extent possible, spaces 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 space, 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.

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, 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 Facilities](#), 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 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: PCR diagnostic testing is provided by Exceltox Laboratories through an agreement with Association of Independent California Colleges and Universities. Specimen collection will be conducted by trained Student Health Center staff. Upon receipt at the lab, Exceltox will process the specimens and provide results via online portal within 48 hours. Patient results will be delivered via patient portal and a member of the COVID-19 Response team will contact all individuals testing positive as soon as practicable. Testing will be utilized for asymptomatic surveillance purposes, for individuals identified as contacts of positive cases on campus, and for those individuals who have been on or will be on campus and are experiencing symptoms or who were exposed off campus. If required by the university to obtain testing, students and employees will be offered the opportunity to be tested on campus. Such students and employees may be permitted to obtain COVID-19 testing off campus if the test can be completed in an appropriate time frame and the test is an FDA approved PCR test. Outside of institutional COVID-19 response protocols, the university does not offer testing for students or employees upon request. Individuals looking for such testing will be referred to public or private testing facilities.

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 screening checklist is available on the university's LiveSafe app or online at univ.lv/livesafe. Questions will be updated as necessary for public health purposes. 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 or the [online form](#). 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 containing medical information received by the university will be maintained in a separate confidential medical records file separate from other employment records.

Reporting Requirements: All employees, including full-time, part-time, vendors, contractors, and student workers, must report the following:

- If the employee tested positive for COVID-19 and was on any university campus 14 days before or at any time after testing positive or experiencing symptoms;
- If the employee experienced symptoms consistent with COVID-19 and was on any university campus 14 days before or at any time after experiencing symptoms;
- If the employee tested positive for COVID-19 or experienced symptoms consistent with COVID-19 and is planning or expected to report to campus in the next 14 days;
- If the employee was exposed to a person that was actually or likely positive for COVID-19 during the person’s infectious period and the employee was on campus after the exposure or is planning or expected to report to campus in the next 30 days;
- If the employee has traveled out of the state of California and is subject to Los Angeles County travel quarantine restrictions; If any of the above-listed conditions regarding a positive test, symptoms, or exposure are met, but the employee was participating in an official university program taking place off campus, such as athletic events.

The university uses the “close contact” definition of physical proximity of less than 6 feet for at least 15 minutes in a 24 hour period and having unprotected contact with an infected person’s body fluids and/or secretions for contact tracing purposes, but requires that employees report any time they have been close to a person that was likely positive, including when greater than 6 feet or less than 15 minutes, as quarantine may be required. 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. An individual is still considered to be in close contact even if they wear a face covering. Trained medical staff wearing appropriate PPE and operating with appropriate infection protection protocols will not be considered to have had close contact.

The Los Angeles County Department of Public Health requires individuals that have traveled out of state for non-essential purposes to quarantine according to the following:

- For 10 days if they have not received a negative COVID-19 viral test 3-5 days after arrival in California

- For 7 days if they have received a negative COVID-19 viral test 3-5 days after arrival in California
- No quarantine if fully vaccinated
- No quarantine if they have recovered from laboratory confirmed COVID-19 in the past 90 days

All travelers from out of state must self-monitor for symptoms of COVID-19 for 14 days after arrival and avoid being around people who are at increased risk for severe symptoms. Individuals are considered fully vaccinated two weeks after their second dose of the Pfizer or Moderna vaccine or two weeks after their only dose of the Johnson & Johnson vaccine.

If it is possible to do so, employees must submit any required [Coronavirus Report](#) through the university's coronavirus webpage. If an employee is unable to submit a Coronavirus Report online, the employee must contact the COVID-19 compliance officer by phone at 909-448-4012 or email at avicroy@laverne.edu. Reports should be filled out completely and provide as much relevant information as possible. Employees who are unsure if their interaction with a person constitutes an exposure or are otherwise unsure about whether they are required to submit a report, should submit a report or contact the COVID-19 compliance officer.

Employees are encouraged, but not required, to report a positive test, symptoms, or exposure if they have not been or are not planning to be on any university campus. This information allows the university to better understand the impact of COVID-19 on our community.

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 campus. On-campus residential staff will follow instructions for residents requiring isolation. 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, and have received written clearance to discontinue isolation from the COVID-19 compliance officer.

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 required to self-quarantine and may not return to work until cleared to do so by the university's COVID-19 compliance officer. 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 10-day self-quarantine from the date of the most recent exposure and test negative for COVID-19 after the first week of the quarantine period. Following the 10-day self-quarantine period, the employee must also closely monitor for any possible symptoms of COVID-19. On-campus residential staff will follow instructions for residents requiring quarantine. Exposed individuals will also be tested as soon as practicable upon learning of their exposure.

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 provide direction to the employee on how, where, and when to receive testing through Exceltox Laboratories.

Monitoring Absenteeism: University Management Council (UMC) members are expected to monitor absenteeism in their unit due to COVID-19. UMC members must establish a continuity of operations plan 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 LiveSafe app and online at univ.lv/livesafe. Questions will be updated as necessary for public health purposes. 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 or [online form](#). 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.

Reporting Requirements: All students must report the following:

- If the student tested positive for COVID-19 and was on any university campus 14 days before or at any time after testing positive or experiencing symptoms;
- If the student experienced symptoms consistent with COVID-19 and was on any university campus 14 days before or at any time after experiencing symptoms;
- If the student tested positive for COVID-19 or experienced symptoms consistent with COVID-19 and is planning or expected to report to campus in the next 14 days;

- If the student was exposed to a person that was actually or likely positive for COVID-19 during the person’s infectious period and the student was on campus after the exposure or is planning or expected to report to campus in the next 30 days;
- If the student has traveled out of the state of California and is subject to Los Angeles County travel quarantine restrictions; If any of the above-listed conditions regarding a positive test, symptoms, or exposure are met, but the student was participating in an official university program taking place off campus, such as athletic events.

The university uses the “close contact” definition of physical proximity of less than 6 feet for at least 15 minutes in a 24 hour period and having unprotected contact with an infected person’s body fluids and/or secretions for contact tracing purposes, but requires that students report any time they have been close with a person who was likely positive, including when greater than 6 feet or less than 15 minutes, as quarantine may be required. 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. An individual is still considered to be in close contact even if they wear a face covering.

The Los Angeles County Department of Public Health requires individuals that have traveled out of state for non-essential purposes to quarantine according to the following:

- For 10 days if they have not received a negative COVID-19 viral test 3-5 days after arrival in California
- For 7 days if they have received a negative COVID-19 viral test 3-5 days after arrival in California
- No quarantine if fully vaccinated
- No quarantine if they have recovered from laboratory confirmed COVID-19 in the past 90 days

All travelers from out of state must self-monitor for symptoms of COVID-19 for 14 days after arrival and avoid being around people who are at increased risk for severe symptoms. Individuals are considered fully vaccinated two weeks after their second dose of the Pfizer or Moderna vaccine or two weeks after their only dose of the Johnson & Johnson vaccine.

If it is possible to do so, students must submit any required [Coronavirus Report](#) through the university’s coronavirus webpage. If a student is unable to submit a Coronavirus Report online, the student must contact the COVID-19 compliance officer by phone at 909-448-4012 or email at avicroy@laverne.edu. Reports should be filled out as completely and provide as much relevant information as possible. Students that are unsure if their interaction with a person constitutes an exposure or are otherwise unsure about whether they are required to submit a report, should submit a report or contact the COVID-19 compliance officer.

Students are encouraged, but not required, to report a positive test, symptoms, or exposure if they have not been or are not planning to be on any university campus. This information allows the university to better understand the impact of COVID-19 on our community.

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 for COVID-19 must engage in self-isolation and may not come to campus or, if a resident, must isolate in a designated isolation room. Students may not return to campus or leave the isolation room 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, and have received written clearance to discontinue isolation from the COVID-19 compliance officer.

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 required to self-quarantine and may not return to campus or their normal dorm room until cleared to do so by the university's COVID-19 compliance officer. 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 or their normal dorm room until they complete a 10-day self-quarantine from the date of the most recent exposure and test negative for COVID-19 after the first week of the quarantine period. Following the 10-day self-quarantine period, the student must also closely monitor for any possible symptoms of COVID-19. Exposed individuals will also be tested as soon as practicable upon learning of their exposure.

Students 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 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 provide direction to the student on how, where, and when to receive testing.

Residence Halls and Athletics Testing: Student Athletes, Student and staff living in student housing will complete COVID-19 symptom screenings and testing prior to entering housing. Routine and systematic surveillance testing of all such students living on-campus and Student Athletes 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. Isolation and quarantine rooms will be in separate areas of the dorm and will be identified with signage. 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: The university will be restricting outside visitors, guests, and vendors. Visitors to campus must be approved by the President's Cabinet (PEC).

Approved visitors to campus are limited to those who are essential for the university's operation (i.e. presenters, vendors, donors, or job candidates), prospective students, or parent/guardians/support persons. 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.

Please see Appendix F for additional information on visitors.

Events: When permitted, the university will maintain event protocols that include guidance on social distancing and hygiene as permitted by state and county public health agencies. 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 will not be permitted until further notice. Travel deemed as essential will need approval from the requestor's respective President's Cabinet member. Study Abroad programs and Study Abroad Tours will be reviewed on case by case bases on CIEE / provider guidance, national regulations and US State Department advice. Individuals who have traveled outside of the state, regardless of whether it was personal or work related travel, must quarantine for 14 days before returning to campus .

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.

Additional Resources

- [State of California Resilience Roadmap](#)
- [CA Blueprint for a Safer Economy](#)
- [California COVID-19 Industry Guidance for Schools and School-Based Programs](#)
- [Los Angeles County Roadmap to Recovery](#)
- [Los Angeles County of Public Health – Protocols for Higher Education](#)
- [Coronavirus in San Bernardino County](#)
- [Centers for Disease Control and Prevention Considerations for Higher Education](#)

Appendix

Appendix A: Athletics

COVID Return to Activity Plan and Protocol for Athletics

Unless otherwise specifically indicated by this document, this plan incorporates all requirements broadly applicable to the University of La Verne campus, including those announced in the La Verne Safe Return Plan, on the University of La Verne website, by email, or by directive of any university COVID authority.

Spring Phase Return Plan

Each phase of the plan will be evaluated before engaging in the next phase. Based on experience for each phase, if it's deemed that next phase is not possible, next phase will not proceed.

March 22	Phase 1 - Student Athletes currently living in the Residence Halls
April 5	Phase 2 - All Spring sport student athletes
May 3	Phase 3 - All fall and winter sport student athletes

Involvement

- On-Campus residential students
- Strength coach
- GA strength coach/PT assistant
- Athletic training staff
- Athletic Administrators (AA)
- Coaches of teams whose athletes are participating

Clearance and Screening Procedures

All student athletes will be required to complete the following prior to being cleared for activity:

- Pre-participation physical
- COVID-19 screening questionnaire
- SportsWare (electronic medical Records)
- ImPact Testing (baseline concussion tests)
- If someone has tested positive or is symptomatic, they will need to be evaluated and cleared by university team physician to see if there is a need for further cardiac testing.
- COVID -19 Safety Course
- Baseline testing results 3-5 days prior to start of activities

Vaccination:

All employees and students are strongly encouraged to receive a COVID-19 vaccine when they become eligible, in alignment with advice from their health care providers.

Daily Screening:

In accordance with local health and safety, we are requiring that everyone involved with athletics or athletic facilities be pre-screened daily. There are two distinct parts to this screening.

Part 1: LiveSafe App

- All student athletes and athletic personnel reporting to campus will need to submit a ULV Daily Health Survey by selecting “Student athlete on ULV Athletics Team” as their affiliation prior to every workout/practice.
- Athletics personnel must take their temperature *before* arriving to campus and student athletes must take their temperature *before* leaving their dorm room.
- If a student athlete or athletic personnel indicates that they are experiencing any symptoms, have been exposed to a person likely positive for COVID-19, or answers affirmatively to any of the Health Survey questions, they may not report to the athletic facilities and must submit a Coronavirus Report through the university website.
- All student athletes and athletic personnel will need to show their results upon arriving at the workout to a coach/administrator.

Part 2: Temperature Checks.

- A second temperature check will be done before an athlete starts conditioning/practice or enters the athletic training room.
- A second temperature check will also be done for any athletic personnel attending workouts/practices.
- Temperatures will be taken with touchless thermometers and will require appropriate PPE as directed by state or local government.
- If an athlete has a temperature of 99.9 or greater or develops symptoms of COVID-19, they must immediately leave the athletic facility and submit a Coronavirus Report. Student athletes must return to their residence hall room and remain there.

In addition to completing a Health Survey prior to coming to campus or the athletic facilities, all student athletes and athletics personnel are required to submit a Coronavirus Report if they:

- Have tested positive and were on campus 14 days before or at any time after testing positive;
- Are experiencing any symptoms consistent with COVID-19 and were on campus 14 days before or at any time after experiencing symptoms;
- Were exposed to a person that was actually or likely positive for COVID-19 and were on campus after the exposure or routinely comes to campus; and
- Traveled outside of the state.

COVID-19 Response

- After submitting a Coronavirus Report, a student athlete that has been excluded from the athletic facility will call the athletic trainers.
- All fevers of 99.9 or above will be presumed to be due to COVID-19. However not all COVID-19 positive patients have a fever, it is just part of the screening tool.
- Upon receipt of a Coronavirus Report, the COVID-19 Response Team will contact the reporting individual and begin the case investigation and contact tracing protocol. Student athletes and athletic personnel must work cooperatively with the Response Team member providing any requested information, obtain testing when directed, and comply with isolation or quarantine instructions.
- Positive or presumed positive individuals will have to isolate for 10 days from the date of the test or onset of symptoms or as directed by the COVID-19 compliance officer. Individuals in isolation may not discontinue isolation until they receive written permission from the COVID-19 compliance officer. Return to sport directions will come from the NCAA and team physician.
- Close contacts of positive or presumed positive individuals will have to quarantine for 10 days from the date of last exposure. Individuals in quarantine may not discontinue quarantine until

they have received a negative COVID-19 PCR test and have received written permission from the COVID-19 compliance officer.

- Athletic training staff will assist the COVID-19 response team with the initial contact tracing and contacting those potentially exposed.

Testing

- All student athletes involved in the pilot plan will continue to be tested per the current university testing plan, which is currently 15% of the total population per week using PCR testing.
- Athletics personnel identified as having high contact with student athletes will be tested at the same rate as student athletes.
- All student athletes who experience symptoms or are close contacts of a person who was positive or likely positive for COVID-19 will also be required to undergo testing.

Conditioning Workouts/Practices

- Practices will tentatively be scheduled for noon on Mondays and Wednesdays. This will change as the department moves into team practices
- All workouts and practices will take place outdoors.
- Practices/workouts will be limited to 30 people, which includes coaches, student athletes, and athletic trainers. If there are more than 30 people pods will be assigned.
- Only cleared student athletes, approved staff, and coaches will be allowed at practices. No extra people, included but not limited to parents, uncleared athletes, unapproved staff.
- All student athletes, coaches, and athletics personnel will be required to wear a mask at all times, unless drinking.
- Pilot study workouts will last approximately 50 minutes. As the department moves to team practices this will be increased based on the sport.
- Student-athletes will only be allowed into the Pavilion to use the athletic training room with permission from an athletic trainer.
- All student-athletes attending the workouts will enter through the gate nearest the Hanawalt Football offices and exit through the gate closest to the theater.
- If there is more than 1 group (pod) working out, there will be no mixing of groups (pods). If a student misses a workout they cannot make it up by joining another group (pod). If needed, Pods will be assigned ahead of time and will be maintained throughout.
- Social distancing will be maintained during the workouts/practices.
- If possible, no weightlifting equipment will be shared.
- All equipment will be sanitized after being used.
- Student-athletes will be required to bring their own filled water bottle to workouts/practices as water will not be provided and access to the pavilion will be restricted. Student-athletes will not be allowed to share water bottles
- Student-athletes will need to bring their own towels and will not be allowed to share towels.
- No locker rooms will be available to the student-athlete. If a student needs to use the restroom they will have access to the restroom directly inside the first floor D entrance.

Daily Procedures

All staff and employees will need to contact security upon arrival and departure from campus. Attendance will be taken at every workout/practice and a log will be maintained for contract tracing purposes. All training activities will be done outside.

Phase 1-Entering the turf

- Participants will line up 6 feet apart 20 min prior to training so that the Athletic Trainer Certified (ATCs) can check temperatures.
- All Student Athletes (SAs) and coaches will be required to wear a mask the whole time they are in and on campus.
- Once the SA has been cleared they will immediately go to their assigned cone on the turf.
- Each SA will have their cone on the turf that will be 5 yards away from each athlete.
- The SA will be lined up on the sideline closest to the tents and starting on the Mainiero side moving every 5 yards starting at the goal line.

Phase 2-Training

- There will be a coach led warm up.
- The SA will be no closer than 15 ft away from each other with no physical contact
- The workout will consist of soft tissue work-mobility-dynamic warm up-core work-jump training-body weight workout-flexibility cool down.
- Each student athlete will have each of these at their station and will not be sharing weights
 - o 1 mini hurdle
 - o 1 band
 - o 2 KBs of varying sizes
 - o 1-2 DBs of different weights
 - o 2 towels, 1 to clean with, 1 to use for sweat. SA will be responsible for laundering their own towels during the term of the pilot project.
 - o 1 tennis ball
 - o 1 foam roller

Phase 3-Clean up

- Each station will have a spray bottle of disinfectant meeting university requirements so that the SAs can wipe down everything that they have used and touched
- Once the session is over the SA will be released individually so that there is no overlapping of SAs.
- As the SAs leave, they will place all of the equipment back into assigned areas in the weight room.

Athletic Training Room

- The athletic training room will be available to the athletes participating in workouts/practices with the permission of an ATC
- An athletic trainer will be present at every workout/practice allowing student athletes the ability to communicate their needs with the ATC.
- The operational management of the Athletic Training Room will adhere to the following directives:
 - o The total number of student-athletes in the ATR will be based on each phase of resocialization and the ability to maintain social distancing.
 - o Athletic trainers and Athletic Training Student will utilize personal protective equipment (PPE) as guided by local mandates and the university. Masks must be worn when

interacting with patients, and whenever possible, gloves should be utilized for direct contact with student athletes.

- o New PPE must be worn for direct contact with each new patient encountered.
- o Anyone entering the athletic training facility will wear a mask in accordance with federal, state, and local guidelines.
- o Walk in use of the clinic will not be allowed. Appointments must be made with an athletic trainer. Availability to access to the ATR will be based on the ability to maintain social distancing and clean highly touched surfaces frequently.
- o Prophylactic taping will not be applied in the athletic training room for practices. Any required taping will be done outside on the track or in the gym.
- Athletic Training Room Sanitization protocols:
 - o Proper sanitization protocols will be in place for any and all equipment and treatment surfaces to include but not be limited to:
 - Treatment Tables will be disinfected after each use.
 - If needed depending on hours open, the ATR will be closed approximately every 2 hours to do a full disinfecting process using hydrostatic sprayers.
 - Hand sanitizer will be available in multiple points through the athletic training facility.
 - Used rehabilitation equipment will be placed in a bin and disinfected before the next use.
 - Bikes and total gym will be disinfected after each use.
 - o The following modalities should be disinfected after each use:
 - E-stim pads
 - Instrument assisted soft tissue tools
 - Cupping tools
 - Massage gun heads should be covered with a glove, flexi-wrap, or something similar if being used directly on the skin and disinfected after each use

Compliance

- The director of athletics, in consultation with the COVID-19 compliance officer, will have primary responsibility for overall compliance with all applicable COVID-19 safety requirements.
- Each day in which training/practice is taking place, a safety monitor will be assigned to monitor participant compliance with the COVID-19 requirements. The safety officer will generally be the director of athletics or an athletic trainer, but may be another sufficiently trained athletics staff member as designated by the director of athletics.
- Any student athlete or staff member found not complying with COVID-19 protocols will be reminded of their obligation and may be asked to leave the athletics facility by the safety monitor or any other athletics or COVID-19 authority.
- If a student/staff member is non-complaint three times, they will no longer be allowed to participate in workouts/practices.
- The director of athletics will consult with the COVID-19 compliance officer regarding the status of any staff member or student athlete who has been asked to leave the athletics facility or who is otherwise not maintaining compliance with COVID-19 requirements. Such individuals may be excluded from participating in the pilot program.
- In the case of a medical emergency or other necessitating circumstances, compliance with COVID-19 safety requirements may be subordinate to necessary medical care. In such cases, all individuals not required to address the emergency must leave the athletics facility.

Appendix B: New Student Orientation

New Student Orientation (i.e. an event) may not take place in-person until permitted by state and county public health guidelines and the university deems it safe to do so.

Currently, orientation is being done virtually. When in-person is permitted, delivery of orientation will be done using a hybrid model (i.e. in-person and virtually) and alignment with Los Angeles County Department of Public Health and state public health guidelines as well as Appendix G of this document.

Orientation activities will be done in conjunction with on-campus housing move in.

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

An online interactive module (Leo Preview) will be used to showcase and connect students to campus resources prior to start of the semester/term. 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 as outlined by state and county public health requirements which will 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, and state of California public health guidance, 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.

Spring 2021 occupancy is limited to students who are facing housing insecurity in single rooms only. Summer and fall 2021, as permitted, occupancy will be single and shared rooms, with priority given to students who are vaccinated.

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.

- 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 may not relocate or move furniture from set locations in lounges and other common areas.
- Mini-fridges, microwaves and personal use coffee makers are permitted in resident rooms, but should not be shared with others. Appliances with outside heating elements, 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.
- Students will be 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 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.
- As much as possible, students will be asked to stay in their rooms while in the residence halls.

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. Symptom checks are required daily to log-in to the housing wifi network.
- 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.
- 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 as long as 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.
- 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.

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 modified 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 check out.
- 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.
- 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 two-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.
- 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 for Restaurants](#). 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. Current specific guidelines include:

- 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.
- 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.
- Utensils and condiments will consist of individual/single use pre-packaged utensils and condiments.
- 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.
- Hand-sanitizer stations will be placed through-out dining facility.

The Spot will allow internal dining when permissible by the Los Angeles County Department of Public Health and deemed appropriate by the university. 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 percentage limits set by public health agencies. To ensure physical distancing, tables will be spaced 8 feet apart when measured from one table edge
- Television or other entertainment will be turned off, until otherwise permitted by Los Angeles County Department of Public Health.
- Self-service machines, such as soda and frozen yogurt machines, are dispensed by a food employee and contact surfaces are cleaned and sanitized on an hourly basis.
- 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.
- 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).
- Guests are highly discouraged from food sharing.

Additional information is available at: laverne.cafefonappetit.com. For questions contact Anthony.Bencomo@cafefonappetit.com.

Appendix E: Workout and Physical Activity Spaces

With the exception of for 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 and the university deems it appropriate to open these facilities.

Once allowed to open, 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.

When open, 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 in accordance with Los Angeles County Department of Public Health guidance.
- 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 six-feet social distancing and will not exceed allowed percentage 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. Visitors to campus must be approved by the President's Cabinet (PEC). Approving officials will need to inform Campus Safety (security@laverne.edu) of approved visitors, guests, and vendors coming to campus.

Approved visitors to campus are limited to those who are essential for the university's operation (i.e. presenters, vendors, donors, or job candidates), prospective students, or parent/guardians/support persons for students or prospective 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 visitor's name, phone number, email address, symptom check, areas visited, arrival and departure dates/times.

Prospective students will register with university personnel coordinating their visit in front of the Abraham Campus Center. Individuals coordinating prospective student visits will need to complete a [Activities Request Form During COVID](#) at least two weeks before an event.

During the registration process, visitors will:

- Log in their name, phone number, email address, symptom check, areas visited, arrival and departure date/times. University personnel coordinating prospective student campus tours will be expected to keep a log as described above. The log will need to be readily accessible to the COVID-19 Compliance Officer (i.e. virtual log) and other COVID-19 personnel.
- Show results of symptom tests conducted prior to arriving to campus. Visitors are asked to use the LiveSafe mobile app or online form at univ.lv/livesafe to conduct symptom check prior to arriving to campus. Visitors who display CDC articulated symptoms, have a temperature higher than 99.9 F, are otherwise ill will, or have been outside of California with the last 10 days prior to their scheduled visit may not be allowed on campus.
- Have their temperature checked.
- 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.
- Be issued an identifier (i.e. badge, lanyard or nametag) identifying them as approved university visitors.
- Be asked to check out at the registration area or with the personnel who check-ed them in.

Movement of visitors while on campus is limited to designated areas and, to the extent possible, limited to outdoor areas/spaces. Visitors to the residence halls, to the extent possible, will be asked to wait outside or in first floor lobbies.

Prospective student tours will be kept to small cohorts of no more than 10 participants and will be limited to exterior areas/spaces, to the extent possible. To the extent possible, groups will be in family cohorts (i.e. one family per group). When touring of indoor space is needed, university personnel may not be present in that space at the same time the visitors are.

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). Exemptions may be granted to emergency and safety personnel (i.e. fire, police) upon review and approval by the Coronavirus Monitoring Committee.

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.

Vendors who provide daily essential services/activities for the campus (I.e. Follet, Sodexo, Bon Appetit, Collegiate Press) will be considered part of the campus community and expected to follow guidelines for employees.

Appendix G: Meetings and Events

Events may not take place until permitted by state and county public health guidelines and the university deems it appropriate to have events.

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

Whenever feasible, virtual meetings 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 will be in alignment with Los Angeles County Department of Public Health requirements.

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 will be in alignment with Los Angeles County Department of Public Health requirements.

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 permitted by Los Angeles County Department of Public Health and the university.
- 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 the COVID-19 Review Committee. 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 | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you tested positive for COVID-19 in the last 10 days? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been around anyone that was diagnosed with COVID-19 or likely had COVID-19 in the last 14 days? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you felt sick today? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you traveled outside of California in the past 10 days? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your current oral or forehead temperature 99.9F or higher? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been on a University of La Verne campus in the past 14 days? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any of the following symptoms? |
| | | <ul style="list-style-type: none">• Fever or chills• Coughing• Shortness of breath or difficulty breathing• Nasal congestion• Fatigue• Muscle or body aches• Headache• New loss of taste or smell• Sore throat |

4/15/2021

Appendix I: Internships, Practicums, and Civic Engagement

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

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 through the [Activities Request Form During COVID](#).

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 optimize the amount of outside air. This exhaust a maximum amount of 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 filtrations 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 may be installed within some 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 have been 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 and county public health guidelines. 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 – Professor, and past Provost and Vice President of Academic and Student Affairs (co-chair)
Juan Regalado – Chief Student Affairs Officer
Alison Vicroy – Assistant General Counsel

COVID-19 Containment, Response, and Control Team

Alison Vicroy – Assistant General Counsel (chair, COVID-19 Compliance Officer)
Joanna Engle – Director of Athletic Training Services (Deputy COVID-19 Compliance Officer)
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)
Ruben Ibarra – Director, Campus Safety
Jamie Solis – Director, Student Health Services
Jason Miller – Associate Vice President, Facilities Development and Operations
Alison Vicroy – Assistant General Counsel, COVID Compliance Officer
Alex Soto – Director, Risk Management
Lori Gordien – Associate Vice President, Finance
Debbie Deacy – Director, Purchasing, Procurement and Receiving
Joanna Engel – Head Athletic Trainer
Carrie Lewis-Hasse – Assistant Dean, Regional and On-Line Campuses
Chinyere Okoronkwo – Director of Employee Relations
Vanessa Covey – Senior Human Resources Coordinator
Hany Seyam – Senior Director, Information Technology Infrastructure
Shane Rodrigues – Classified Committee Representative
Lizeth Shariffi – AP Committee Representative

Academic Affairs Coronavirus Committee

Brian Clocksin – Interim Vice Provost
Kathy Duncan – Professor of Management
Adam Evans – Registrar
Abe Helou – Dean, College of Business and Public Management
Nelly Kazman – Former 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
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—Athletic training and Student Health Center staff cross trained to support COVID response functions
 - 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 test, symptoms, exposure, or travel as described by this plan.
- 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 contacting the COVID-19 Compliance Officer directly by phone or email.
 - 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 will 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, the COVID-19 Compliance Officer must approve the individual to return to campus.

- 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.
 - Facilities 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 routine 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 72 hours before cleaning.
 - If it has been more than seven days since the positive case was in the room, the 72 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 after the first week of quarantine, 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 individuals that test negative will be required to continue isolation and re-test after at least 5 days of symptoms.
 - 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.

Appendix M: Outdoor Study Spaces

The university will permit students to participate in outdoor study spaces starting on April 15. Outdoor study space hours will be daylight hours.

The university is limiting outdoor study spaces to the Citrus Quad and Sneaky Park. Study is being limited to individual/single person studying. Study tables will be set 6 feet apart and only permit one student per table. Handwashing and bathroom facilities will be identified for each study area.

Students wanting to come to campus to study are required to:

- Prior to each visit, conduct a COVID-19 screening using the [LiveSafe mobile app](#) or the [online form](#). Students may be asked to show results of symptom tests.
- Students who display CDC articulated symptoms, have a temperature higher than 99.9 F, are otherwise ill will, or have been outside of CA with the last 10 days prior to visit not be allowed on campus.
- Students who display CDC articulated symptoms, have a temperature higher than 99.9F, or are otherwise ill, will also be asked to submit a [Coronavirus Report](#). Students are also encouraged to contact their personal healthcare provider or the Student Health Center by calling 909-448-4619 or email jsolis@laverne.edu.
- Students will be asked call and check-in with Campus Safety at 909-448-4950 upon arrival and departure. Campus Safety will log their name, phone number, email address, symptom check, areas studying in, and arrival and departure date/times.
- When on campus, students must follow university behavioral expectations, including:
 - Wearing a face covering at all times
 - Maintaining social distancing, not gathering, and practicing good hygiene
 - Only one student per study table will be permitted.

Students who do not follow behavioral expectations will be asked to leave.

On-campus dining options will not be available for students participating in outdoor study spaces.