

La Verne Safe Return

COVID-19 Safety and Compliance

Revised May 12, 2022

University of
La Verne

Introduction and Overview

This document is the university's official COVID-19 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 prioritizes the health and safety of students, faculty, and staff while also honoring the university's historical commitment to a student-centered and personalized education.

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

The university will be prepared to quickly transition to fully-remote instruction and operations should public health guidance require it.

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, and the COVID-19 Board of Trustees Committee (Appendix G). Changes from the previous version are highlighted in yellow.

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. Employee Vaccination, Training and Well-Being
3. Student Vaccination and Well-Being
4. Student and Employee Face Coverings
5. Academics, Instruction, and 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

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Criteria for On-Campus Operations

The *La Verne Safe Return* plan allows for on-campus activity in ways that meet or exceed public health requirements.

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 Space 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 have additional restrictions on operations. It will be the responsibility of the regional campus directors to monitor those sites and develop appropriate plans.

Employee Vaccination, Training and Well-Being

COVID-19 Vaccination Requirement: The university requires that all employees be up to date on their COVID-19 vaccines. Up to date means that the employee is fully vaccinated and, when eligible, has been boosted with one of the major vaccines in use in the United States (Pfizer-BioNTech, Moderna, and Johnson & Johnson) or other vaccines [recognized by the World Health Organization](#) (WHO). Employees must receive their booster shot within 14 days of becoming eligible. Individuals are eligible for a booster dose 5 months after receiving the Pfizer-BioNTech series, 6 months after receiving a Moderna series, and 2 months after receiving a Johnson & Johnson vaccine. Employees are urged to consult with their primary health care provider and review the [Centers for Disease Control and Prevention website](#) for vaccine information and the [California Department of Public Health website](#) for vaccine accessibility information. Individuals may request an exemption for medical, religious, ADA, or personal reasons. Individuals granted an accommodation or exemption may be subject to regular COVID-19 testing, daily symptom checks, quarantines, and additional COVID-19 training, or other preventative measures necessary to protect the health and well-being of the community. For additional information, see Appendix D.

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

Mandatory Training: All full-time, part-time, and student employees and their supervisors will need to complete mandatory training on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws. The training will be available from the Office of Human Resources for faculty and staff. **This training will be updated 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.

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. The university will comply with any legal requirements related to providing employees with supplemental COVID-19 leave. Human resources policies, including those related to leave benefits, are available on the University of La Verne [HR COVID-19 policies website](#).

Phases of Return: The University of La Verne is implementing a phased return for on-campus work. 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.

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 and occupational safety 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)

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.

COVID-19 Vaccination Requirement: The university requires that students at all physical campuses or locations be up to date on their COVID-19 vaccination. Up to date means that the student is fully vaccinated and, when eligible, has been boosted with one of the major vaccines in use in the United States (Pfizer-BioNTech, Moderna, and Johnson & Johnson) or [recognized by the World Health Organization](#) (WHO). Students who become eligible for a booster dose after the booster compliance date must receive their booster shot within 14 days of becoming eligible. Individuals are eligible for a booster dose five months after receiving the Pfizer-BioNTech or Moderna series, and two months after receiving a Johnson & Johnson vaccine. Students are urged to consult with their primary health care provider and review the [Centers for Disease Control and Prevention website](#) for vaccine information and the [California Department of Public Health website](#) for vaccine accessibility information. Students may request an exemption for medical, religious, ADA, or personal reasons. Students granted an accommodation or exemption may be subject to regular COVID-19 testing, daily symptom checks, quarantines, and additional COVID-19 training, or other preventative measures necessary to protect the health and well-being of the community. For more information, see Appendix E.

Influenza Vaccinations: All students are encouraged 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.

Vulnerable Students: Vulnerable students (those with chronic health conditions, pregnant, over age 65) who are unable to be vaccinated and students requiring American with Disabilities Act (ADA) accommodations may request to take classes remotely by completing a [Remote Learning Request Accommodation Form](#). Students are encouraged to discuss any concerns with their healthcare providers and make appropriate decisions about returning to campus face-to-face.

International Students and Students Abroad: Students who are currently abroad and unable to travel to the United States may request to take classes remotely by completing a [Remote Learning Request Accommodation Form](#). Students traveling from abroad are required to follow [Travel Advisory and Guidance](#) from the Los Angeles County Department of Public Health. This includes self-quarantine upon arrival into the US for unvaccinated Students and testing 3-5 days after arrival regardless of vaccination status. Students who are up to date on their COVID-19 vaccination are not required to self-quarantine. Students are encouraged to plan appropriately and arrive into the US with enough time (approximately 14 days) prior to the start of school to complete requirements.

Student and Employee 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.

The university will follow state and county requirements for the use of face coverings and appropriate personal protective equipment (PPE) for students, faculty, staff, and visitors across all campus locations. Those are as follows:

All students, employees, and visitors are strongly encouraged to wear masks while in the presence of others, regardless of vaccination status.

Masks may be required for certain indoor settings with higher risks for transmission, such as the Student Health Center and Testing Center. Individuals who have been permitted to end isolation or quarantine early with appropriate testing must continue to wear a mask for a full 10 days.

No person can be prevented from wearing a mask as a condition of participation in a university activity or entry to a building, classroom, or laboratory.

University community members are expected to demonstrate care and respect for an employee's personal work environment by complying with that individual's reasonable request to wear a mask when visiting that employee's private office space. University community members who are unable to comply with these requests are encouraged to consider virtual meeting options.

Employees who are not fully vaccinated may request respirators from the university for voluntary use.

Masks should be worn so that they cover the nose and mouth. Masks should generally conform to established standards of appropriate professional attire.

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, Abraham Campus Center, Wilson Library, and Randall Lewis Center for Well-Being and Research for employees or students whose face coverings have been lost, forgotten or broken. Face coverings will also be available for purchase at the Campus Store.

Any employee, student, or visitor not complying with any provision of this policy may 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.

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](#). Faculty with remote students will be assigned classrooms with simulcast technology by the Registrar's Office in consultation with the department chair, dean, or the provost.

Departmental Planning: Prior to the start of term, 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 Office of Information Technology (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 options and the CTL to request appropriate training.

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. 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. Whenever possible, faculty should have students sit the same seat throughout the semester and maintain a seating chart of each student's location in the classroom. The seating chart will be available to the COVID-19 Containment, Response, and Control Team upon request.

Outdoor Classes: In case of a surge in the number of positive COVID-19 cases, 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.

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.

Environmental Health and Safety

The University of La Verne is implementing an environmental health and safety plan.

Classrooms: All classes must comply with the designated room capacity. Classes may use up to 100% of available capacity, per state and county guidelines.

Cleaning and Disinfecting: Common and frequently touched areas will be disinfected by Custodial Services 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.

Additional areas should be regularly cleaned and disinfected by employees. This includes office tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, touch screens, and printers/copiers. These should be disinfected 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.

Any physical space or object with which a positive COVID-19 case interacted will be cleaned and sanitized by trained staff in accordance with the recommended protocol for the space or item.

Air Conditioning, Heating, Water, and Water Fountains: HVAC systems have been evaluated and upgraded where necessary to enhance filtration and ventilation through a variety of means. Water systems have been flushed and tested, resulting in no evidence of harmful bacteria. See Appendix B.

Housing and Dining: The university residence halls will be open with single and multiple occupancy rooms. See Appendix A.

Campus dining facilities will be open in alignment with state and county public health requirements. See Appendix H.

Self-Screening, Testing, Tracking, Isolation, and Quarantine

The *La Verne Safe Return* plan for testing and tracking focuses on 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 state and county public health and occupational safety requirements. See Appendix C. 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 notification to public health agencies 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: University testing will be utilized for asymptomatic surveillance of employees and students, for individuals identified as contacts of positive cases on campus when appropriate, and for those individuals who have been on or will be on campus and are experiencing symptoms or who were exposed off campus when appropriate. At the discretion of the university and in alignment with public health best practices, all employees and students physically present on any campus may be subject to testing requirements regardless of vaccination status. If required by the university to obtain testing due to exposure or symptoms, 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 FDA approved and meets institutional testing requirements. Off-campus testing must be performed by a healthcare provider at a medical or community facility. At-home tests will not be accepted. In some cases, individuals testing off-campus may be specifically required to obtain PCR testing. Such permission must come from the COVID-19 Containment, Response, and Control team or from Student Health Services. The university cannot guarantee any student or employee access to antigen testing in order to discontinue isolation before 10 days. 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 conduct a daily symptom self-assessment prior to coming to work on campus. 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 on campus and must submit a [Coronavirus Report](#). Employees are also encouraged to contact their personal healthcare provider.

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 any symptom consistent with COVID-19 and was on any university campus 14 days before or at any time after experiencing any symptom;
- If the employee tested positive for COVID-19 or experienced any symptom 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 14 days.

An individual is generally considered exposed if they have shared the same indoor space with an positive individual during their infectious period for at least 15 minutes during a 24 hour period. For on-campus exposures, the COVID-19 Containment, Response, and Control Team will assess whether an indoor space is sufficiently large that it is more appropriate to define exposure as being within six feet of a positive individual during their infectious period for at least 15 minutes during a 24 hour period. 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.

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 contact tracing nurse by email at jsolis@laverne.edu or by phone at 909-448-4441. 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 contact tracing nurse.

Employees are encouraged, but not required, to report a positive test, symptoms, or exposure if they have not been on any university campus for the prior 14 days or are not planning to be on any university campus for the next 14 days. 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, Exposure, and Symptoms: Any employee who tests positive for COVID-19 must engage in self-isolation, may not come to campus, and must comply with all instructions provided by a member of the COVID-19 Containment, Response, and Control Team, including isolation duration. On-campus residential staff will follow instructions for residents requiring isolation.

Employees who tested positive for COVID-19, or are considered exposed to COVID-19, must follow the instructions provided by the COVID-19 Containment, Response, and Control Team. The university will follow all requirements for isolation and quarantine as presently required by the California Department of Public Health and the Los Angeles County Department of Public Health. A description of these instructions may be found on the university's COVID-19 webpage.

Employees experiencing any symptom consistent with COVID-19 may not report to work and should contact their personal healthcare provider for symptom assessment and determination of the need for COVID-19 testing. Employees that have experienced symptoms consistent with COVID-19 for five or more days must obtain a negative COVID-19 test before reporting back to work unless otherwise directed by a COVID-19 Containment, Response, and Control Team member.

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 public health best practices. The team will provide direction to the employee on how, where, and when to receive diagnostic testing. On-campus residential staff will follow instructions for residents requiring isolation or quarantine.

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 conduct a daily symptom self-assessment 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.

Students who submit a symptom check through LiveSafe are responsible for following any directions provided upon submitting the symptom check and should not rely on receiving additional instructions from the university.

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 any symptom consistent with COVID-19 and was on any university campus 14 days before or at any time after experiencing any symptom;
- If the student tested positive for COVID-19 or experienced any symptom 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 14 days;

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. 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.

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.

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 contact tracing nurse by email at jsolis@laverne.edu or by phone at 909-448-4441. Reports should be filled out completely and provide as much relevant information as possible. Students 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 contact tracing nurse.

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, Exposure, and Symptoms: Any student who tests positive for COVID-19 must engage in self-isolation, may not come to campus, and must comply with all instructions

provided by a member of the COVID-19 Containment, Response, and Control Team, including isolation duration.

Students who tested positive for COVID-19 or are considered exposed to COVID-19, must follow the instructions provided by the COVID-19 Containment, Response, and Control Team. The university will follow all requirements for isolation and quarantine as presently required by the California Department of Public Health and the Los Angeles County Department of Public Health. A description of these instructions may be found on the university's COVID-19 webpage.

Students experiencing any symptom consistent with COVID-19 may not report to campus and should contact the Student Health Center for symptom assessment and determination of the need for COVID-19 testing. Students who have experienced symptoms consistent with COVID-19 for five or more days must obtain a negative COVID-19 test before reporting back to campus unless otherwise directed by a COVID-19 Containment, Response, and Control Team member.

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 public health best practices. The team will provide direction to the student on how, where, and when to receive diagnostic testing.

Residence Halls and Athletics Testing: Students in the residence halls and athletics will follow the testing requirements from the Los Angeles County Department of Public Health, the NCAA, and the 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 residence hall 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 C for a more detailed plan on the university's protocols for an outbreak and tracing response.

Campus Visitors, Events, and Travel

Campus Visitors and Vendors: Visitors are permitted on campuses to conduct business related to the university.

Visitors must wear face coverings while indoors, regardless of vaccination status.

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.

Events: The university will return to its normal event scheduling/reservation process for most events, with some modifications required. See Appendix G.

Travel: Travel will need approval from the requestor’s President’s Cabinet member. Study Abroad programs and Study Abroad Tours will be reviewed on a case-by-case basis on CIEE / provider guidance, national regulations, and US State Department advice. Anyone traveling on university business must follow all [state](#) and [CDC](#) travel guidelines.

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 entrances 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 C.

Planning Groups, Organization, and Decision Making

A subgroup of the President’s Cabinet is coordinating planning with guidance from two internal committees: The Coronavirus Monitoring Committee and Academic Affairs Coronavirus Committee (see Appendix I). 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

- [Safely Reopening California](#)
- [Reopening LA County](#)
- [Cal/OSHA COVID-19 Temporary Workplace Standards](#)
- [California COVID-19 Vaccination Resources](#)
- [Centers for Disease Control and Prevention COVID-19 Information](#)

Appendix

Appendix A: On-Campus Housing

The university is preparing for a safe reopening of its residence halls as permitted by state and county public health agencies. Students will be offered single and multiple occupancy rooms with appropriate health and safety protocols in place.

Students living on-campus are subject to the vaccination requirements as outlined in the Student Vaccination Policy (Appendix E). Student living-on campus will have exemptions from the vaccination policy limited to medical, ADA, or religious reasons only.

Students granted an exemption to the vaccine requirement for on-campus housing may be placed in single rooms. The University of La Verne reserves the right to prioritize housing based on vaccination status and to limit personal exemptions for residential students.

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.

- Mini-fridges 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.
- Students will be encouraged to use totes in shared bathroom facilities and encouraged not to place personal items directly on counter surfaces in bathrooms.
- Residents will not be permitted to have guests, with the exception of approved parent visits or attendants.

Illness, Prevention, and Symptom Check Guidance:

- 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 COVID-19 [symptoms](#), or are otherwise ill, may not attend class or activities on campus, the dining hall, or public areas, and must submit a Coronavirus Report, 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.
- All students in residence halls are strongly encouraged to wear masks in any setting where others are present, including classrooms, offices, and buildings.
- Unvaccinated students in residence halls will be required to:
 - Participate in targeted surveillance testing in regular intervals conducted as instructed by Residential Life staff.
 - Conduct symptom checks daily prior to going to class, dining halls, or other scheduled campus activities where they may come into contact with other students or employees. Symptom checks may be conducted using the LiveSafe app.

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 regularly 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 B).

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 risks the health and safety of the university community and will be subject to 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 B: 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 exhausts 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 minimized to reduce recirculating potential contaminants. *This will 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.
- Bipolar ionization units have been added to systems to help bind airborne contaminants to ensure collection within the filtration systems.
- 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 has performed flushing of water systems. A certified laboratory has taken samples and tested for the presence of harmful bacteria, resulting in negative results.

Appendix C: 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, Student Health Center, and other 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.
- 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, or unvaccinated exposure 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 **Contact Tracing Nurse** 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.
- 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, Student 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 may be in contact to collect additional information and issue a Health Officer Order for Case Isolation.
 - 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 may 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.

- 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 unvaccinated contacts will be added to the university's COVID-19 Line List.
 - 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 email to advise them of their possible exposure and if there is a 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.
 - 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 email as soon as possible to provide notice of exposure and advise on quarantine and testing requirements
 - Information from symptomatic individuals who test negative will be included in the university's syndromic surveillance data.
- Contact case management
 - In order to support an unvaccinated 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.
- Contact testing
 - The COVID-19 Response Team will facilitate on-campus testing.
 - 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 email with further instructions.
- Symptomatic testing
 - The COVID-19 Response Team will facilitate on-campus testing of a symptomatic individual.
 - The COVID-19 Response Team will work with the individual to address additional concerns such as transportation.

Appendix D: Employee Vaccination Policy

The University of La Verne's plans for a full return to campus prioritize the health and safety of students, faculty, and staff, while also honoring our historical commitment to a student-centered and personalized education.

This return includes an expectation for an experience that is as close as possible, to what we had before the pandemic, including the resumption of a full schedule of face-to-face course offerings, and fully-opened facilities, while remaining compliant with state and local COVID-19 guidelines.

In order to facilitate this full and safe return, the university will implement a COVID-19 vaccination requirement for all faculty, including adjunct faculty, and all staff. Individuals may request an exemption for medical, religious, ADA, or personal reasons.

Eligible COVID-19 Vaccines. All of the three major vaccines in use in the United States (Pfizer-BioNTech, Moderna, and Johnson & Johnson) qualify, as does any vaccine [recognized by the World Health Organization](#) (WHO).

Full Vaccination and Booster Requirement. Employees must be fully vaccinated and, as soon as they are eligible, receive a booster shot. Individuals are considered fully vaccinated against COVID-19 two weeks after they have received their second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson). Individuals are considered boosted immediately after receiving a booster dose. Employees are eligible to receive a booster shot five months after they receive a Pfizer-BioNTech or Moderna vaccination series, or two months after a single-dose Johnson & Johnson vaccine. The deadline for compliance with the booster shot requirement is two weeks after the employee becomes eligible.

In accordance with public health recommendations, employees may be required to receive additional booster doses beyond the initial booster shot.

Exemptions. The COVID-19 vaccination requirement will allow for medical, religious, ADA, and personal exemptions. Individuals granted an exemption, including temporary exemptions as they complete their vaccination sequence, may be subject to regular COVID-19 testing, daily symptom checks, quarantines and additional COVID-19 training, or other preventative measures necessary to protect the health and well-being of the community.

Individuals currently without access to vaccines should plan to be vaccinated against COVID-19 at the earliest opportunity. The State of California maintains a [listing of vaccine sites](#).

Employee COVID-19 Remote Work Accommodations. An employee's approved medical, religious, ADA, and personal exemptions to the COVID-19 vaccination policy does not automatically provide an employee with the right to work remotely. All employee medical, ADA, religious, and personal accommodations will be reviewed and approved by the Office of Human Resources and the employee's manager. All COVID-19 remote work accommodations must be approved by the Office of Human Resources and the employee's manager.

COVID-19 Vaccination Documentation Application. In support of these measures, the university has a secure and confidential web-based COVID-19 vaccination documentation portal and

exemption request process for faculty and staff to submit proof of vaccination or request an exemption. That may be accessed at univ.lv/vaccination.

Appendix E: Student Vaccination Policy

The University of La Verne's plans for a full return to campus prioritize the health and safety of students, faculty, and staff, while also honoring our historical commitment to a student-centered and personalized education.

This return includes an expectation for an experience that is as close as possible to what we had before the pandemic, including the resumption of a full schedule of face-to-face course offering and fully-opened facilities, while remaining compliant with state and local COVID-19 guidelines.

In order to facilitate this full and safe return, the university will implement a COVID-19 vaccination requirement for students at all of our physical campuses and locations. Individuals may request an exemption for medical, religious, ADA, or personal reasons.

Students enrolled in La Verne Online programs, Victorville Campus programs, and Oxnard Campus programs who are not taking in-person classes are exempt from this requirement and will not be asked to submit proof of vaccination against COVID-19.

Eligible COVID-19 Vaccines. All three major vaccines in use in the United States (Pfizer-BioNTech, Moderna, and Johnson & Johnson) qualify, as does any vaccine [recognized by the World Health Organization](#) (WHO).

Full Vaccination and Booster Requirement. Students must be fully vaccinated and, as soon as they are eligible, receive a booster shot. Individuals are considered fully vaccinated against COVID-19 two weeks after they have received their second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson). Individuals are considered boosted immediately upon receiving a booster dose. Students are eligible to receive a booster shot five months after they receive a Pfizer-BioNTech or Moderna vaccination series or two months after a single-dose Johnson & Johnson vaccine. The deadline for compliance with the booster shot requirement is two weeks after the student becomes eligible.

In accordance with public health recommendations, students may be required to receive additional booster doses beyond the initial booster shot.

Exemptions. The COVID-19 vaccination requirement will allow for medical, religious, ADA, and personal exemptions. Individuals granted an exemption, including temporary exemptions as they complete their vaccination sequence, may be subject to regular COVID-19 testing, daily symptom checks, quarantines and additional COVID-19 training, or other preventative measures necessary to protect the health and well-being of the community.

Individuals without access to vaccines should plan to be vaccinated against COVID-19 at the earliest opportunity. This constitutes a temporary exemption and as such is available through the exemption process. The State of California maintains a [listing of vaccine sites](#).

Students wishing to request an exemption may do so by completing a [Student Vaccination Exemption Request](#). Request should be submitted, as soon as possible.

Residence Halls. In order to reside on-campus, students will be required to be fully vaccinated for

COVID-19 and submit appropriate documentation to the university or have an approved exemption by their respective move-in date. Students who have not submitted documentation or have an approved exemption may not be allowed to move-in.

International students and/or those without access to vaccines should plan to be vaccinated against COVID-19 at the earliest opportunity possible, but no later than the start of classes. Students may be housed in a single room while they complete their vaccination sequence, as space permits.

Students who wish to live in residence halls may only be exempt for medical, ADA, or religious reasons.

Athletics. Students participating in campus athletics will be subject to the same vaccination requirements as the general student body.

COVID-19 Vaccination Documentation Application. In support of these measures, the university has partnered with Med+Proctor to securely and confidentially collect COVID-19 vaccination documentation. Student information will be kept confidential.

Students may submit a vaccination record by going to: [Med+Proctor](#).

For questions about Med+Proctor contact Jamie Solis, Director of Student Health Center, at jsolis@laverne.edu.

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Appendix G: Events

The university is returning to its normal event scheduling/reservation process for most events. Individuals who want to reserve space for an event may contact events@laverne.edu.

Summer camps, [day camps](#), and [overnight camps](#) must adhere to additional requirements from the Los Angeles County Department of Public Health and will require review by the COVID-19 Review Committee. Requests for review can be submitted using the [Activities Request Form](#).

Events with gatherings of 200 individuals or more, regardless of indoor or outdoor setting, will require a review by COVID-19 Review Committee. Requests for review can be submitted using the [Activities Request Form](#).

Event Capacity: Indoor and outdoor events will function at normal capacity levels.

Event planning guidance:

- To the extent possible, events should take place outdoors.
- Organizers should plan to record attendance.
- Organizers should plan to make hand sanitizers readily available at event.
- Organizers should inform guests/participants, through signage and information sent prior to the event, of behavior expectations, including:
 - Appropriate wearing of masks in alignment with guidelines elsewhere in this document.
- If guests/participants are ill or displaying symptoms, they should stay home and contact a health care professional.

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

- Providing set up of tables, chairs, and other equipment
- Cleaning and disinfecting event equipment before and after every event
- Informing organizers of locations of washing stations (i.e. bathrooms) or assisting in providing hand sanitizer stations where appropriate
- Providing additional signage in support of COVID-19 safety and etiquette
- As feasible, providing and assisting with equipment for virtual delivery of event

Food: Prepackaged or pre-prepared food is recommended.

Outside Groups or Events: Outside groups that are not associated with or coordinated by the university may not use the university for events and are not permitted on university property.

Appendix H: On-Campus Dining

The following measures are being put in place to maintain a safe and healthy on-campus dining experience.

- Cleaning and disinfecting: Dining staff will engage in consistent cleaning and disinfection of tables and other high contact surfaces in dining halls during service hours.
- Reception station and food station will have glass or plexiglass partitions.
- Utensils and condiments will be individual/single use or pre-packaged.
- Staff will serve guests at food stations.
- Dining staff will engage in safety and preventative actions including: participation in mandatory training on COVID-19 and food preparation hygiene, symptom checks prior to starting work, and use of PPE, including face coverings and gloves.
- Hand sanitizer stations will be placed throughout the dining facility.
- Appropriate signage will be available throughout the facility reminding guests of COVID-19 hygiene and etiquette.
- Guests will be asked to follow guidelines for wearing face coverings as outlined elsewhere in this document.
- If guests are ill or displaying symptoms, they are asked to not enter the facility, stay home, and contact a health care professional. The dining hall will work with guests who are ill and live on campus to ensure that to-go meals are provided/made available to them.
- Guests are highly discouraged from food sharing.
- To-go meals options will be made available for all guests.

Safety measures will be reviewed and updated as appropriate to ensure compliance with safety standards and optimization of guest experience.

For questions about food/dining COVID-19 safety measures, please contact beck.farraj@cafebonappetit.com

Appendix I: Plan Leadership and Working Groups

President's Cabinet Safe 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 – General Counsel
Rod Leveque – Associate Vice President, Office of Strategic Communications
Sherri Mylott – Vice President of University Advancement (chair)
Kerop Janoyan – Provost and Vice President of Academic and Student Affairs
Juan Regalado – Chief Student Affairs Officer
Alison Vicroy – Assistant General Counsel
Lori Gordien Case – Associate Vice President, Finance and Human Resources

COVID-19 Containment, Response, and Control Team

Alison Vicroy – Assistant General Counsel (chair, COVID-19 Compliance Officer)
Joanna Engle-Finer – Director of Athletic Training Services
Jamie Solis – Director of Student Health Services
Elizabeth Galioto – COVID-19 Support Staff

Coronavirus Monitoring Committee

Juan Regalado – Chief Student Affairs Officer (chair)
Ruben Ibarra – Director, Campus Safety
Jamie Solis – Director, Student Health Services
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 Online 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

Naomi Aguilar — Executive Assistant, Office of the Provost
Brian Best — Senior Instructional Technologist
Brian Clocksin –Vice Provost
Kathy Duncan – Professor of Management
Adam Evans – Registrar
Susan Lomeli — Director, Burbank Campus
Juli Minoves-Triquell – Associate Professor, Political Science
Cynthia Olivas — Associate Professor, Education
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

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