

Protocols for Institutes of Higher Education

NOTE: This protocol is being released in draft form only to assist colleges and universities with planning activities toward eventual return to in-person instruction. The California Department of Public Health has not yet released updated guidance for higher education and currently states that higher education should remain closed statewide, except where supporting essential workforce activities. Once CDPH guidance is available, this document may need to be changed to ensure consistency between state and county guidance.

County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow Institutes of Higher Education (IHE) to reopen. The requirements below are specific to IHE. In addition to the conditions imposed on IHE by the State Public Health Officer, Institutes of Higher Education must also be in compliance with this Checklist for Institutes of Higher Education. Given recent increases in COVID-19 cases, test positivity rate, and hospitalizations, we urge colleges and universities to have plans in place to continue with distance learning if needed; Los Angeles County Department of Public Health is working closely with the State to ensure that when students return to campuses, there will be alignment of State and County strategies to create a safe environment for all.

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

- DPH [retail establishment protocols](#)
- DPH public health protocols for [gyms and fitness centers](#)
- DPH protocols for [restaurants](#)
- DPH protocols for [office-based worksites](#)
- DPH protocols for [places of worship](#)
- DPH protocols for **collegiate sports** (in development)

Note that on-campus events remain prohibited with the exception of events related to constitutionally protected freedoms such as public protests and in-person faith-based services conducted by places of worship.

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

This checklist covers:

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

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

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

Institution name: University of Southern California

Address: 1031 West 34th Street, Los Angeles, CA 90089-3261

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

- For the purposes of this protocol, the term “employees” includes but is not limited to paid, full-time and part-time faculty and staff, student employees, interns and volunteers.
- Vulnerable employees (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- In compliance with wage and hour regulations, alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Employees are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID-19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive [Order](#) N-62-20.
- The IHE has a **COVID-19 Containment, Response and Control Plan** that describes the IHE’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:
 - A designated COVID-19 Compliance Task Force who is responsible for establishing and enforcing all COVID-19 safety protocols, ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of an outbreak on campus.
 - A DPH [IHE Exposure Management Plan](#) consistent with DPH guidance that outlines the process for case(s) to [isolate themselves at home](#); identifying persons that had an exposure to the case(s) on campus; requiring the immediate [self-quarantine](#) of all employees or students that had an exposure; and, for all quarantined individuals to have access to or be tested for COVID-19 to understand the extent of spread on campus to inform additional

COVID-19 control measures. See public health guidance on [responding to COVID-19 in the workplace](#).

- In the event that a cluster of 3 or more cases are identified on campus that are epidemiologically linked (e.g., overlapping time and space during the infectious period) within a span of 14 days, a plan or protocol to report this cluster to the DPH via email at ACDC-Education@ph.lacounty.gov or via telephone at (888) 397-3993 or (213) 240-7821. DPH will work with the site to determine if the cluster meets the outbreak criteria for IHE. If the outbreak criteria has been met, DPH will initiate an outbreak response which includes providing infection control guidance and recommendations, technical support and site specific control measures. A public health case manager will be assigned to the outbreak investigation to help guide the campus response.
- The identification of an adequate supply of housing for students who reside in on-campus congregate housing for isolation and quarantine.
- A plan to ensure support for quarantined students, including meals, remote coursework, health services, transportation and monitoring/tracking affected students to promote compliance.
- A plan to provide options for remote online education, including asynchronous delivery to accommodate ill or quarantined students, as well as those with technology or travel constraints.
- A robust communication plan and associated communication tools to ensure timely and accurate delivery of information to employees, students, and as appropriate, students' families and the broader community.

[Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.

All employees who have contact with others (e.g., the public, students, or other employees) are offered, at no cost, an appropriate face covering that covers the nose and mouth, unless Cal/OSHA standards require respiratory protection. . The covering is to be worn by the employee at all times while on campus when in contact or likely to come into contact with others. Employees who are faculty members, teachers or lecturers may wear face shields with a cloth drape attached to the bottom of the shield and tucked into the shirt, instead of face coverings when lecturing, provided that such employees remain 10 feet from the nearest student or other employee. Employees need not wear a cloth face covering when the employee is alone in a private office or booth or a walled cubicle with a solid partition that exceeds the height of the employee when standing.

Employees are instructed to wear their face coverings properly and to properly wash, replace, or sanitize their face covering frequently.

All individual workstations, or individuals working in the same areas as part of a team are separated by at least six feet.

In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.

All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.

Break rooms, restrooms, classrooms, and other common areas are disinfected frequently, on the following schedule:

- Break rooms: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week](#).

- Restrooms: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week.](#)
- Classrooms: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week.](#)
- Other: [High-dust furniture to be cleaned once per week; trash emptied and liners replaced five times per week.](#)

- Disinfectant and related supplies are available to employees at the following location(s):
Stockrooms located at 3434 Grand Ave and 4351 Valley Blvd.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
Entries and exits of buildings; each floor at the elevators; classrooms.
- Soap and water are available to all employees at the following location(s):
Restrooms; break room sinks
- Employees are allowed frequent breaks to wash their hands.
- Each employee is assigned their own tools, equipment and defined workspace consistent with health and safety standards. Sharing of workspaces and held items is minimized or eliminated, consistent with health and safety standards.
- Employees are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- This Protocol has been made available to all employees.
- Optional—Describe other measures:

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

- Vulnerable students (those above age 65, those who are pregnant, and those with chronic health conditions) are able to complete their classwork from home whenever feasible, and should discuss any concerns with their healthcare provider to make appropriate decisions about returning to campus.
- Students returning to campus from outside of the United States have quarantined for 14 days as recommended by the [Centers for Disease Control and Prevention](#). Students may complete this quarantine period prior to returning to campus, or when they arrive on-campus.
- All students have been told not to go to class, to the dining halls or to any other area of campus if they are feeling sick and to report their illness to the appropriate contact (e.g., student health services) within the IHE.
- Symptom checks are conducted before students come to class, dining halls or other scheduled campus activities where they may come in contact with other students or employees. Students living in on-campus housing should complete symptom checks daily, regardless of whether they attend classes or participate in scheduled campus activities that day. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the student may be experiencing. These checks can be done remotely or in person upon the students' arrival. A temperature check should be done if feasible.
- To the extent possible, the IHE has encouraged all students returning to campus to receive the influenza vaccination.
- IHEs provide students with educational materials about the IHE's approach to preventing transmission of COVID-19 on campus, including, but not limited to:
 - Proper respiratory etiquette;

- Hand hygiene;
- Required use of cloth face coverings unless Cal/OSHA standards require respiratory protection when in contact with other students or employees on campus;
- Appropriate use of cloth face coverings, including the need to launder cloth face coverings regularly;
- What to do if they are feeling sick; and
- How to access health care services on campus.

IHEs provide students with easily accessible alcohol-based hand sanitizer, tissues, and contactless trash cans in all common areas.

IHEs have a supply of cloth face coverings to provide to students that are unable to obtain their own

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

The number of people in any indoor room on campus (e.g., classrooms, meeting rooms, lecture halls) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times.

On-campus housing (e.g., residence halls, dormitory-style housing, on-campus apartments):

- Total occupancy of on-campus housing is limited to no more than two students per bedroom, with single occupancy preferred. For shared bedrooms, beds are spaced at least 6 feet apart.
- To the extent feasible, the number of students sharing a given bathroom facility is reduced. Impermeable barriers (such as Plexiglas) are installed between sinks and other fixtures if it is not possible to maintain at least six feet distance during use. Students are educated about the infection risk associated with bathrooms and are discouraged from placing toothbrushes or other personal care items directly on the bathroom sink or counter.
- To the extent feasible, students have been instructed to stay in their individual rooms while in their on-campus housing.
- Students have been instructed to maintain at least six feet distance from each other when in on-campus housing; students may momentarily come closer when passing in hallways or stairwells, riding elevators, when in restrooms, or as otherwise necessary.
- Common areas (e.g., kitchenettes, community rooms, lobbies, lounges, study areas) have been closed or rearranged such as to discourage students from congregating and to support physical distancing.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic, if feasible, with increased cleaning of stairwells.

Dining halls:

- Dining halls are open with occupancy limited such that the number of students in the facility at any one time can easily maintain at least a six-foot distance from one another at all practicable times, but no more than 60% of maximum facility occupancy at any one time.

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- IHE dining halls offer meal pick-up for all students that have a meal plan.
 - Students are discouraged from congregating in dining halls.
 - To the extent feasible, meal times are staggered so as to reduce the number of students in a dining hall at any given time. Consider scheduled meal times or meal pick-up times.
 - Physical distance between tables/chairs in dining areas has been increased to support physical distancing. Barriers may be used in dining areas that do not allow for adequate distance between tables. (NOTE: Effective July 3, 2020 and until further notice, indoor dining is prohibited per order of the Los Angeles County Health Officer.)
 - Limit contact between dining hall staff and students. Install physical barriers such as partitions or Plexiglas at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
 - Operations have been redesigned, where feasible, to achieve physical distancing between employees. (e.g., Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.)
 - Additional measures to ensure physical distancing are recommended, including one-way lines for pick-up, entrance, and exit, no self-serve buffets, floor markings, and signage.

Instructional settings (classrooms, lecture halls, laboratories):

- Indoor classroom occupancy is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times. Indoor rooms may have a maximum of 50% of total occupancy or 50 individuals, whichever is lower. Outdoor classroom occupancy is limited to a maximum of 50% of total occupancy or 100 individuals, whichever is lower.
- To the extent feasible, hybrid classes (partially online, partially in-person) or staggered/rotated schedules are offered to accommodate smaller in-person class sizes.
- To the extent feasible, students are cohorted into groups of fewer than 30 to reduce exposure of students to a large number of other students.

Administrative office buildings:

- Employees and students have been instructed to maintain at least six feet distance from each other and from visitors and the public; employees may momentarily come closer when necessary to accept deliveries, to accept payments, or as otherwise necessary.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for "up" or "down" traffic, if feasible, with increased cleaning of stairwells.
- Measures are implemented to ensure physical distancing of at least six feet between employees and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand.)
- Furniture in areas that are open for community use (e.g., building lobbies, reception areas, or waiting areas) has been eliminated or greatly reduced to support physical distancing. If removal

of furniture is not feasible, signage has been added to encourage physical distancing.

- Customer service windows or counters have been separated by 6 feet to allow for physical distancing.
- Employees and students are discouraged from congregating in any area, but especially common areas or high traffic areas such as bathrooms, hallways and stairwells.
- To the extent feasible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, they are limited such that all participants in the room can easily maintain at least six-foot distance from one another at all practicable times and all participants must wear cloth face coverings and meetings are held in rooms large enough to maintain physical distancing.

On-campus transport vehicles:

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

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

- The HVAC system in all campus buildings is in good, working order; to the maximum extent feasible, ventilation has been increased in all buildings, consistent with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards. To the extent feasible, portable high-efficiency air cleaners are installed, the building's air filters are upgraded to the highest efficiency possible, windows and doors are opened, and other modifications have been made to increase the quantity of outside air and ventilation in offices and other spaces.
- To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown.
- Enhanced cleaning of all campus buildings is completed on a regular basis by a professional cleaning service or trained custodial staff.
- To the extent feasible, doors, light switches, trash cans, etc. are contactless.
- Common areas and frequently touched objects such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails are disinfected at least daily using EPA approved disinfectants and following the manufacturer's instructions for use.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



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- Sharing of materials or objects (e.g., staplers, three-hole punches, pens, coffee mugs, etc.) has been eliminated, to the greatest extent feasible. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
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- All classroom or meeting room AV equipment that must be shared (computers, projectors, microphones, remotes, clickers) is sanitized between uses.
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- At all times while on campus, employees, students and visitors to campus are instructed that they must wear cloth face coverings unless Cal/OSHA standards require respiratory protection. This applies to all adults and to children over the age of 2. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. Students or employees alone in closed offices, walled cubicles, or when students are within their own dormitory rooms, residential suites, and apartments are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating in the dining halls or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, brushing teeth, etc).
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- To the extent feasible, movement of visitors while on campus is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
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- Disinfectant and related supplies are available to all employees at the following location(s):
Stockrooms located at 3434 Grand Ave and 4351 Valley Blvd.
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- Disinfectant and related supplies are available to students at the following location(s):
Stockrooms located at 3434 Grand Ave and 4351 Valley Blvd.
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- If feasible, all reception areas where physical distancing is difficult to achieve have barriers (e.g., Plexiglas barriers) installed to limit contact between employees and students or visitors.
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- To the extent feasible, visitors to any building on campus are limited to those who are essential for the IHE's operation. Visitors to campus buildings are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log, if feasible.
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- Symptom checks are conducted before visitors may enter campus buildings. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
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- Visitors are instructed that they must wear cloth face coverings during their visit. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.
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- To the extent feasible, movement of visitors to the campus is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
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- Visitors arriving at the campus with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public within all buildings
- Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
 - Restrooms: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week.](#)
 - Lobbies: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week.](#)
 - Break rooms: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week.](#)
 - Waiting areas: [High-touch fixtures and surfaces: three times a day; all fixtures and surfaces: five times per week.](#)
 - Other: [High-dust furniture to be cleaned once per week; trash emptied and liners replaced five times per week.](#)
- Building infrastructure that supports bike commuting is open and capacity for bike storage increased if feasible.
- Optional-Describe other measures

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

- A copy of this protocol is posted at all public entrances to the facility, provided that for large institutions, a sign with a QR code or link to the IHE's website that posts a copy of the protocol is sufficient to meet this requirement.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).
- Signage is posted at each primary public entrance of the each campus building to inform all employees, students and visitors that they should: Avoid entering the building if they have a cough or fever.
- IHE has a communication plan for campus closure that includes outreach to students, employees and the community.
- Online outlets of the workplace (website, social media, etc.) provide clear information about required use of face coverings, policies in regard to making appointments, and other relevant issues.

F. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

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

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

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

Business Contact Name: Dr. Sarah Van Orman **Phone number:** (213) 740-5338

Date Last Revised: July 31, 2020

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