Spring 2021 Guide
As of December 18, 2020
INTRODUCTION

The ongoing COVID-19 pandemic continues to significantly impact Los Angeles County, and requires the University to begin the semester remotely in accordance with public health guidelines. Therefore, we will start the spring semester with the same online instruction as we had during the fall. This also means that access to most indoor spaces on campus will continue to be restricted, on and off-campus events remain prohibited, and no additional students are permitted in our residential halls.

We remain hopeful that at some point during the semester, we will be able to expand on-campus activities, including access to the libraries, instructional facilities and research labs. We are in regular communication with local public health officials about these activities and a host of others, including setting up tents for small groups of students to study, and reopening our tennis courts and swimming pools. We know these are important to the mental and physical well-being of students, and we will be ready as soon as we have permission. In preparation, we have implemented an expansive screening and testing program, retrofitted our campuses to promote proper physical distancing, and are developing plans to administer COVID-19 vaccines as soon as they are available.

Subject matter experts from across the University are collaborating on how our campuses can safely reopen when permitted to do so in accordance with all public health guidelines. This effort is being led by President Carol L. Folt and Provost Charles F. Zukoski and involves multiple Restart Working Groups consisting of over 100 faculty, staff and students. Our planning process covers extensive detail, considering contingencies and preparing us to be both nimble and thorough in our approach. We are extremely grateful for the contributions of these individuals and so many others that have risen to the challenge to determine the University’s path forward.
The University is committed to following the guidance of Federal, State, County and local public health agencies, and we are implementing specific State and County guidelines for Institutes of Higher Education. USC is focused on a safe and prudent gradual reopening and expansion of campus activities. The safety of our students, faculty, staff and surrounding community is our paramount concern and will drive our decision making. Public health guidelines continue to change and we will adapt our plan to meet them.

Our top priority is to provide an excellent educational experience, in and out of the classroom, and to foster engagement with the Trojan Family that lasts for a lifetime. Regardless of the environment we are in, our goal is unchanged — to make our courses excellent, convenient, and interactive; to challenge our students intellectually, inspire their creativity, and push them to the frontier of knowledge, no matter how or where the learning experience occurs.
The University's policies and plans will continue to be updated over time based on current conditions, and as the scientific understanding of COVID-19 evolves.

Please visit the We are SC website for the most up-to-date information and announcements.

The following topics, protocols, guidelines and requirements directly apply to the majority of those within the USC community. However, there might be circumstances unique to a specific USC location and/or function, including Keck Medicine of USC, which require adaptation to the direction provided herein. Students, faculty and staff are encouraged to contact their advisor or supervisor if they have questions.
# Table of Contents

GUIDING PRINCIPLES ........................................................................................................... 7

RETURN TO CAMPUS ............................................................................................................. 10
- Guidelines & Requirements .................................................................................................. 10

TROJAN COMMITMENT .......................................................................................................... 11
- Compliance & Accountability ............................................................................................... 13
- Campus Access ..................................................................................................................... 13
- Visitors ............................................................................................................................... 13
- Accommodations for Individuals at Increased Risk .......................................................... 14

PUBLIC HEALTH MEASURES .............................................................................................. 15
- Personal Hygiene .................................................................................................................. 16
- Stay home if you are sick ..................................................................................................... 16
- Physical (Social) Distancing ................................................................................................. 16
- Space Modifications & Signage .......................................................................................... 16
- Elevators ............................................................................................................................ 17
- Meetings ............................................................................................................................. 17
- Travel .................................................................................................................................. 18
- Face Coverings & Personal Protective Equipment (PPE) .................................................... 18
- Cleaning Protocols ............................................................................................................. 19
- Indoor Air Quality .............................................................................................................. 20

CASE DETECTION & RESPONSE PLAN ............................................................................. 21
- Wellness Assessment ("Trojan Check") .............................................................................. 21
- Testing / Screening .......................................................................................................... 21
- Required Surveillance Population Testing ......................................................................... 22
- Incident Tracking & Contract Tracing .................................................................................. 22
- Isolation & Quarantine Procedures ...................................................................................... 23
- Treatment & Care .............................................................................................................. 23

IMMUNIZATIONS & VACCINES ............................................................................................ 24
- Immunizations .................................................................................................................... 24
- Flu Vaccine ......................................................................................................................... 25
- COVID-19 Vaccine ............................................................................................................. 25

ACADEMICS .......................................................................................................................... 26
- Academic Calendar .............................................................................................................. 26
- Instructional Methods ......................................................................................................... 27
# Table of Contents cont.

Online Classes ........................................................................................................... 27  
In-Person & Hybrid Classes .................................................................................... 27  
Asynchronous Teaching ........................................................................................... 27  
Research .................................................................................................................... 27  
Faculty Support ....................................................................................................... 28  

STUDENT LIFE ........................................................................................................... 28  
USC Student Housing ............................................................................................... 29  
Non-USC Housing (Private Off-Campus Leases) ..................................................... 29  

ATHLETICS .................................................................................................................. 30  
Student-Athlete & Staff Return ................................................................................ 30  
Athletic Competition Events ..................................................................................... 30  

OTHER CAMPUS OPERATIONS & SERVICES ............................................................ 31  
Campus Dining ......................................................................................................... 31  
Events (and Other Gatherings) ................................................................................... 31  
Information Technology Services ............................................................................ 31  
Libraries ....................................................................................................................... 32  
Transportation & Parking .......................................................................................... 32  
USC Bookstores ......................................................................................................... 32  
USC Hotel .................................................................................................................... 33  
USC Village ................................................................................................................. 33  

MENTAL HEALTH, WELL-BEING, AND OTHER SUPPORT RESOURCES ............... 34  
USC Student Health .................................................................................................. 34  
Mindful USC .............................................................................................................. 34  
Campus Support & Intervention ............................................................................ 34  
Trojans Care for Trojans ......................................................................................... 34  
Center for Work and Family Life ............................................................................. 34  
Office of the Ombuds ............................................................................................... 35  
Occupational Therapy ............................................................................................... 35  
Financial Assistance ................................................................................................. 35  

COMMUNITY ENGAGEMENT .................................................................................... 35  

CONTACTS & RESOURCES ......................................................................................... 36
GUIDING PRINCIPLES

Health and safety come first
Protect the well-being of our students, faculty, staff and patients – and be there for our neighbors and local community.

Advance our academic mission
Ensure the excellence and continuity of our education and research, and commitment to access and equity.
Restart Phases

We have developed a carefully planned phased approach to restarting campus operations in a gradual manner. This was designed in consultation with local health authorities, our own health care experts, and Centers for Disease Control and Prevention guidelines. Our phases operate within the California Department of Public Health’s Blueprint for a Safer Economy, which includes a tiered framework for reopening.

The specific restart phases are described below. The University is currently in Phase 2, which involves the first steps of reopening the campus with strict physical distancing protocols in place. The majority of classes will begin the spring semester online, and we encourage those returning to off-campus residences near USC to delay their arrival until conditions in Los Angeles County improve. Though most faculty and staff continue to work remotely, we have brought back some of our researchers and clinical education programs, and healthcare operations as permitted under State and County guidelines.

**Current Phase**

**Phase 1: Safer-at-Home**
Safer-at-home orders in place for city and county. All courses are online. Strict protocols around face coverings, physical distancing and increased cleaning are in place.

**Access:** students, faculty and staff are on campus by exception only.

**Phase 2: First Steps**
Begin increased campus activities with strict physical distancing protocols in place. Most operations remain remote.

**Returning functions:** research, clinical education, essential Keck healthcare operations.

**Phase 3: Forward Together**
Expanded model of on-campus and online learning with moderate physical distancing protocols in place. Increased on-campus operations.

**Returning functions:** academics, research, athletics

**Phase 3: Fight On**
Most operations re-open with health guidelines in place.

**Returning functions:** academics, research, athletics

**Restrictions Lifted**
Full operations of all academics, research, and athletics without additional restrictions or guidelines.
USC will progress from one phase to another as conditions allow, in line with federal, state and local guidance, as well as guidance set by USC. **Until USC announces a change in phase, the current phase is in effect, regardless of federal, state and local announcements.** Phases are not time-based, rather, they are conditions-based and may be adjusted from time to time depending on public health conditions or government directives or other considerations.
RETURN TO CAMPUS

Faculty and Staff: If you have not received a notification from your dean or supervisor that you are expected to return to campus, please continue to work from home. If you have any questions, please contact your dean or supervisor. Employees and supervisors returning to work on campus should view USC Employee Gateway COVID-19 Employee Resources, which includes Return to Work Guidelines for both employees and supervisors. Employees working from home should review the Remote Work Guidelines.

Students: We are only encouraging those students taking courses that require in-person instruction to return to campus during the spring semester. To begin the spring semester, most classes will be exclusively online, and student housing and on-campus activities also remain restricted. We are planning to offer a wider selection of in-person and hybrid courses when permitted by public health guidance.

For faculty, staff and students returning to campus, please review the Returning to Campus Checklist, which includes information on mandatory training, daily health attestation (Trojan Check), and behavioral expectations.

Guidelines & Requirements
In addition to adhering to public health guidelines, every student, faculty, staff and visitor coming to our campuses will be required to follow additional University health measures. The success of the Trojans Return plan is a shared responsibility. We all must do our part to protect ourselves and especially those at higher risk both on our campuses and in our community. Anyone who is unable to follow these rules can request accommodation; all others are required to comply. Failure to do so may result in disciplinary action.
TROJAN COMMITMENT

All individuals returning to our campuses must agree to uphold the Trojan Commitment to abide by these safeguards for the health and safety of the entire USC community.

As Trojans, we fight on. And, as a community that supports and respects one another we must all join the fight against COVID-19. United and committed, we will prevent the virus from spreading. Commit to protect yourself, your peers, your neighbors and the entire Trojan Community. When we all thrive, we all succeed.
Make the commitment to protect yourself, your peers, your neighbors and the entire Trojan community:

**PROTECT MYSELF**
- Self-monitor for any symptoms associated with COVID-19.
- Wash hands frequently and thoroughly with soap and water; if soap is unavailable, use hand sanitizer (60%+ alcohol content).

**PROTECT MY PEERS**
- Practice physical distancing – keep 6 feet/2-meters distance from others.
- Stay home when sick and contact student health or a physician if necessary.
- Wear a face covering around others.
- If personal protective equipment (PPE) is assigned, wear as instructed. Take care when putting on and removing PPE, to minimize infection.

**PROTECT MY COMMUNITY**
- Keep frequently touched common surfaces clean by using disinfectant wipes.
- Participate in training sessions, and follow instructions for screening, testing, contact tracing or any other measures to contain spread.
- Be mindful of others who may be at a higher risk for contracting the disease.
- Respect neighbors by practicing physical distancing, wearing face coverings, and being aware of noise levels. Avoid hosting parties and follow city guidelines on public gatherings.
- If you test positive for COVID-19, notify the USC COVID-19 hotline: 213-740-6291 or COVID19@usc.edu.
- Support those who need help and if concerned about a friend or colleague, contact Trojans Care for Trojans.
Compliance & Accountability
Compliance with public health measures is mandatory. To prevent widespread infections and possible campus closure, all students, faculty and staff must play a role and take these measures seriously. By following the proper health, hygiene, and safety procedures, we can protect our community together. Those who put others at risk by violating these expectations will be subject to disciplinary action that may lead to removal from campus. Managers and supervisors are expected to hold their employees accountable for adhering to mandatory health and safety behaviors while in the workplace.

Campus Access
Vehicle and pedestrian access to campus will be routed through specific entry points. All individuals entering campus will be required to show proof of Trojan Check, or complete a symptom check paper form on-site prior to entry. Visitors are also required to provide their personal information and details of where they will be visiting on campus. We have a team of Trojan Ambassadors to assist with campus check-ins, and to help ensure everyone is using face coverings and adhering to physical distancing. Most campus buildings will remain locked with access only for authorized employees performing essential services, and those students attending in-person courses and/or other University-approved activities on campus.

Please visit here to view campus maps and access locations.

Visitors
Visitors to our campuses will be restricted in compliance with Los Angeles County Department of Public Health guidelines. This is necessary in order to help protect our USC community, and to mitigate the spread of COVID-19.

Guests, including members of the local community, will be permitted to walk the campus grounds under the University’s health and safety protocols. All guests are required to wear face coverings, keep six feet of physical distancing, and complete Trojan Check, either online in advance or on-site via paper form. Campus tours are not currently in operation.
In general, visitors to campus buildings will only be permitted if absolutely essential and by appointment. Meetings should be conducted either online or phone whenever possible.

Contractors engaged in on-campus construction products must coordinate their activities with USC Capital Construction and Development (CCD). On-campus construction plans must be approved by CCD, and will be subject to regular compliance audits.

**Accommodations for Individuals at Increased Risk**

While everyone is at risk of getting COVID-19 if exposed to the virus, some populations are more likely to become severely ill. These groups include older adults and people with underlying medical conditions. If you identify as someone who might be at higher risk for severe illness from COVID-19 due to age or underlying health conditions, or have family members in the “high risk” category, temporary academic or workplace accommodations will be granted to the extent feasible.

Staff and faculty with concerns should contact their supervisors, department chairs, **HR partners**, or deans of faculty, who will work with **Disability Services and Programs (DSP)**. Students should contact DSP directly.
PUBLIC HEALTH MEASURES

The following were developed in partnership with Los Angeles County Department of Public Health and in compliance with CDC, Occupational Safety and Health Administration (OSHA), and the California Division of Occupational Safety and Health (Cal/OSHA) guidelines. Implementation is critical to prevent and mitigate the spread of COVID-19 on our campuses and in our local communities.

The most effective current methods for reducing the spread of COVID-19 are staying at home when possible, maintaining at least six-feet of physical distance from others, using proper PPE and/or face coverings, washing hands frequently, and staying isolated if experiencing any COVID-19 symptoms as currently identified:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

All students, faculty, staff and visitors are required to practice proper hand hygiene, respiratory etiquette, and wear required PPE or face coverings when in outdoor or indoor shared campus spaces.
Personal Hygiene

- Stay home if you are sick.
- Frequently wash hands with soap and water for at least twenty (20) seconds, or use hand sanitizer with 60%+ alcohol content.
- Avoid shaking hands and always wash hands after any physical contact with others.
- Cover coughs and sneezes with a tissue or with your upper sleeve when in private settings and not wearing a face covering. Wash your hands or use a hand sanitizer after coughing, sneezing or blowing your nose.
- Avoid touching your nose, mouth and eyes.
- Use disinfectant wipes to keep frequently touched common surfaces clean (e.g. telephones, computer equipment, door knobs and light switches, etc.).
- Do not share other workers’ phones, desks, offices or other work tools and equipment.

Physical (Social) Distancing

Physical distancing is mandated in classrooms, offices, common areas and outdoor spaces to reduce the risk of COVID-19 spread. Individuals are to maintain at least six feet physical distance from others.

Space Modifications & Signage

- We have reconfigured our facilities and spaces, including classrooms, to reduce the risk associated with virus transmission. The number and capacity of rooms available for in-person teaching and other activities remains significantly restricted.
- Hundreds of classrooms have been upgraded with enhanced audio/visual equipment to deliver online lectures via Zoom.
Workspaces have been reconfigured to either allow for six feet between individuals, or with barriers installed if people must either face each other and/or are unable to be six feet apart.

Adjustments are being made to campus community spaces and common areas (e.g. lobbies, waiting areas) to promote physical distancing. This includes the removal of furniture and/or placement of signage to identify those items that are not available for use.

Touch-free hand sanitizer stations have been installed across campus, both in buildings and common areas. We are also in the process of upgrading campus bathrooms with touchless fixtures to help mitigate viral spread.

New signage and markers have been placed throughout our campus buildings and public spaces to provide awareness and direction for adherence to required COVID-19 safety protocols.

Elevators
Those on campus should use the stairs inside buildings whenever possible. Elevators capacity will most often be limited to two occupants per cab to achieve six feet of physical distancing. Riders are required to wear a cloth face covering while traveling alone or with other occupants, and should refrain from talking. Passengers should also avoid touching the elevator buttons with an exposed hand/fingers, and wash hands or use alcohol-based hand sanitizers after leaving the elevator. Those waiting for elevators in lobbies are to practice appropriate physical distancing.

Meetings
Employees and students should use video and online meeting platforms whenever possible and until further notice. If in-person meetings are absolutely necessary, then capacity and physical distancing must be consistent with the current USC Employee Return to Work Guidelines and held outdoors when at all possible. Food and beverage should not be served.
Travel
All non-essential University travel is suspended until further notice. Keck Medicine of USC and the Keck School of Medicine of USC have implemented a temporary ban on business travel for all international and domestic trips.

All students, faculty and staff are strongly advised against non-essential personal travel at this time. If personal travel is unavoidable, please consult the Domestic Travel Safety Guide (developed by USC Environmental Health & Safety) as you make your preparations. California is currently under a travel advisory and all persons arriving in California from other states or countries for non-essential, including returning California residents, should practice self-quarantine for 14 days after arrival. This is required for university faculty, staff and students.

For more information including guidance on quarantine after traveling, please review USC Travel Guidance and the CDC Travel web page.

We recognize this guidance, combined with other U.S. government travel restrictions for non-U.S. citizens, pose unique difficulties for our international students. The University and academic programs are committed to helping students navigate this situation. Please visit the USC Office of International Services website for additional information and updates.

Face Coverings & Personal Protective Equipment (PPE)
The use of proper face coverings when interacting with others provides added protection against transmission, especially since many people with active infections show no symptoms but are still capable of spreading the virus.

All individuals are required to wear face coverings on campus and in the classroom except while alone in a private office or individual sleeping room. The University will supply face coverings to students and employees who need to be on campus. Individuals may also choose to wear their own face covering.

University departments must undergo a risk assessment to determine the types and quantities of additional PPE and/or face coverings needed. We have created a centralized
system to procure and distribute PPE and face coverings. Orders are to be placed via a dedicated online USC PPE Portal. Those academic units and departments with existing access and/or specialized PPE needs are encouraged to continue sourcing PPE through those established channels.

Please visit the USC Environmental Health & Safety COVID-19 Resource Center for information on PPE types and proper use along with instructional videos, and other health and safety training materials.

**Cleaning Protocols**
The University has implemented a robust cleaning and sanitation process in all public buildings and recreation spaces. High-touch surfaces are thoroughly cleaned multiple times a day using products meeting Environmental Protection Agency (EPA) criteria for use against COVID-19. Restrooms and other high-touch areas receive special attention. Our cleaning professionals have been trained on the new protocols and cleaning products being used. Additionally, cleaning supplies will be available for individuals to make touch-ups to their workspaces.

We are also encouraging our faculty, staff and students to take an active role in cleaning and disinfection of personal items, work stations, and living areas:

- Door handles/knobs
- Keyboards/mice
- Computer monitors and tablets
- Desktops
- Remote controls
- Desk and cell phones
- Shared work stations and chairs
- Copiers
- Faucets and sinks
Indoor Air Quality

There are currently no verified cases of transmission of COVID-19 from droplets traveling over large distances, including through air conditioning systems.

All centrally controlled heating, ventilation, and air conditioning (HVAC) building systems are run at least two hours before and after building occupancy. Systems that have the ability to run with 100 percent outside air will be run during this time to flush the buildings with filtered outside air.

We have also disabled the centrally managed demand control ventilation system to maximize the amount of outside air to each space within the buildings at all times. USC’s HVAC systems are designed to meet all required ventilation standards and building codes by allowing enough fresh outdoor air to control contaminant levels in buildings.

In line with public health guidance, many of our buildings will not be at full occupancy, and all occupants must adhere to physical distancing measures. This results in higher per person outdoor air flow rates to control contaminants, including COVID-19.
CASE DETECTION & RESPONSE PLAN

Wellness Assessment (“Trojan Check”)

All students, faculty, staff, and visitors coming to campus are required to complete Trojan Check each day before entering campus. In order to access Trojan Check, students and employees must first complete the appropriate “Health, Hygiene and Safety” online module, accessible through TrojanLearn. Trojan Check is available online and via a mobile app for use on smartphones and tablets. Departments that currently require a paper version (English and Spanish) may download them here. Students residing in on-campus housing must complete the symptoms check daily. Upon completion of the assessment, the system generates a pass which will be required to access campus or leave residence halls.

Temperature screenings may be required for entry to certain areas of campus. In addition, Trojan Check randomly selects individuals entering campus for temperature screening at perimeter access points.

Testing / Screening

Regular COVID-19 testing is part of the University’s public health strategy, which includes clinical testing for symptomatic and exposed students, faculty and staff on campuses; as well as randomized community testing for virus prevalence to help determine “hot spots” among populations, locations and interactions (people, place and time). USC Student Health is conducting tests for both exposed / symptomatic and asymptomatic students and employees.
For the spring term, we are implementing a plan that will greatly scale our community surveillance program for COVID-19. This is being done through a number of resources coordinated through Keck Medicine of USC Clinical Laboratories, which will also further support a quick turnaround of PCR (polymerase chain reaction) test results. Test results are expected to be ready within 24-48 hours with the majority made available on the same day. Please visit Testing at USC for detailed information and instructions on how to schedule a test. To arrange for testing due to exposure or symptoms, call USC Student Health at (213) 740-9355.

Additionally, the University is in the process of operationalizing and validating a technology solution for rapid and accurate detection of the virus that causes COVID-19. We plan to share more details of this screening system in the coming weeks.

**Required Surveillance Population Testing**
Pre-arrival COVID-19 testing is required for all students before returning to campus. Please visit the USC Student Health COVID-19 testing website for additional instructions. Undergraduate students who reside in USC Housing or come onto our campuses will be required to test twice weekly. Graduate and professional students, faculty, and staff who come onto our campuses will be required to test once weekly. These required tests will be provided by the University at no cost to our current students, faculty, and staff.

*Keck Medicine of USC employees will continue to be supported through their established protocols involving daily screening, ensuring appropriate PPE and distancing is maintained throughout facilities, and rigorous contact tracing and testing based on exposure tracking through Employee Health Services. Practices are routinely evaluated for effectiveness, and adjustments are made where appropriate.*

**Incident Tracking & Contract Tracing**
Given ongoing community transmission in Los Angeles, we expect to see positive cases of COVID-19 in the campus community. We are actively monitoring positive cases among students and employees in the campus environment and their relation to the broader spread in Los Angeles County. Please visit the USC COVID-19 Dashboard to view current testing data and trends.
A contact tracing team of health professionals in USC Student Health is working to identify, notify, trace and isolate positive cases within the USC community. The team is prepared to quickly identify exposed individuals, implement quarantine, and notify individuals and groups that might need to be tested, self-isolate and/or self-monitor for symptoms.

USC Students, faculty and staff who have been physically present on campus are required to notify USC if they test positive. To notify the University of a case, please call the COVID-19 Hotline: (213) 740-6291, or email covid19@usc.edu.

Contact tracing information is used for the sole purpose of protecting community health. Personal information is not shared with others in the University, including those who may have been exposed.

**Isolation & Quarantine Procedures**

When inevitable cases of COVID-19 occur, individuals who are exposed will be required to quarantine and those who are ill will be required to isolate consistent with [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

**All Students** – whether they live on or off campus – will have accommodation arrangements made for quarantine. The medical team at USC Student Health will authorize these arrangements.

**All Faculty & Staff** – whether they are required to quarantine due to a workplace exposure or community exposure to COVID-19 – will have accommodation arrangements made for quarantine if they are unable to safely self-isolate at home. The University will cover the expenses related to accommodation arrangements for employees required to quarantine due to a workplace exposure. Employees required to quarantine due to a community exposure (not workplace) will be billed for accommodations.

**Treatment & Care**

For any individual experiencing possible COVID-19 symptoms, the most important step to take is to stay home and practice respiratory hygiene (cover your cough and wash your hands frequently). Call your health care provider and let them know your symptoms. Do
not go directly to an urgent care or emergency department unless you are experiencing severe, life-threatening symptoms. In many cases, your health care provider will schedule a telehealth appointment to assess your situation.

**For Students**: Your health provider is USC Student Health. For medical appointments involving respiratory symptoms or any other health care services, please make your appointment on MySHR or call the USC Student Health line, (213) 740-9355. Students with symptoms will have access to medical care through the Engemann Student Health Center.

**Faculty and Staff**: Please stay at home if feeling sick and contact your medical provider. Notify your supervisor, telecommute if possible, and please seek guidance from your HR partner. Faculty and staff (and their dependents) enrolled in USC health care plans will have care and treatment covered if diagnosed with COVID-19.

*Health care employees at Keck Medicine of USC should follow current guidelines for employee health clearance. Email EmployeeHotline@med.usc.edu with general questions. For health clearance to return to any Keck Medicine facility, contact the Employee Health Services dedicated service line: (323)-442-5219.*

**IMMUNIZATIONS & VACCINES**

**Immunizations**

All USC students are required to complete their **required immunizations**. Measles and mumps (often combined with rubella as a two-dose MMR vaccination), varicella (chicken pox), meningococcal disease (for students under 21), TB tests (for students from specific international countries), and the seasonal influenza (flu). Additional requirements apply to students in the health professions degree programs. Students are strongly recommended to complete vaccination requirements in advance of the spring semester. For students who are unable to receive vaccines in their home locations, vaccinations will be available by appointment only at USC Student Health.
**Flu Vaccine**

This year’s flu season is expected to coincide with increasing COVID-19 cases. Reducing flu cases will relieve potential surge at health care centers and hospitals throughout the region and reduce the chance for required isolation in the event you become sick.

All USC Students returning for in-person classes or living in University-owned residences in Spring 2021 are **required to show proof of vaccination** prior to returning to campus. Students living in off-campus residences and taking classes remotely are also strongly encouraged to get a flu vaccine. Flu vaccines are available through USC Student Health for students in the campus vicinities. Students may also make appointments through the student health records portal, [https://usc.edu/myshr](https://usc.edu/myshr). For additional assistance, please contact USC Student Health at (213) 740-9355 (WELL) or email studenthealth@usc.edu.

On-site employees who return to work on-site through the end of the Spring 2021 semester are also **required to receive the flu vaccine**. The University is providing free flu vaccinations through USC Pharmacies for faculty and staff working on-site at any USC location. Please visit the [USC Pharmacies Flu Vaccine web page](https://usc.edu/myshr) for more information, and to make an appointment. Staff and faculty working remotely should contact their health care provider to arrange for a flu vaccine.

**COVID-19 Vaccine**

The University is making preparations for a safe and efficient COVID-19 vaccine rollout to the USC community as soon as possible. Keck Medical Center of USC is receiving vaccine shipments, is first administering them to healthcare workers at most risk of infection. Additionally, a [vaccine working group](https://usc.edu/myshr) has been established, which is developing a comprehensive distribution plan for staff, faculty, students, patients and the remainder of our healthcare workers once we begin receiving a critical mass of doses.

The University is also finalizing its vaccination policy and prioritization based on federal, state, and local guidelines, which we expect to publish in January. We will strongly recommend faculty, staff and students get vaccinated as soon as doses become available for their risk group. Taking a COVID-19 vaccine is the best way to protect yourself and others. Please visit the [Keck Medicine of USC website](https://usc.edu/myshr) for additional information and updates.
ACADEMICS

USC is dedicated to delivering academic excellence regardless of how COVID-19 may impact our environments for learning. Faculty and staff are fully committed to the progress of our students, and we believe they deserve to receive a world-class educational experience. Whether that experience is on campus or using online tools, we will do everything we can to fulfill this promise.

Academic Calendar

The spring semester begins on January 15, 2021, and all classes, including final exams, will end by May 12, 2021. There will be no Spring Recess to minimize the risk of spreading coronavirus through travel. Instead, we have scheduled five Wellness Days distributed throughout the semester.

A Wellness Day is a day on which there will be no classes and no classwork expected of students. Students are encouraged to use this time to rest, exercise, and connect with friends and family.

Please see here for updated information.

<table>
<thead>
<tr>
<th>Spring Academic Calendar 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester 2021</strong></td>
</tr>
<tr>
<td>Open Registration</td>
</tr>
<tr>
<td>Classes Begin</td>
</tr>
<tr>
<td>Martin Luther King’s Birthday</td>
</tr>
<tr>
<td>President’s Day</td>
</tr>
<tr>
<td>Wellness Day (No classes)</td>
</tr>
<tr>
<td>Wellness Day (No classes)</td>
</tr>
<tr>
<td>Wellness Day (No classes)</td>
</tr>
<tr>
<td>Wellness Day (No classes)</td>
</tr>
<tr>
<td>Wellness Day (No classes)</td>
</tr>
<tr>
<td>Classes End</td>
</tr>
<tr>
<td>Study Days</td>
</tr>
<tr>
<td>Exams</td>
</tr>
<tr>
<td>Commencement</td>
</tr>
</tbody>
</table>
Instructional Methods
Given current guidance from local and state health authorities, the majority of classes will continue to be delivered online for the time being.

Online Classes
The University and our faculty are committed to excellence of educational delivery in an online environment. We continue to offer a rich array of courses and out-of-class experiences online. We have invested in new technologies and have upgraded the audio/visual capabilities in classrooms to improve the Zoom experience. Additionally, our faculty are utilizing new methods and creative tools to enhance the virtual classroom experience for our students. USC also has some of the leading online programs in a number of schools, and they have been sharing their experiences with faculty across the University.

In-Person & Hybrid Classes
We are hoping and planning for some amount of in-person instruction during the spring semester if permitted by public health authorities. Any such classes will take place on campus under strict health and safety protocols. Some courses may also be offered in a hybrid modality, combining elements of both distance and in-person learning.

Asynchronous Teaching
The COVID-19 pandemic is creating challenges for many students and faculty that make it difficult for everyone to be present at the same time for a live (synchronous) class. These challenges include caregiving responsibilities, unstable or inaccessible internet connections, time zone differences and illness. Equally important is our commitment to providing an equitable learning experience for our students who need accommodations. Therefore, all lectures and class sessions will be recorded, with audio transcripts, and made available to students asynchronously (at any time outside of class time).

Research
Research activities resumed on a limited basis during the summer and fall, and we are gradually increasing capacity as conditions allow. Each academic unit has developed a
research restart plan in accordance with regulations as well as all CDC, Cal/OSHA and University guidelines. All plans require researchers to maintain a minimum of six feet of physical distancing, ensure researchers and support staff have required PPE, and research spaces are cleaned and disinfected according to Los Angeles County Department of Public Health and University protocols. Please visit the COVID-19 Research Continuity Resources website for additional information.

**Faculty Support**

Our faculty is continuing to work hard to implement new, innovative ways to facilitate remote learning and engagement. Resources have been deployed in schools and in the Center for Excellence in Teaching (CET) to enable faculty to reimagine and deliver their courses in the physically distanced environment and online. Additional teaching continuity resources for faculty can be found [here](#).

**STUDENT LIFE**

With over 40,000 students taking classes remotely in the fall and to begin the spring semester, this truly is an academic year unlike any other in USC’s 140-year history. We developed the Experience USC web portal for students to experience the Trojan Community in a virtual setting. This brings together all the facets of college life in a single resource to help enhance the student experience across academics, community, wellness, arts and culture, service and career. All students are encouraged to sign-on and utilize Experience USC as means to stay connected and involved.

Additionally, the USC Welcome Experience events provide special opportunities for incoming students to explore and enjoy.

For the Spring 2021 semester, all USC students will be required to update their current addresses in OASIS by January 15, 2021.
**USC Student Housing**

We have not yet received permission from Los Angeles County Department of Public Health to resume residential life. Current residents who received an exception to live in USC student housing for the fall semester are not affected and may remain in place. For all others, we ask that you delay your return to campus until the County has given permission for residential housing.

Students living in USC Housing facilities are expected to diligently follow the USC Housing COVID-19 policies. This is critical to maintain a safe environment for our students and the entire USC community. If required, disciplinary action will be taken to address any policy violations.

For additional information please visit USC Housing FAQs, or contact USC Housing at (213) 740-2546, housing@usc.edu.

**Non-USC Housing (Private Off-Campus Leases)**

We are encouraging students to delay signing binding lease agreements for non-USC housing since the spring semester will begin online. Only those students taking in-person classes (those enrolled in programs deemed essential, like clinical education) are encouraged to return to campus for the start of the spring semester.

The University is also in regular communication with landlords who own or manage properties around our campuses to discuss lease policies and encourage COVID-19 safety best practices. Students living in the surrounding neighborhoods should be aware that access to campus is currently limited, and most campus buildings are closed.

All students living either on or near campus will need to limit the number of close contact exposures and avoid congregating with many friends at a time. Person-to-person contact poses the greatest risk of spreading infection. Large social gatherings continue to be strictly prohibited.

Please visit USC Housing FAQs, which includes additional information and resources for students living in non-university housing.
ATHLETICS

Student-Athlete & Staff Return

USC Athletics partnered with University medical experts to create a comprehensive health and safety plan that complies with Los Angeles County Department of Public Health, Pac-12 Conference and NCAA recommendations and guidelines.

Student-athletes will be able to return to training and team activities based on schedules approved by Athletic Administration. All student-athletes are required to participate in a COVID-19 health and safety protocol information session, complete the University’s mandatory training module, pass annual pre-participation physical, and undergo regular COVID-19 testing. USC’s athletic medicine staff will make the final determination on a student-athlete’s clearance to participate in voluntary workouts, team practices, and competition events.

In addition to student-athletes, returning essential athletics staff members will also undergo regular COVID-19 testing. If you have not received notification from your supervisor that you are expected to return to campus, please continue to work from home.

For various reasons some student-athletes may choose not to participate in voluntary workouts and/or team activities. The University respects and fully supports the choices made by student-athletes and their families. Students who elect not to return to campus due to COVID-19 can make that choice without fear of retribution through scholarship cancellation/reduction. The University will not cancel or reduce aid if a student-athlete chooses not to return because of COVID-19 concerns.

Athletic Competition Events

We continue to work with the PAC-12, NCAA and local authorities on hosting sporting events. In-person attendance is not currently permitted by Los Angeles County Departmet of Public Health. Please visit USC Athletics for additional information and updates.
OTHER CAMPUS OPERATIONS & SERVICES

Campus Dining
Residential dining is operating in strict accordance with Los Angeles County Department of Public Health guidelines. Currently, all meals are being provided via pick-up and to-go. Food is pre-packaged and pre-order options are available via Grubhub.

Additionally, select campus restaurants and cafés are open and with restricted hours of operation and service. In response to the COVID-19 pandemic, Rosso Oro’s is functioning as a community café with affordable lunch and dinner options, open seven days a week on the University Park Campus. At the Health Sciences Campus, Verde is serving as a community café with low-priced breakfast and lunch meals.

Please visit USC Hospitality and Dining FAQs for more information.

Events (and Other Gatherings)
The current Los Angeles County Department of Public Health orders include restrictions on in-person events and gatherings. Therefore, USC has prohibited all University-sponsored on and off-campus events until we receive further public health guidance. The only exceptions that may be granted for the near future are related to instruction, training, and operations that are considered essential. For additional details, please refer to the official University guidance. Units who believe they have an essential event should complete an events application for appropriate review.

Information Technology Services
The University’s Information Technology Services (ITS) team has an important role in ensuring the successful delivery of online education and virtual experiences outside of the classroom.

ITS is also supporting students, faculty, and staff with remote connectivity, and providing solutions to those with connectivity issues (e.g. Wi-Fi hotspots). A dedicated website has been created to provide students, faculty, and staff with technology resources, instructions for using Zoom, and how to troubleshoot various technology-related issues.
For additional assistance, please contact ITS at (213) 740-5555, consult@usc.edu, or the appropriate academic school and department local resource.

**Libraries**
Library buildings are currently closed, but all library digital collections, services and programs that support remote teaching and learning remain available online. We are hoping to reopen at some point during the spring semester on a limited basis when conditions allow, and in compliance with Los Angeles County Department of Public Health guidelines. Please see the [USC Libraries website](#) for updates.

The USC Libraries are also undertaking a project to preserve the experiences of the USC and Los Angeles communities during the COVID-19 pandemic. This information will be used to create a public record of the pandemic for research and other educational purposes. All those interested in contributing can visit [here](#).

**Transportation & Parking**
In the fall, USC Transportation adjusted its operations in accordance with COVID-19 impacts and required health and safety protocols. Bus service was limited, and parking operations were modified with less students, faculty and staff on campus.

Please visit the [USC Transportation COVID-19 web page](#) for the most current information for the spring semester regarding bus service, parking and the University’s safe ride program.

**USC Bookstores**
USC Bookstores campus retail locations are currently closed until further notice in accordance with Los Angeles County Department of Public Health guidance. However, customers can [shop online](#) for course materials, computers, and USC merchandise. Free shipping is currently being provided on all orders, and [contactless curbside pickup](#) is also available.

[Textbooks & Course Materials](#) are fully operational; students can order online, choose shipping or on-site pick up, and the Bookstore offers a price match guarantee. We are also providing free product delivery to campus departments.
**USC Hotel**

*USC Hotel* currently has some of its rooms available to the public, while also being used by the University as part of its overall response to the COVID-19 pandemic. This includes providing rooms to support USC students and employees in need of quarantine space, Keck Hospital's Care for the Caregiver Program, and healthcare workers from Los Angeles County + USC Medical Center.

USC Hotel has implemented rigorous health & safety protocols in accordance with USC Environmental Health & Safety, LA County guidelines, and the CDC. Additionally, the hotel is Clean + Safe certified by the California Hotel & Lodging Association. For more information on our extensive safety and sanitation protocols, please visit [here](#).

Please call the hotel at (213) 748-4141 or (833)-2-BOOK-USC for reservation inquiries or general questions.

**USC Village**

*The Shops at USC Village* are open for business; retailers and restaurants are adhering to local public health guidelines and requirements.
MENTAL HEALTH, WELL-BEING, AND OTHER SUPPORT RESOURCES

USC Student Health

USC Student Health provides various mental health and well-being support programs for students. This includes counseling telehealth visits, Zoom-based therapy groups and wellness advice during stressful times. For more information, please visit Ways to Stay Well During Stressful Times or call (213) 740-9355.

Mindful USC

Mindful USC is a service from the Office of the Provost with a mission to empower the USC community to make positive change in the world by building a culture of mindfulness and compassion. It provides the USC Community with ongoing classes, trainings, and practice groups.

Campus Support & Intervention

Campus Support & Intervention (CSI) is available to assist students, faculty and staff in navigating complex issues. CSI connects with members of the USC community when they need support in achieving their academic, professional, and/or personal goals. If you would like to get in touch with a CSI staff member, please email uscsupport@usc.edu or call (213) 740-0411.

Trojans Care for Trojans

Trojans Care for Trojans (TC4T) empowers USC students, faculty and staff to take action when they are concerned about a fellow Trojan challenged with personal difficulties. For more information, call (213) 740-0411.

Center for Work and Family Life

The Center for Work and Family Life (CWFL) is available to help USC faculty and staff with mental health-related concerns during the COVID-19 pandemic. CWFL has trained clinicians available to discuss employee well-being, stress, anxiety and other behavioral health issues. For more information or to schedule an appointment, contact (213) 821-0800 (available 24/7) or cwfl@usc.edu.
Office of the Ombuds
The Office of the Ombuds is a safe, impartial, and confidential place to share any University-related conflict, issues, or concerns. It is open to all members of the USC community.

- To make an appointment with the University Park Campus Ombuds Office, please call (213) 821-9556 or email upcombuds@usc.edu.
- To make an appointment with the Health Sciences Campus Ombuds Office, please call (323) 442-0382 or email hscombuds@usc.edu.

Please note this is not an emergency resource and is not available 24/7. In case of an emergency, please contact the Department of Public Safety at (213) 740-4321.

Occupational Therapy
The USC Occupational Therapy Faculty Practice is providing Lifestyle Redesign® interventions for USC employees via telehealth visits. Faculty and staff are encouraged to utilize this service if experiencing challenges with physical health and/or daily routines due to the lifestyle disruptions related to COVID-19. Call (323) 442-3340 or email otp@med.usc.edu to schedule an appointment.

Financial Assistance
To support members of the Trojan family affected by COVID-19, the University established funds for students, employees, the community and Keck Medicine. For more information on how to donate to or apply for support from these funds, please visit here.

COMMUNITY ENGAGEMENT
Since the beginning of the COVID-19 pandemic, USC has been working with various organizations to provide support to the local community, including food delivery and basic needs assistance. USC is committed to continuing to engage and support our local community members during this challenging time. For additional resources and information, including volunteer opportunities, please visit here.
CONTACTS & RESOURCES

USC 2020-2021 Website
https://we-are.usc.edu/

USC COVID-19 Resource Center
https://coronavirus.usc.edu/

USC FAQs
For the spring semester and returning to campus, or working, learning and teaching remotely
https://we-are.usc.edu/faqs/

USC Environmental Health & Safety COVID-19 Resource Center
https://ehs.usc.edu/welcome/covid-19-resource-center/

Keck Medicine of USC COVID-19 website
https://www.keckmedicine.org/coronavirus/

COVID-19 Hotline
Call: (213) 740-6291
Email: COVID19@usc.edu
The USC community, including parents of current students, should use this hotline to ask any questions related to COVID-19

Students: Medical and Mental Health Care
USC Student Health https://studenthealth.usc.edu/
Call: (213) 740-9355 (WELL)
Email: studenthealth@usc.edu

Faculty and Staff (non-Keck): Employee Health and COVID-19 Testing
USC Student Health https://studenthealth.usc.edu/
Call: (213) 740-9355 (WELL)
Email: studenthealth@usc.edu
Keck Medicine of USC, Employee Health Instructions for health care employees and related personnel of Keck Medicine of USC:
(323) 442-8609
Verdugo Hills Hospital: (818) 952-4796
Employee Health Services dedicated service line: (323) 442-5219
General Keck Medicine of USC employee questions may be directed to: EmployeeHotline@med.usc.edu

Centers for Disease Control & Prevention (CDC) COVID-19 website

State of California COVID-19 website
https://covid19.ca.gov/

Los Angeles County Department of Public Health COVID-19 website
https://covid19.lacounty.gov/

Cal/OSHA COVID-19 Guidance and Resources
https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html