

PUBLIC HEALTH REOPENING PROTOCOL INSTITUTES OF HIGHER EDUCATION

Recent Updates: (Changes are highlighted in yellow)

9/17/2020:

- Updated to allow for opening select outdoor spaces that students living on campus may use for a limited set of academic activities provided that students using such spaces must keep a 6-foot physical distance and wear face coverings at all times.
- Updated to allow for limited film productions on campus.

The Pasadena Public Health Department, in alignment with the Los Angeles County Department of Public Health, is adhering to guidance from the California Department of Public Health, which recommends that counties with high levels of community transmission of COVID-19 limit the reopening of colleges and universities.

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

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

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

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

The Pasadena Public Health Department is adopting a staged approach, supported by science and public health expertise, to limit activities permitted at Institutes of Higher Education (IHE) until circumstances permit safe opening. 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 in Pasadena must also be in compliance with this Protocol for Institutes of Higher Education.

As noted in the summary box above, permitted activities are the following:

- On-campus housing for students with no alternative residential option;

- Education, training and other support for essential workforce activities;
- Activities required for faculty to carry out distance-learning and other remote activities;
- Activities required to maintain minimum basic operations;
- Any activities carried out as part of State or County COVID-19 response;
- Collegiate sports in compliance with CDPH guidance (see link above).

See the Statewide Guidance at: <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

These protocols are provided for IHEs for use in the instance that community COVID-19 conditions will permit return to in-person, indoor instruction in the City of Pasadena for the 2020-21 school year. In addition, these protocols should be followed for any outdoor operations that are currently allowed by the State Health Officer Order. Public and private IHEs should adopt contingency plans for remote learning, if worsening community COVID-19 conditions (e.g., increasing cases) or emerging science indicates a need for greater caution. IHEs should be in compliance with the California State Health Officer Orders and guidance, Pasadena Health Officer Orders and guidance, and additional applicable public health guidance.

This document may be updated as new information and resources become available. Go to <https://www.cityofpasadena.net/covid-19/> for updates to this document.

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist and the Exposure Management Plan.
- ✓ Follow additional protocols relevant to operations: <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and student and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in conspicuous locations visible to staff, students, and visitors and post to your website.
- ✓ Ensure your designated COVID-19 Campus Compliance Task Force and Campus Compliance Officer are trained and prepared to implement the [Exposure Management Plan](#).

Guiding Principles for Your IHE Community to Keep in Mind

These protocols are provided for IHE administrators, faculty, staff, and students to implement measures that may reduce the risk of disease transmission in the IHE setting, based on the current scientific evidence available for COVID-19 virus.

Any setting that brings people together poses a risk for disease transmission, so in choosing to move from the lowest risk setting to a higher risk setting, the IHE community is knowingly agreeing to take on that risk, and must be prepared to mitigate the impact of COVID-19 cases among their IHE community members. The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in IHE settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students are cohorted with the same teacher throughout/throughout instruction days and groups do not mix. Students remain at least 6 feet apart at all times, wear face coverings at all times, and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST INSTITUTES OF HIGHER EDUCATION

REDUCING RISK OF COVID-19 TRANSMISSION

IHE must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the campus. All policies described in this checklist, other than those related to terms of employment, are applicable to delivery staff and other third party companies on the premises.

The terms “employees” and “staff” are used in these protocols to refer to individuals who work in an IHE facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the IHE system, paid by entities acting as contractors to the IHE, paid by outside entities acting in collaboration with the IHE to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under the IHE direction to carry out essential functions.

Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOLS	
Institute of Higher Education Name:	
Person in Charge:	
Title:	
Phone Number:	Date:

ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:
<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Retail – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Restaurants – Public Health Reopening Protocol

- Fitness Facilities – Public Health Reopening Protocol
- Places of Worship – Public Health Reopening Protocol
- Public Pools – Public Health Reopening Protocol

MEASURES THAT ENSURE EQUITABLE ACCESS TO 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, 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.

EXTERNAL COMMUNICATION

- Post signage reminding visitors to maintain a distance of at least six feet at all times. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing staff/students/visitors to wear a face covering at all times, and to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, headache, muscle ache, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 symptoms.
- Communicate the facility's new protocols by posting information on your website and social media pages regarding new protocols, including physical distancing measures, use of smaller, consistent groups of visitors, and the use of face coverings.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, students, and the public.
- Provide copies of the Protocol to all staff and students.

INTERNAL COMMUNICATION, TRAINING AND RECORDS

- Provide training to staff and students on all sections of the public health protocols including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work/class if staff are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face coverings ([Face Covering FAQs](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the staff member may be entitled to receive that would provide financial support to stay at home while ill. Provide additional information on government programs supporting sick leave and workers' compensation for COVID-19, including staff member's sick leave rights under

the Families First Coronavirus Response Act, the staff member'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.

- Maintain records of each staff member's schedule and work area or assignment.
- Maintain records of all students' activities and group assignments.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

PROTECTION OF STAFF AND STUDENT HEALTH

- Connect staff and students to resources to access health insurance, a primary care doctor, and COVID-19 testing prior to reopening, such as calling 211 or 626-744-6068 for information on health insurance and primary care physicians, or visiting <https://www.cityofpasadena.net/public-health/>.
- Implement the **COVID-19 Exposure Management Plan** to limit the spread of COVID-19 among students and staff. The plan must designate a **COVID-19 Campus Compliance Task Force** responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Designate one member of the team as the Campus Compliance Officer, who acts as the liaison to the Pasadena Public Health Department in the event of an outbreak on campus. The plan identifies steps that will be taken immediately upon notification of campus officials that any member of the IHE community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19, including but not limited to:
 - Sending staff or students home immediately if they arrive sick or become sick during the day, ensuring physical distancing, that they are wearing a face covering (provide with a surgical mask if possible), and privacy is maintained. Encourage sick staff to contact their medical provider. If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
 - Providing fact sheets/information, in an appropriate language, on maintaining isolation and quarantine in accordance with Health Officer Orders and CDC guidance.
 - Making an immediate report to the Pasadena Public Health Department any time a student or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the campus while sick or up to 2 days before showing symptoms. The Campus Compliance Officer must call (626) 744-6089 or email nursing@cityofpasadena.net and provide all information requested by the Health Department. The IHE is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the campus. Testing resources can be found by calling the individual's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
 - Working with the Pasadena Public Health Department to investigate any COVID-19 illness. The COVID-19 Campus Compliance Task Force should designate trained staff to compile student and personnel records, campus floor plans, and staffing/student

attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all staff, students, and visitors and who had close contact (within 6 feet of the infectious person for 15 minutes or more). The COVID-19 Campus Compliance Officer should submit the completed [COVID-19 Exposure Investigation Worksheet to PPHD](#).

- IHEs must enroll staff in the free, state-provided contact tracing training course prior to reopening, when it becomes available. Until that time, utilize the free training provided by Johns Hopkins University on Coursera: <https://www.coursera.org/learn/covid-19-contact-tracing?edocomorp=covid-19-contact-tracing>.
- Implementing communication plans for exposure on campus and potential campus closures to include outreach to students, faculty, staff and the community.
- Providing guidance to faculty and staff reminding them of the importance of community physical distancing measures while a campus is closed, including discouraging students or staff from gathering elsewhere outside of the campus.
- Maintaining regular communications with the Pasadena Public Health Department.

Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) before or upon arrival. Consult the CDC website for the most current list of COVID-19 [symptoms](#). The screening must include asking if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- Send staff home immediately if they arrive sick or become sick during the day. Encourage sick staff to contact their medical provider. Staff who need information on health insurance or providers can call 211.
- Notify all staff that they are not to come to work if sick or if they are exposed to a person who has COVID-19. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19 and self-quarantine for 14 days from last contact with someone with COVID-19. Quarantine must be maintained for 14 days, even if test results are negative (no virus detected). Staff diagnosed with COVID-19 by a physician or through laboratory testing may not return to work without consulting with the Pasadena Public Health Department via the [Return to Work Portal](#).
- Require any sick staff to stay home until they have not had a fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared.
- Review and modify workplace leave policies to ensure that staff are not penalized when they stay home due to illness.
- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the employee at home and self-quarantine of everyone that came into contact (within 6 feet for 15 minutes or more) with the ill employee while the employee was infectious. The plan should also include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test ([not](#)

[a blood test or antigen test](#)). However, contacts must still maintain quarantine for 14 days, even with a negative test.

- Screen students for symptoms upon arrival and ask them to use hand sanitizer and to wear a face covering.

Reduced Contact

- Require staff and students not to use handshakes and similar greetings that break physical distance.
- Staff must avoid touching their face when handling credit cards and cash.
- Offer any transactions or services that can be handled remotely online.
- Equip the front desk area with Plexiglass or other impermeable barriers, if feasible, to minimize the interaction between reception staff and students. Implement virtual, touchless check-in tools, if possible, so that students do not have to utilize the reception space.
- Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- Install hands-free devices wherever possible such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- Remove all unpackaged food and beverages that may be offered to staff and students.
- Consider making water fountains available for filling water bottles only, and disinfect frequently.
- Prop doors and gates open where possible and applicable to reduce touching of handles, consistent with fire codes and accessibility standards.
 - Doors and gates that lead to a pool, or that exist as part of a pool enclosure, may not be propped open at any time
- Remove amenities, including magazines, books, self-serve water stations (unless touchless), and other items for students from reception areas and elsewhere within the campus.

Scheduling

- Limit the number of employees who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- Allow employees who can carry out their work duties from home to continue to work from home, especially those at higher risk (65 or older or with underlying medical conditions). Reconfigure work processes to the extent possible.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

Face Coverings*

- Provide, at no cost, a cloth face covering for all employees who have contact with the public or other employees, and instruct employees to wear a clean (washed daily), cloth face covering at all times during the work day. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom

edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves may not be used as they are not effective for source control, since they allow the wearer's respiratory droplets to spread. Face coverings are optional when alone in a room or private office.

- Require staff and students to wear face coverings at all times while on the premises.
- Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart) to ensure face coverings are worn consistently and correctly.

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement. Children under age 2 years should not wear a face covering. Refer to the [Face Covering FAQs](#) document for additional information on use and care of the face covering.*

Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- Instruct staff and students to wash hands upon arrival and at departure, before and after eating, and as otherwise necessary.
- Designate a staff person to check handwashing stations frequently and restock as needed.
- Allow staff time during their shift to wash their hands frequently.
- Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in visitor's areas, and also in employee areas where a hand sink is not available. Hand sanitizer, tissues, and trash cans must be made available to the public at or near the entrance.

Gloves and Protective Equipment

- Provide disposable gloves to staff handling items used by customers, to workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.
- Provide other personal protective equipment (PPE), such as eye and face protection, as necessary.

Restrooms

- Place trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- Increase frequency of cleaning and disinfection of restrooms.
- Ensure that restrooms stay operational and stocked at all times.

PHYSICAL DISTANCING

Physical distancing must be observed and enforced by the establishment.

Increased Physical Distancing and Reduced Contact

- ❑ If Los Angeles County/Pasadena is listed on State County Data Monitoring List for three consecutive days, **indoor lectures are prohibited**. Courses offered in specialized indoor settings (e.g., labs), whose design imposes substantial physical distancing on participants based on the nature of work performed in the space, are permitted, to activities required for training of essential workforce. For up to date Information about the State County Data Monitoring List, which counties are on it, and what activities are impacted by it, see the [California COVID-19 website](#).
 - At this time, Pasadena is adhering to guidance from the California Department of Public Health that recommends that in counties with high level of community transmission of COVID-19, local health jurisdictions limit the reopening of Institutes of Higher Education, such as colleges and universities. Colleges and universities in Los Angeles County and Pasadena will not be able to resume all in-person academic instruction, at this time.
- ❑ The number of people in any indoor room on campus (e.g., labs or other specialized classrooms, staff meeting rooms, offices) 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
- ❑ Faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to the purposes above, as well as maintaining minimum basic operations. The institution must comply with all relevant portions of this protocol to maximize safety for all employees.
- ❑ Limit, to the greatest extent permitted by law, external community members from entering the site and using campus resources, as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- ❑ Instructional settings (classrooms, lecture halls, laboratories):
 - Instructional settings (classrooms, lecture halls, laboratories), in-person campus instruction is limited at this time to activities required for training of essential workforce. Provisions below apply only to training of essential workers that cannot be carried out via distance learning, under the terms of current state directives. Indoor education is only permitted for coursework or training that is essential for completing certification, licensure, or educational requirements for essential workforce which requires specialized indoor settings (e.g. laboratories) and cannot be provided virtually or outdoors.
 - In-person classes for essential workers should be held outdoors whenever possible, weather permitting, and IHEs may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement. Outdoor classroom occupancy is limited to a maximum of 50% of total occupancy for the space, provided 6 feet of distance can be maintained between students at all times.
 - To the extent feasible, students who are on campus to conduct permitted activities are cohorted in groups of fewer than 30 to reduce the risk of widespread exposure among students.

- ❑ On-campus housing (e.g., residence halls, dormitories, on-campus apartments, on-campus bathrooms):
 - Occupancy of on-campus housing is limited to students who have no other feasible residential option
 - Total occupancy of on-campus housing is limited to no more than one student per bedroom.
 - To the extent possible, 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) 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. 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 with increased cleaning of stairwells.
 - Additional information available within the [CDC COVID-19 Guidance for Shared or Congregate Housing](#).
- ❑ Outdoor areas may be open for use by students residing on campus for academic purposes only, such as studying or attending online classes. Use of such spaces is limited to students who are living on-campus and any such designated space must comply with the following requirements:
 - Any space must be entirely outdoors; a canopy may be used, but only if all 4 sides are not enclosed;
 - Occupancy is limited such that all students using the space are able to maintain a physical distance of at least 6 feet from one another at all practicable times;
 - Any seating is arranged to enable physical distancing of at least 6 feet between students;
 - All frequently touched surfaces, including tables and chairs, are cleaned regularly; and
 - Signs are posted to remind students to wear face coverings, keep a 6 feet distance from others, and not to congregate.
- ❑ Dining halls:
 - Dining halls are to follow guidance based on the [Restaurant Public Health Reopening Protocol](#).
 - Indoor dining is currently prohibited at this time.
 - 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: until further notice, indoor dining is prohibited).

- IHE dining halls offer meal pick-up for all students that have a meal plan.
 - Students are discouraged from congregating in dining halls.
 - 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 possible, 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.
- ☐ 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. 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 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.
 - Customer service windows or counters have been separated by 6 feet to allow for physical distancing.
 - Staff 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 possible, 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, all participants must wear cloth face coverings and meetings are held in rooms large enough to maintain physical distancing.
- ☐ On-campus transport vehicles:
- Maximum occupancy in any on-campus transport vehicles is limited such that all riders are able to maintain a physical distance of at least 6 feet between one another.

- All riders are required to wear cloth face coverings.
- Encourage students, faculty, and staff who use mass transit to consider using other transportation options (e.g., walking, biking, driving, or riding by car alone or with household members only) if feasible.
- ☐ Affiliated Organizations
 - Ensure that any organizations affiliated with the IHE, such as off-campus clubs, Greek organizations, etc., also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.
- ☐ Communication Systems
 - Maintain communication systems that
 - Allow students, faculty, and staff to
 - report to the IHE if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 in accordance with health information sharing regulations for COVID-19, and
 - receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
 - Notify faculty, staff, students, families, and the public of IHE closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- ☐ On-campus film production:
 - Film production may be allowed on-campus for the purposes of sharing academic, instructional or cultural content that is not otherwise accessible to students or the community.
 - Film productions should be limited to 10 or fewer people, including cast and crew members. Any film production that requires staffing of more than 10 people, or involves more than one person on camera without face coverings, or singing, or playing of wind or brass instruments must comply with Reopening Protocol for Music, Television and Film Production at <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>.
 - Cast and crew members must be screened before they may participate in the film production. Screening 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 also be done at the worksite if feasible.
 - All productions should take place outdoors as much as possible.
 - All cast and crew must wear face coverings and maintain a physical distance of at least 6 feet as much as feasible. Appearances on camera without face coverings must be limited to one person and productions should not include singing or playing of wind or brass instruments. If more than one person is to be on camera at a time, all must be wearing face coverings.
 - No audiences are permitted at any time.

- Implement measures to physically separate staff and students by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers should stand).
- To the extent possible, visitors to any building on campus are limited to those who are essential for operation. Visitors 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.
- 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 wearing a face covering if age permits.
- Display signage to remind people of physical distancing and use of face coverings.
- Limit the maximum occupancy to support physical distancing.
- Reconfigure office spaces, workstations, checkout counters, etc., to allow for at least six feet of physical distancing between employees.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close break rooms and provide alternative where physical distancing can be practiced.
- Limit the number of individuals riding in an elevator and encourage the use of face coverings.

Collegiate Athletics

- Follow applicable guidelines for collegiate athletics in the State provided COVID-19 INDUSTRY GUIDANCE: Institutions of Higher Education - [Specific Interim Guidance for Collegiate Athletics](#).

Deliveries and Vendors

- Review work flows and make changes if needed to permit physical distancing during pickups and deliveries.
- When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face coverings and to comply with symptom checks and physical distancing.

SANITIZATION AND CLEANING

- Develop a sanitization plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task.
- Perform thorough cleaning in indoor high traffic areas and shared workspaces.
- Frequently disinfect commonly touched surfaces.
- Clean and sanitize shared equipment between each use.
- Disinfect equipment that passes between employees and customers, such as pens, reusable maps, etc.
- Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Provide hand sanitizer for visitors at high traffic areas, such as entrances.

- ❑ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- ❑ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ❑ Install hands-free devices if possible, such as trash cans, soap and paper towel dispensers, door openers, and light switches.

BUILDING SAFETY

- ❑ Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building, it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the CDC website.
- ❑ Ventilation - Introduce as much fresh outdoor air as possible:
 - Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. In addition to opening windows or when opening windows poses a safety or health risk (e.g., allowing in truck exhaust or pollens) to facility occupants, use room air conditioners or blowers on “fresh air” setting, and room HEPA (high-efficiency particulate air) cleaners.
 - For mechanically ventilated buildings, increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100% or the greatest amount feasible as indoor and outdoor conditions permit.
 - Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.
 - Improve building mechanical ventilation filtration to MERV-13 or the highest feasible level.
 - For additional information, consult ASHRAE recommendations for reopening campus.