

PUBLIC HEALTH REOPENING PROTOCOL INSTITUTES OF HIGHER EDUCATION

Recent Updates: (Changes are highlighted in yellow)

5/16/2021:

- In person lectures permitted up to 50% capacity.
- Student activities held in person must adhere to attendance limits and other requirements in the [CDPH Guidance for Gatherings](#).
- Cleaning guidance has been updated to align with CDC cleaning guidance.
- Institutions may increase on campus student housing density with modifications as described.
- Events, whether sponsored by the institution or student groups, are permitted and must fully comply with the appropriate protocol.
- Adjustments made for fully vaccinated individuals versus not fully vaccinated in terms of vulnerability to disease and need for quarantine after exposure.
- Limitations on allowable campus activities and permissible reasons for faculty, staff, and students to be on campus have been partially lifted.
- Special considerations for select campus activities involving visitors or external groups have been included.

Effective May 5, 2021, Health Officer Orders for the City of Pasadena allow for sector reopenings consistent with **Tier, Minimal (Yellow)** of the State of CA Public Health Order [Blueprint for a Safer Economy](#). Institutes of Higher Education (IHEs) must be in compliance with all State Public Health Orders and accompanying guidances, as well as the following protocol and any other applicable public health protocols.

As the rate of community transmission of COVID-19 continues to slowly decline, colleges and universities may resume some limited in-person on-campus activities. These activities include:

- Offering in-person lectures on-campus up to **50% occupancy** of the lecture hall or classroom. Occupancy is based on applicable building or fire code occupancy.
- Opening of specialized classrooms such as laboratories, art, design and theater art studios and music practice rooms at full capacity for activities that fulfill academic requirements; maximum class size is dependent on the available instructional space and ability to maintain appropriate physical distancing between students and staff at all times.
- Student activities should be conducted virtually as much as possible. When activities must be held in person, student gatherings must comply with attendance limits and other requirements in the [CA Department of Public Health Guidance for Gatherings](#): limited to 100 individuals for outdoor spaces; and 50% occupancy or 50 individuals, whichever is smaller, for indoor spaces. Indoor gatherings remain strongly discouraged. Student activities that involve meetings, conferences, receptions or other ceremony or performance must follow the appropriate Public Health protocols:

- [Private Venues and Events](#)
- [Indoor Seated Live Events](#)
- [Outdoor Seated Live Events](#)
- Opening on-campus libraries for in-person services to registered students, faculty and staff, restricted to the number of individuals that can safely occupy the space while adhering to physical distancing requirements capacity and in compliance with the Pasadena Public Health Department Libraries Reopening Protocol.
- Offering use of outdoor recreational sports courts, fields, and facilities for permitted recreational sports activities and physical conditioning in compliance with all relevant protocols, including Outdoor and Indoor Youth and Recreational Adult Sports Protocol, Fitness Facilities Protocol, and Public Pools Protocol.

Colleges and universities within the City of Pasadena may resume limited in-person academic instruction at this time with modifications as listed above. Academic instruction should continue to be offered via distance learning to further reduce the size of in-person classes and the on-campus footprint. In-person instruction should utilize outdoor spaces to the extent practicable.

Faculty and other staff may come to campus for the purpose of providing and supporting the activities above including in-classroom instruction, distance learning, 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 may increase on campus student residency at this time with modifications, including:

- Reserving on campus housing preferentially for students who are fully vaccinated against COVID-19 is strongly recommended. Requiring vaccination as a prerequisite for housing eligibility for congregate facilities should be considered.
- Roommates placed together in double or higher occupancy rooms must be fully vaccinated.
- Students who are not fully vaccinated and accepted for on campus student housing should be housed in single rooms.

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

On-campus events are permitted at this time and must follow the appropriate Los Angeles County Department of Public Health Protocol:

- [Private Venues and Events](#)
- [Indoor Seated Live Events](#)
- [Outdoor Seated Live Events](#)

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

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.

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 [PPHD protocols](#) relevant to operations.
- ✓ 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.

Settings that bring unvaccinated people together poses a risk for COVID-19 transmission, so schools must be prepared to implement mitigation strategies to protect 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 school settings across a risk continuum with helpful examples described by the [US Centers for Disease Control and Prevention \(CDC\)](#).

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 A HIGH
QUALITY MASK



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

The 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: <input type="text"/>	
Person in Charge: <input type="text"/>	
Title: <input type="text"/>	
Phone Number: <input type="text"/>	Date: <input type="text"/>

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, Bars, and Breweries – Public Health Reopening Protocol
- Fitness Facilities – Public Health Reopening Protocol
- Places of Worship – Public Health Reopening Protocol
- Public Pools – Public Health Reopening Protocol
- Libraries - Public Health Reopening Protocol
- Outdoor and Indoor Youth and Recreational Adult Sports – Public Health Reopening Protocol
- Private Venues and Events– Public Health Reopening Protocol
- Indoor Seated Live Events– Public Health Reopening Protocol
- Outdoor Seated Live Events– Public Health Reopening Protocol
- [Graduation and Commencement Ceremonies – CA Department of Public Health 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 mask 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 masks.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, students, and the public.
- Provide copies of the completed 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 masks ([CDC guidance on masks](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the employee 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 employee's sick leave rights under the [Families First Coronavirus Response Act](#), the employee's rights to workers' compensation benefits, and presumption of the work relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).
- 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 the [PPHD website](#).
- 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 mask (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. **Follow all applicable [Cal-OSHA mandatory emergency temporary standards](#).**

- 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 for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn). 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.

- The IHE has instructed all students who have reason to be on campus to conduct a permitted activity that immunization against influenza is required unless contraindicated by personal medical conditions.
- Influenza vaccination is required as long as influenza viruses are circulating locally (usually November 1st through April 30th) and unexpired vaccine is available.

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 and ask whether the individual is currently under isolation or quarantine orders. 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.
- Staff who need information on health insurance or providers can call 211.
- Notify all employees that they are not to come to work if sick or if they are exposed to a person who has COVID-19. Employees (other than in healthcare settings) who are [fully vaccinated](#) for COVID-19 (2 or more weeks after a 2-dose vaccine series OR 2 or more weeks after a single dose vaccine) do not need to quarantine after exposure to someone with COVID-19 if asymptomatic, and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires individuals to self-quarantine for 10 days from last contact with someone with COVID-19, unless fully vaccinated. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The employee must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative (no virus detected).
- 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 a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill employee, except fully vaccinated individuals who are asymptomatic. 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) if they are not fully vaccinated. However, contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.

- Screen students for symptoms upon arrival and ask them to use hand sanitizer and to wear a face mask.
- Employees who screen positive may not enter the worksite.

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 customer service desk areas with Plexiglas 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 **at least once per day.**
- 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.
- Vulnerable employees (those not fully vaccinated and are in one or more of the following categories: above age 65, pregnant, and/or with chronic health conditions) should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace and if requested, should be assigned work that can be done from home whenever feasible.**
- 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 Masks *

- Provide, at no cost, a 2-or more layer cloth face mask and/or disposable masks for all employees who have contact with the public or other employees, and instruct employees to wear a clean (washed daily), cloth face mask or disposable mask at all times during the work day. Employees who have been instructed by their medical provider that they should not wear a face mask 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 masks are optional when alone in a room or private office.
- Students are not required to wear the face mask when on campus in their own personal living space or when eating or drinking in a designated dining area. Face masks are required outdoors for unvaccinated students any time physical distancing cannot be maintained, including when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings. Students who are fully vaccinated do not have to wear a face mask when outdoors except when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings.
- Require staff and students to wear face masks 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 masks are worn consistently and correctly.
- In any higher risk setting, such as indoor settings with people from different households who may come within 6 feet of one another, consider use of a KN95 or a [double mask](#), with or without a face shield. Double masking, as described by the CDC, can increase protection if it improves the seal and filtration, so one option is wearing a multi-layer disposable mask with a multi-layer, well-fitting cloth mask that pulls the edges of a disposable mask against the face.

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

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.
- Restrooms and other common areas are disinfected frequently, but no less than once per day.
- 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

- The number of people in any indoor lecture hall or classroom that is open for in-person instruction is limited to 50% of the room's occupancy based on applicable building or fire code. Each indoor classroom that will be used for in-person instruction must have a posted occupancy limit.
- 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 on-site and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- ❑ Instructional Settings (classrooms, lecture halls, laboratories):
 - In-person classes 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 not limited to a maximum occupancy, but 6 feet of distance must be maintained between students at all times.
 - In-person classes may be held indoors but indoor capacity must be limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times. Indoor classrooms and lecture halls used for instructional purposes may have a maximum of 50% of total occupancy. IHEs must ensure that ventilation has been increased to the maximum extent possible, that all faculty, students and staff wear a face mask at all times and that classrooms are configured to ensure that all individuals are able to maintain a 6-foot physical distance at all times.
 - For specialized classrooms, such as laboratories, art, design and theater art studios and music practice rooms, maximum allowable capacity for academic instruction is dictated by the size of the space and the ability to maintain 6-foot physical distance between all individuals at all times.
- ❑ Art, Design, and Theater Studios and Music Practice Rooms:
 - Use of indoor art studios and music practice rooms is permitted for individual or small groups, following physical distancing measures. Indoor capacity must be 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.
 - Small groups using indoor art studios or music practice rooms must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot physical distance if the participants are speaking loudly or projecting (for example, those in a theater workshop) or if the instructor is wearing only a face shield while lecturing (as described above).
 - Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) must not be done as a group. However, individuals may practice such activities alone in a studio or practice room.
 - Rooms must be reserved for use and IHEs must schedule time between reservations to allow for rooms to be aired out and thoroughly cleaned between uses by different individuals or groups.

- ❑ On-Campus Housing (e.g., residence halls, dormitories, on-campus apartments, on-campus bathrooms):
 - Reserving on campus housing preferentially for students who are fully vaccinated against COVID-19 is strongly recommended. Requiring vaccination as a prerequisite for housing eligibility for congregate facilities should be considered.
 - Roommates placed together in double or higher occupancy rooms must be fully vaccinated.
 - Students who are not fully vaccinated and accepted for on campus student housing should be housed in single rooms.
 - 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 to discourage students from congregating and to support physical distancing.
 - Building access is limited to residents only; non-residents, including outside guests, non-residential staff, and others is prohibited, except for essential visitors, such as personal care attendants for students with disabilities.
 - Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6- foot physical distance between riders; 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 face masks and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders
 - To ease elevator traffic, encourage stairwells to be used for “up” and “down” traffic, if feasible, with increased cleaning of stairwells
 - Refer to additional information in the [CDC COVID-19 Guidance for Shared or Congregate Housing](#).
 - Students residing off campus who may be experiencing academic or socioemotional challenges with 100% distance learning may be invited to campus for the purpose of attending scheduled, instructor led academic and social support groups held outdoors, provided that they adhere to the requirements above and are limited to 10 or fewer individuals, including an instructor. These structured sessions may also include students residing on campus.

- Building access is limited to residents only; non-residents, including outside guests, non-residential staff, and others are prohibited, except for essential visitors, such as personal care attendants for students with disabilities.

☐ Dining Halls:

- Dining halls may offer indoor dining, outdoor dining or take-out, in compliance with the [Restaurant, Bars, and Breweries Public Health Reopening Protocol](#). Indoor dining operations must comply with protocols, including the requirement that indoor dining area occupancy is limited to 50% of total indoor occupancy based on applicable building or fire code occupancy.
- Physical distance between tables/chairs in indoor and outdoor dining areas has been increased to support physical distancing. To ensure physical distancing of at least six (6) feet between customers seated at different tables, tables must be spaced at least 6 (six) feet apart, when measured from the back of the chair at one table to the back of the chair at the adjacent table where diners are seated. This also allows for passing room between tables and accounts for chairs being pushed out and occupied by customers seated at the table. Maximize the distance between indoor service tables beyond the required six feet described above, wherever possible, to minimize the risks from customers eating indoors without face masks. Barriers may not be used in place of distancing.
- 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 face masks. 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 face masks and meetings are held in rooms large enough to maintain physical distancing.

❑ On-Campus Transport Vehicles:

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

❑ 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 Family Educational Rights and Privacy Act (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.
- Students may engage in on-campus film production in order to fulfill academic requirements. Use of indoor space and equipment for editing and other post-production activities is limited by the size of the available space and the requirement to maintain 6-foot of physical distance between participants at all times.
- 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 masks, 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. Refer the **Health Screening** section of this protocol for guidance including a list of symptoms and required screening questions.
- All productions should take place outdoors as much as possible.
- All cast and crew must wear face masks and maintain a physical distance of at least 6 feet as much as feasible. Appearances on camera without face masks 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 masks.

- No audiences are permitted at any time.

❑ Campus Tour

- Campus tours for prospective students and families, **are permitted** with limitations as follow
 - Campus tours should remain available in a virtual format, especially for prospective students who reside out of state. (Note: current travel guidelines require travelers arriving in Los Angeles County from out of state to quarantine for 10 days before engaging in any non-essential activities, including a campus tour.)
 - Consider developing a drive through tour of the campus, where members of one household may remain in their car at all times
 - For walking tours of campus for prospective students, tours should be set up by appointment only; group size should be limited to no more than 10 individuals including guide, and those visiting for the tour should be from a maximum of three different households. All participants must wear masks at all times and persons from different households must maintain six foot distance from each other at all times. Tours should remain outdoors as much as possible. Touring of indoor space must ensure that enrolled students and employees are not present in that space at the same time the tourists are.

❑ Campus Visitors

- Implement measures to physically separate staff and students by at least six feet using 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 wear a face mask if age permits.
- Display signage to remind people of physical distancing and use of face masks.
- Limit the maximum occupancy to support physical distancing.

Summer Camp Programs:

- Summer camp programs are permitted under the following guidelines:
 - All efforts are made to limit unintended interaction between members of the primary campus community (students, faculty, and other staff), and camp participants (campers, counselors, and other staff). Holding the camp program during a break in IHE academic activities is preferred.
 - Day camp programs must comply with all requirements in the [Reopening Protocol for Day Camps](#).

Commencement Exercises:

- Use of IHE campus venues by neighboring high schools for the purpose of holding graduation ceremonies is permitted under the following guidelines:
 - The IHE allowing use of their facility has primary responsibility to ensure that the graduation plan developed does not allow for any significant mixing or interaction between the non-IHE visitors and with enrolled students or faculty/staff that would create any increased risk of exposure for students and staff.
 - The school planning and running the event has primary responsibility for ensuring that the event complies with all requirements in the [CDPH Guidance for Graduation](#) and with the Reopening protocol for [Outdoor Seated Live Events](#). Any reception or celebratory event held before or after the graduation ceremony must comply with all requirements in the applicable protocol: [Private Venues and Events](#), or the CDPH Guidance for [Gatherings](#).

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 masks 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.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)](#) list N and follow product instructions and Cal/OSHA requirements.
- 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.
- 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:
 - See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information. Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face coverings (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
 - 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.

- 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 the [American Society of Heating, Refrigerating and Air-Conditioning \(ASHRAE\) recommendations](#) for reopening campus and the [California Department of Public Health Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#).