

PUBLIC HEALTH PROTOCOL RETURNING TO CAMPUS FOR BELONGINGS

The Pasadena Public Health Department is offering guidance on safe practices for students who are returning to campus to clean out their desk or locker, and pick up items such as yearbooks. This must be conducted separately from any car line graduation celebration and may not result in gathering.

Physical/Timed Distancing

- Schools are to schedule timed appointments for pickup with consideration for physical and timed space between students. For example, students with lockers or desks adjacent to one another should be scheduled at separate times.
- Six feet of physical distance shall be observed at all times. Do not use greetings that break physical distancing, such as hugs or handshakes.
- Provide designated times for vulnerable populations.
- Students must immediately leave campus after they retrieve items. Gatherings are prohibited.

Health Screenings

- Prior to entering the campus property, students are to conduct a health self-screening for fever of 100 F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, headache, muscle pain, or a new loss of taste or smell. Individuals experiencing symptoms shall not enter the campus property.

Face Coverings

- Students and staff must wear cloth face coverings at all times. Individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.

No Contact Exchanges/Distribution

- Materials, such as yearbooks, diplomas, awards must be distributed using a no-contact process, for example, by sliding the item across a 6 foot long table, or setting the item down and stepping back to allow the student to step forward and pick it up. Six feet of physical distance must be maintained at all times.
- If payment is required, complete in advance by offering options to purchase online or by phone. If the transaction must be conducted in person, instruct staff to refrain from touching the face, to accept cash or cards on a tray rather than directly into their hands, to sanitize the payment system and tray, and to use sanitizer or wash hands with soap and water after each transaction.

Sanitization

- Frequently clean and disinfect high-touch surfaces including counters, pens, light switches, doorknobs, bathroom fixtures, toilets, trashcans, and phones. Use an [Environmental Protection Agency](#) (EPA) registered product that is effective against COVID-19, and follow label instructions for required contact time and ventilation.

Contact Information

If you have questions you can request information through the Pasadena Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.