



Emergency Management Team
September 1, 2020

Re-opening Protocol

Health & Safety • Academics • Employees • Campus Life

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A novel coronavirus called SARS-CoV-2 is the cause of COVID-19 and the outbreak was first recognized in December 2019. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure and septic shock. Frequently reported signs and symptoms include fever, cough, myalgia or fatigue, and shortness of breath at illness onset. The fever course among patients with COVID-19 is not fully understood; it may be prolonged and intermittent. Sore throat has also been reported in some patients early in the clinical course. Less commonly reported symptoms include sputum production, headache, hemoptysis, and diarrhea

Based on what is currently known about SARS-CoV-2 and what is known about other coronaviruses, spread is thought to occur mostly from person-to-person via respiratory droplets and/or aerosolization among close contacts. Although the transmission dynamics have yet to be determined fully, CDC currently recommends a cautious approach to persons under investigation (PUI) for COVID-19. For more information, see the CDC webpage “Interim Infection Prevention and Control Recommendations for Patients with Known or Patients Under Investigation for Coronavirus Disease 2019 (COVID-19) in Healthcare Settings” at <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html>.

While the first cases of COVID-19 seen in the U.S. were associated with international travel, local transmission is widespread. COVID-19 is a concern for college and university officials not only because of students, staff, faculty, and visitors traveling to and from COVID-19 affected areas, but also due to the potential for rapid transmission in a congregate setting within campus environments.

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern” (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19.

On March 11, 2020 WHO publicly characterized COVID-19 as a pandemic.

Thus, under the mandate of La Sierra University’s *Emergency Action Plan: Pandemic Influenza Preparedness Plan*, the University’s Emergency Management Team—in consultation with key members of the campus community and informed by data, science, State of California and Riverside County COVID-19 guidelines, as well as guidance and advice from national and international health organizations—has crafted the following plan for a phased return to campus work and study.

Emergency Management Team Members

Joy A. Fehr, President (Chair)

April Summitt, Provost

Cindy Parkhurst, Interim Provost, Currently Special Assistant to the President for
Continuing and Career Education

David Geriguis, VP Finance

Yami Bazan, VP Student Life

Wayne Dunbar, Interim VP Enrollment, Marketing, and Advancement

Norman Yergen, VP Enrollment, Marketing, and Advancement

Marjorie Robinson, Associate VP Student Life

Madelyn Vega-Ortiz, Special Assistant to the President for Diversity and Inclusion

Chang-ho Ji, Dean, School of Education

Samuel McBride, Interim Dean, College of Arts and Sciences and Dean, Division of General Education
Friedbert Ninow, Dean, HMS Richards School of Divinity
John Thomas, Dean, Tom and Vi Zapara School of Business
Christine Bartholomew, Director, Risk Management & ADA
Dan Nyirady, Director, Student Wellness Services
Doug Nophsker, Director, Security
Fain Nahab, Manager, Access Control and Video Surveillance
Dell Jean Van Fossen, Director, Human Resources
David Hunter, Chief Information Officer, Dynamic Campus Solutions
Roengsak Cartwright, Director Information Technology, Dynamic Campus Solutions
Paul Morrissey, Director, Physical Plant Services
Josefina Hadley, Associate Director, Physical Plant Custodial Services
Darla Tucker, Director, Public Relations
Melissa Tafoya, Faculty Senate Chair
Carlos Parra, Faculty and Director, La Sierra University Adventist Colleges Abroad Program

Consultants/Advisors to the Emergency Management Team

Arturo Diaz, Associate Professor, Biology
Suzanne Mallery, Professor, Psychology and Neuroscience
Stephanie Mavingire, Office Manager, Student Wellness Services
Agnes Henry-Codorniz, M.D., Medical Director, Student Wellness Services
Melissa Williams, Associate Director, Counseling
Desiree Noah, Assistant Director & Student Employment Coordinator, Human Resources
Ken Khan, Director, Dining Services
Daniela Vilchez, Director, Residential Life
Nancy Guerpo, Dean of Women, Residential Life
Chris Kaatz, Associate Men's Dean, Residential Life
Javier Krumm, Athletic Director
Heidi Weiss-Krumm, Director, International Office
Tara Hollis, Director, Student Activity and Leadership

Plan Implementation and Oversight

COVID-19 Response Coordinator

La Sierra University's provost, Dr. April Summitt, is the university's COVID-19 Response Coordinator and as such is charged with implementing this plan through direct action and/or delegation to as well as oversight of appropriate members of the university community. The

provost is also charged with ensuring the effective “investigation, documentation and tracking of possible COVID-19 exposures in order to appropriately instruct close contacts to quarantine, and notify local health officials, staff, and families in a prompt and responsible manner” (*State Guidance 20*).

Please address all concerns and questions regarding the university’s COVID-19 response to the Provost’s Office via telephone at 951-785-2320 or email at provost@lasierra.edu.

Working Principles

The team began its work by determining the following principles that would serve to guide decision making as the plan was created and implemented:

1. Student and employee safety and wellness—this encompasses physical, social, spiritual, and emotional wellness.
2. University wellness--this encompasses fiscal and environmental health.
3. Equitable access to teaching and learning for all students and faculty.
4. Preparation for living with the reality of COVID-19.

Phased Reopening

In light of the above working principles, the Emergency Management Team (EMT) monitors local, state, and national COVID-19 disease spread, containment, mitigation, and recovery best practices and is committed to providing a safe and healthy working/learning environment for members of the campus community. As state and local authorities allow and our values support, the Emergency Management Team will determine which phase is appropriate and guide the campus through the following five phases of campus reopening:

1. *Phased Re-Opening of Campus chart*: This chart provides five phases of reopening campus. ([*View Re-opening of Campus chart here*](#))
 - a. We are currently in Phase 1, moving toward a limited Phase 2, in which the campus is closed and only essential employees are on campus for work.
 - b. Phase 2 allows for a limited return of some employees, based on need and readiness of a department to reopen.
 - c. Phase 3 allows for most employees to work on campus on a staggered basis, based on readiness of each department.

- d. Phase 4 is an open campus with containment and mitigation protocols in place. All areas are ready for staff and students, with measures in place to mitigate risk. Measures in place will depend upon best practices, as well as state and local health department approvals and official guidelines for reopening higher education in Riverside County and the State of California.
- e. Phase 5 is a fully open campus with no need for containment of and mitigation for COVID-19.

As in the academic Hyflex model (see Academic section), all staff will be provided with the option to telework. For staff deemed essential to on-campus operations who are at higher risk for severe illness will be provided with work options that reduce their exposure risk.

The following reopening protocols addressing health and safety, academics, employees, and campus life issues for re-opening the campus have been voted and approved by the La Sierra University Emergency Management Team.

This plan is interim. As information about SARS-CoV-2 and the disease COVID-19 develops; as the progression of COVID-19 in our local areas, state, country, and internationally changes; as all applicable public health guidance and mandates change; and as new data and best practices in disease containment and mitigation emerge, this plan, including all relevant policies, contracts, waivers, and agreements will be updated.

Health & Safety

Based on the latest guidance from the RCDPH, CDC and ACHA, and balancing the oft opposing forces of public health and economic, academic and human behavior, the following health and safety measures will be implemented for all phases as applicable to a return to campus operations:

1. Extensive monitoring measures will be instituted in order to detect the emergence and spread of COVID-19 infection within the campus population.
2. Comprehensive preventative measures will be instituted in order to prevent the emergence of COVID-19 infection and/or limit the spread of infection within the campus population.
3. Robust treatment and containment measures will be instituted in order to effectively treat those who become infected with COVID-19 and to contain the spread of the infection within the campus population.

1. Monitoring

Measures to detect the emergence and spread of infection within the campus population.

a. Testing

Testing for the presence of COVID-19 is considered the cornerstone, the most vital component of community health and safety during this pandemic.

1. *Types of tests available:* Viral (tests for active infection) and serological (tests for presence of antibodies which indicate prior infection). Currently, serological tests are not reliable for determining immunity and thus have little utility for us. This may change as more research is done. Viral testing is important to detect persons with active infections who may or may not be symptomatic.
2. *Point-of-care rapid tests:* The university has ordered its own point-of-care testing equipment. Specimens will be collected on-site (Student Wellness Services/SWS), the test is administered and results should be offered in 20-40 minutes.
3. *Outside laboratories:* In the event that the point-of-care equipment is not yet available and/or not able to provide enough testing capacity, qualified outside laboratories will be used to provide testing capacity. Specimens will be collected on-site (SWS) and sent off to a commercial lab for assessment. Results are typically obtained within 48-72 hours.
4. *Local hospitals:* If necessary individuals will be taken to a local hospital for testing. Result turn-around time will vary.
5. *County public test sites:* If necessary, individuals will be referred to local test sites. Results should be available within 48 hours.

Approach to testing

1. *Universal Routine Testing:* We plan to test all members of the campus community regularly. Initially, we plan to test 25% of the campus population per week, but our goal is to test all members of the campus population twice per week.
2. *Symptom-based Testing:* In addition to universal routine testing, day-to-day testing will be conducted at Student Wellness Services with individuals who present with symptoms of COVID-19 or who have had possible exposure to infected persons.

b. Wellness Checks

In order to identify symptomatic persons who may potentially carry COVID-19, the following measures and procedures will be followed:

Symptom screening: All persons entering or living on campus (students, employees and visitors) will be required to self-report daily for symptoms of COVID-19. We plan to adopt an app-based system (Dr. Chat Bot) that would allow all current students and campus employees who have a La Sierra ID to complete a daily self-assessment. Visitors who do not have the app will be screened in-person at the wellness checkpoint.

The app features:

1. A simple user interface accessible from an employee's smartphone, tablet, PC or other device
2. Seven avatars representing a range of friendly onscreen health professionals who conduct the daily symptom checks on a rotating basis
3. A survey with questions determined by SWS. Examples could include potential COVID-19 symptoms such as a fever, sore throat, cough, body aches or loss of taste or smell
4. Depending on survey answers, employees will receive a green check mark if they are cleared for work or a red "X" requiring other action. Employers will determine the call to action, which could be to call their manager, check with a health professional or get a COVID-19 test
5. Daily email or text messages to remind employees to complete the brief survey questions

c. Temperature checks

All persons entering or living on campus (students, employees and visitors) will be required to submit to a daily temperature check.

2. *Self-reported temperature:* All persons will conduct a daily temperature check on themselves before arriving on campus and answer a question in the app indicating if their temp is normal or elevated and
3. *In-person temperature check:* Campus entrance will be limited to a single entry point – Riverwalk main entrance. Wellness Check Assistants will use no-touch thermometers to screen temperature. In order to accommodate times of high traffic flow, the number of health and safety personnel will be increased to allow

for 3-4 vehicles to be checked at one time. The goal for vehicle wait time to be screened will be <10 minutes or

4. *Self-screening kiosks:* Students & employees who live on campus or who walk onto campus will be required to check their temperature at a self-screening kiosk. Kiosks will be located in each residence hall and one in front of dining commons.
5. Wellness Check Assistants will be trained in the use of PPE and will wear the appropriate PPE when on the job.

d. Compliance monitoring

1. Check-in at the main entrance - individuals will be required to show proof of passing the symptom screen - green check on app. Visitors and others without the app will be manually screened.
2. Residence hall deans will be responsible for reviewing daily printout from self-screening kiosks and following up with students who live on campus or who enter through the walk-in gates and who fail to screen.
3. Employee supervisors will be responsible for reviewing daily printout of employees who live on campus or who enter through the walk-in gates and follow up with employees who fail to screen. HR will also be involved in monitoring and supporting supervisors in this process.
4. Departments that are off-campus (SWS, Security, Market) will be responsible for daily wellness checks of all their employees. Department heads will be responsible for monitoring compliance.
5. Physical plant will be responsible for daily wellness checks for all employees who clock in before 7:00 a.m. Department head will be responsible for monitoring compliance.

e. Accommodation for certain vendors

Vendors with large vehicles incapable of entering campus through the main entrance will be allowed access to campus through side entrances. These arrangements must be made ahead of time. Vendors will be notified that upon arrival at their destination department (physical plant/cafeteria) they will need to wear a mask and submit to a wellness check by department personnel.

f. Procedure for not passing wellness screen

If a person reports any symptoms or has a temperature higher than 100.4F, they will be asked to return to their place of residence and make arrangements to be tested for

COVID-19. When SWS has point-of-care testing capability, they will have the option of being tested there. They will also be given information for local testing sites. In order to return to campus, the following clearance options are available.

1. Positive Test: Continue isolation at home for at least 10 days since symptom onset, no fever for at least 24 hours without use of fever reducing medication and improvement in symptoms.
2. Negative Test: at least 10 days since symptom onset, no fever for at least 24 hours without use of fever reducing medication and improvement in symptoms. Persons may return to campus before the 10 day waiting period if cleared by a primary care provider stating that symptoms have alternative explanation.
3. Positive Test but asymptomatic: required to self-isolate for 10 days since getting the first positive test.
4. If testing is readily available, a healthcare provider may recommend repeat testing for COVID-19 to end isolation earlier than would be done according to the criteria above. If so, persons are able to be cleared with two negative test results in a row, from tests done at least 24 hours apart.
5. Exposure/Close Contact with COVID-19 infected person: required to quarantine for 14 days.

g. Reporting

Commuter students who do not pass the wellness check will be reported to SWS and will be required to follow the above procedure to return to campus. Residence hall students will follow existing protocol for testing, quarantine and/or isolation. Employees will follow existing HR protocol.

2. Infection Prevention

Measures to prevent the emergence of infection within the campus population.

a. Formal education/training of faculty /staff/students

A key component in the fight against COVID-19 is education. The Human Resource department will provide comprehensive online training for all to complete before returning to campus. HR will also implement a monitoring system to ensure campus-wide compliance.

b. Influenza vaccine

Strongly recommend that all employees and students be immunized for influenza - Influenza vaccinations will be provided free of charge for all employees and students. Public service announcements will be used to educate and encourage compliance with the recommendations.

c. PPE

Personal Protective Equipment is important in the prevention and spread of COVID-19. Recommendations of what is appropriate PPE varies based on setting and situation. Who needs PPE:

1. In healthcare settings
 1. Patients with confirmed or possible SARS-CoV-2 infection should wear a facemask when being evaluated medically
 2. Healthcare personnel should adhere to Standard and Transmission-based Precautions when caring for patients with SARS-CoV-2 infection. PPE includes: gowns, gloves, face-shields, goggles, N-95 (or higher) masks, and surgical face masks
2. In low-exposure risk settings - Individuals in settings where there is no specific exposure hazard should remain aware of the evolving community transmission which may warrant added precautions. People older than 2 years of age in public settings where other physical distancing measures are difficult to maintain (e.g. in classrooms, office spaces, public places, etc.) A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others. Cloth face coverings can be made from household items.
3. As of June 19, 2020, California mandates Face Coverings, see guidelines at https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf. Thus, face coverings must be worn as per this mandate.

UPDATE: On May 18, 2021, the Emergency Management Team voted to approve the latest guidance from the California Department of Public Health which reflects changes in face mask requirements for those vaccinated against Covid-19. For details please visit <https://covid19.ca.gov/masks-and-ppe/>

d. Physical distancing guidelines

The Centers for Disease Control and Prevention (CDC) recommends physical distancing or “physical distancing” to slow the spread of COVID-19. The following are their recommendations:

1. Stay at least 6 feet from other people
2. Do not gather in groups
3. Stay out of crowded places and avoid mass gatherings
4. Close non-essential shared spaces such as game rooms and lounges.
5. Limit occupancy to 25% of room capacity or 100 people, whichever is less.
6. Add physical barriers if 6 feet cannot be maintained.
7. Encourage students to consistently use the same bathroom and shower facilities.

Due to this, consideration must be made to allow physical distancing in common areas, classrooms, administrative areas, recreation areas, dining areas, conference rooms, restrooms, and living areas such as dorms and apartments. To encourage physical distancing within buildings, furniture will be removed from spaces to allow 6 feet of furniture separation, or if the furniture is fixed in place such as cubicles, each department will need to schedule staff in a manner which will allow 6 feet of separation. Use of alternate work hours, alternate workdays and similar may be utilized.

Signage and visual indicators will be installed to instruct and remind students, faculty and staff of the physical distancing requirement. In areas such as reception areas where physical distancing will be difficult to maintain, physical barriers will be installed. Due to furniture removal in classrooms to maintain physical distancing, classroom occupancy will be affected which may affect classes and class schedules. Revised room occupancies will be reviewed prior to Fall classes commencing.

There are twenty-two (22) buildings on campus totaling approximately 642,000 square feet. Each building will have furniture removed from the common areas and classrooms.

Physical Plant will work collaboratively with all departments on campus to create functional spaces that comply with physical distance regulations.

e. Physical barriers

Most guidance from regulatory and government authorities on physical barriers pertains to the healthcare industry. However, the Centers for Disease Control and Prevention (CDC) as well as the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) recommend a minimum separation distance of six (6) feet. This separation distance significantly reduces the opportunity for droplets, and correspondingly COVID-19, to transmit from person to person.

In areas where six (6) feet of separation is not possible, physical barriers can provide a means to create “physical distancing” or separation. Areas with offices and cubicles will likely create the separation required. In areas with common work surfaces, such as the Bursar Office or Student Financial Services, a physical barrier will be required if staffing does not allow alternate shifts or work schedules. Plexiglass dividers will be provided once a department determines the need. In areas with extra space, desks and chairs can be moved to provide the six (6) foot separation required. Each department will be tasked with maintaining separation of staff.

Recently, Cal OSHA has advised employers with employees in service industries who have frequent contact with the public that employers must implement measures to account for the possibility that the public is a possible contamination source and physical distancing of 6 feet is likely to be violated. University spaces where this would be a concern include office reception areas, counseling or accounting areas where university staff and students/families interact, retail operations, such as the dining facilities and the bookstore, and athletics facilities.

University departments must inform Physical Plant Services where physical distancing cannot be maintained, or where there is frequent interaction with the public. Based upon this feedback, plexiglass barriers or similar will be installed. Department need based upon operations will guide the necessity of plexiglass barriers.

Another area where physical barriers are needed is dining services. Physical barriers will be provided at cash registers, food service areas and possibly dining areas.

f. Signage

Communicating best practices to avoid the spread of COVID-19 can be implemented with signage.

In areas where people que to access campus services, at reception areas, and in living and learning spaces, signage and floor markings will be installed to encourage physical distancing and face mask requirements.

Physical Plant Services will provide campus-wide signage that includes state and local public health authorities' guidance on best practices for COVID-19 containment expressed through the four values that guide EMT's COVID-19 decisions-making process.

g. Cleaning guidelines and best practices for student/staff areas

According to the Centers for Disease Control and Prevention (CDC),

Cleaning removes germs, dirt and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Based upon guidance received from the California Department of Public Health (CDPH) dated 8/7/20, university staff, faculty and students will disinfect frequently touched surfaces throughout the day.

Custodial staff schedules will be tailored to disinfect building spaces (offices, classrooms, labs, study areas, common areas) and bathrooms several times daily based upon use.

Classrooms (desks, shared surfaces) and labs will be disinfected between each use. Rooms must be cleaned only when occupants are not present and fully aired out before people return.

Care will be taken to avoid under use or overuse of cleaning products.

Proper personal protective equipment will be provided to protect person's performing disinfecting activities. Proper ventilation during cleaning and disinfecting will be implemented by opening windows where possible.

Faculty, students and staff will be encouraged to keep their personal items (cell phones, laptop computers, keys, other electronic devices), and personal work and living spaces cleaned and disinfected. Disinfectant sprayers and paper towels will be provided to encourage cleaning and disinfecting.

h. Sanitizing stations at building entrances

The CDC recommends for all institutions and businesses to intensify cleaning and disinfection efforts.

1. Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective.
2. Provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
3. Ensure adequate supplies to support cleaning and disinfection practices
4. Physical Plant Services will provide liquid or gel hand disinfectant in common areas and corridors, and disinfectant wipes in classrooms for staff and students to disinfect their workspace or desk before each workday or class session.
5. Custodial staff will continue to clean and disinfect restrooms and common areas as required to meet CDC guidelines. However, these products are being provided to allow students and staff to maintain their own environment (desk, office) as they determine is necessary.

i. Building A/C systems

The Centers for Disease Control and Prevention (CDC) has not provided guidance on air conditioning systems (HVAC), and the spread of COVID-19 through these systems. However, the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) has provided guidance. This guidance is provided based upon designing health care facilities where the spread of infectious diseases is a concern.

ASHRAE recently published a document, "ASHRAE Position Document on Infectious Aerosols" dated April 14, 2020, which discusses the transmission of diseases through building HVAC systems and provides recommendations to reduce the opportunity for the spread of the COVID-19 virus. These recommendations in conjunction with the

CDPH recommendations were considered in the development of the following COVID-19 containment and mitigation measures:

1. Increase outdoor air ventilation to 100% or the greatest amount feasible as indoor and outdoor conditions permit. Open windows for fresh air if possible.
2. Improve central air and other HVAC filtration to MERV-13 or the highest level achievable.
3. Keep systems running longer hours (24/7 if possible).
4. Add portable room air cleaners with HEPA where feasible. HEPA filtration will be used where limited fresh air via the air conditioning system or windows is not available.
5. Maintain temperature and humidity as applicable to the infectious aerosol of concern. It is recommended to maintain humidity in the 40 to 60 percent range.

j. Rubbish removal

Custodial staff empty building trash containers during their cleaning duties. Site trash containers are emptied by the grounds staff. The frequency varies according to location. Building and site trash are disposed into 5-yard trash containers which are distributed throughout campus and picked up weekly by an outside vendor.

Hazardous and biohazardous waste are collected and disposed of using stringent protocols and waste tracking methods.

COVID-19 has not been classified as a biohazard except in a lab environment with known specimens so cleaning wipes, paper towels and cleaning clothes can be disposed of, or laundered, using standard cleaning protocols.

Custodial services will install no-touch trash receptacles throughout campus to avoid contact with frequently touched surfaces.

k. Drinking fountains

Drinking fountains will be disabled to prevent use. Water refilling stations for bottles will remain in service. Water refilling stations will be cleaned and disinfected regularly. Signs will be posted at refilling stations to encourage users to wash or sanitize their hands after filling a bottle.

l. Disinfection of water systems

Steps will be taken to ensure that all water systems and features are safe to use after prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

m. Future large-scale delivery of vaccines

Best case scenarios put the availability of a COVID-19 vaccine around January 2021. However, if a viable vaccine is in production that soon, availability will be limited. As with all new vaccines, who will receive the initial doses is unknown. The CDC and PACIP do offer guidelines on how vaccines should be distributed, to whom and when. These committees are just now beginning to meet to decide those issues. It is probable that because university students are in an age bracket with the lowest risk of death or complications from COVID-19, the vaccine may not be available to our campus for a number of months after it is released. If and when the vaccine does become available to us, SWS will schedule and carry out multiple, large-scale vaccine clinics to ensure safe and rapid delivery to those in our campus community who desire.

Infection Treatment and Containment - Measures to treat infected persons and limit the spread of infection within the campus population. SWS is responsible for administering the infection treatment and containment portion of this plan under the direction of the university COVID-19 response coordinator with guidance from the Centers for Disease Control (CDC), Riverside County Department of Public Health (RCDPH) and the California Department of Public Health (CDPH) and in collaboration with Residential Life.

n. Case management of COVID-19 patients/Isolation Protocol

The following case management plan will be used for residence hall patients that test positive for COVID-19.

1. Isolation will be for at least 10 days, with check-ins by the provider every 1-3 days depending on severity of case. Patients will need to be made aware that isolation may be longer than 10 days depending on symptoms. If a patient decompensates, SWS will be contacted directly (during business hours) and a decision will be made regarding transportation or to call 9-1-1.
2. Since all students will be in individual rooms with their own bathroom, they will isolate themselves in their room.
3. When patients are moved into isolation, they will be given a care package with medications, cleaning products and instructions as to what will be expected of them.

4. Patients are to remain in their rooms at all times. If they are in need of medical care, they will contact SWS during normal business hours or the dean on duty or their RA when SWS is closed.
5. If patients have other needs of daily necessity, they will contact the dean on duty or RA.
6. Patients are not to be allowed any visitors to their room except for SWS staff or other approved medical or public health personnel.
7. Patients will be provided with 3 meals a day from Food Services, which will be picked up and delivered to the student's room by residential life staff.
8. Patients may choose to return home to isolate and will be allowed back on campus when the conditions are met for ending isolation.

Decompensating patients during isolation

1. If a patient decompensates after-hours, the dean of the residential hall will be contacted by the patient, and the SWS After-hours On-Call protocol will need to be followed.
2. In case of non-emergent decompensation (not to 911/AMR transport levels) transport will be provided back to the local hospital/county.
3. In case of emergent decompensation, 911 will be called and emergency personnel alerted that the person may have COVID-19.
4. During normal business hours and if there is adequate staffing, SWS will provide transportation to non-emergent patients with the department vehicle.
5. Transportation personnel will be trained in donning and doffing of PPE and will use full PPE when transporting patients.
6. In collaboration with Physical Plant, transportation vehicles will be cleaned after each transport.

Ending Isolation

1. For patients being assessed by SWS, symptoms-based evaluation will be used to decide if patient can return to normal activities
2. Patients will be allowed to resume normal campus movement after completing 24 hours without fevers (not taking fever reducers) AND respiratory symptoms must be improving AND patients must have experienced improving all symptoms (overall symptom improvement) for at least 10 days from illness onset.

3. If testing is readily available, SWS may recommend repeat testing for COVID-19 to end isolation earlier than would be done according to the criteria above. If so, persons are able to be cleared with two negative test results in a row, from tests done at least 24 hours apart.

Cleaning & Disinfecting Patient area

1. Areas used by a sick person will be closed off and not used until cleaned and disinfected.
2. Custodial staff will wait 24 hours and preferably as long as possible if the room is not being used before cleaning and disinfecting.

o. Quarantine protocols/Case management of persons potentially exposed to

COVID-19

The following plan will be used with residence hall students who are suspected of being infected with COVID-19.

1. All students will quarantine in their own rooms.
2. Upon entering quarantine, students will be given a care package with medications, cleaning products and instructions as to what will be expected of them.
3. Students are to remain in their rooms at all times. If they are in need of medical care they will contact SWS during normal business hours or the dean on duty or their RA when SWS is closed.
4. If students have other needs of daily necessity, they will contact the dean on duty or RA.
5. Students are not to be allowed any visitors to their room except for SWS staff or other approved medical or public health personnel.
6. Students will be provided with 3 meals a day from Food Services, which will be picked up and delivered to the student's room by residential life staff.
7. Students will daily monitor their temperature & observe themselves for symptoms.
8. Students will report to SWS immediately if they begin experiencing any COVID-19 related symptoms.

9. Students identified as having been exposed to someone who is positive for COVID-19:
 1. Will remain in quarantine for the full 14-day period.
10. Students experiencing COVID-19 symptoms without having known exposure to persons with an active COVID-19 infection:
 1. Will be tested for COVID-19 through SWS as soon as possible.
 2. If test results are positive for COVID-19, SWS will initiate the isolation protocol for the student.
 3. If test results are negative, SWS medical staff will assess further and inform the student if/when they are ready to return to normal activities. There will be a possibility of re-testing after 24 hours.
11. Students may choose to return home to quarantine and will be allowed back on campus when the conditions are met for ending quarantine.

p. Isolation/Quarantine for Commuter Students

1. Commuter student health will be monitored through campus entrance wellness checks and systematic testing.
2. If a student does not pass the wellness screen, they will follow the procedure outlined for not passing the wellness screen.
3. If a student tests positive for COVID-19, they will be instructed to isolate off campus and follow the protocol for ending isolation. They are encouraged to seek medical care through SWS or their primary care provider, through which they can be cleared to return to campus.
4. If a student has close contact with an infected person, a 14 day off-campus quarantine will be required.

q. Definition of "Exposure" or "Close Contact"

1. Any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to positive specimen collection) until the time that patient is isolated. Whether masks were worn or not is irrelevant.
2. Persons most commonly exposed:
 1. members of the same household - roommates/family members

2. Caregivers for COVID-19 patients (not including health care workers with PPE)
3. Being in direct contact with secretions from a person with COVID-19 (i.e. kissing, being coughed on, sharing utensils, etc.)

r. Reporting and Release of Information

1. In order to meet RCDPH reporting requirements and to ensure the safety and well-being of the University community, all students and employees will be asked to sign a release prior to being tested for COVID-19. This will allow pertinent on-campus departments to function appropriately.
2. Residential Life staff will be notified of any student who is moved into isolation or quarantine.
3. The student will be responsible for notifying professors or employers for accommodations. If the student is too ill to do so, SWS will do so at their request.
4. Employees that are required to isolate or quarantine are responsible for informing their work supervisors and HR.
5. If students or employees get tested off campus, they should notify SWS of any positive results and get information on how to proceed.

s. Contact Tracing

1. In order to reduce disease spread on campus, SWS personnel will collaborate with the RCDPH and engage in a process of contact tracing for individuals who test positive for COVID-19.
2. Health and safety specialists (HSS) from SWS will reach out to the infected individual within two hours of arriving at their isolation space.
3. HHS will conduct a full contact tracing interview and identify all close contacts the individual has had in the previous 5 days.
4. SWS will immediately notify RCDPH, and the office of the provost, of any case of COVID-19, while maintaining confidentiality in accordance with the ADA, FERPA and/or other applicable laws and regulations.
5. Individuals identified as having been in close contact will be contacted and informed of their recent exposure. The patient's name will not be identified. Individuals not associated with La Sierra University will be encouraged to stay home or in their living quarters, self-monitor for symptoms, follow CDC guidance if symptoms develop, and to get tested. (A list of local testing

resources will be provided.) Individuals affiliated with the University will be tested at SWS.

t. Mental health implications

COVID-19 pandemic has increased mental health issues, particularly various forms of anxiety and depression in individuals. Due to the impact on personal mental health and overall wellness, on-going care for employees and students will be provided.

- Teletherapy sessions will be available for students as much as possible due to the nature of counseling spaces at SWS being small and lacking appropriate ventilation.
- Face-to-face therapy sessions will be allowed for crisis situations only.
- Clinicians using office space to provide teletherapy will have staggered schedules to ensure physical distancing. No more than 2 clinicians will be allowed in the clinic at one time.
- Online programming, psychoeducational opportunities and support groups will be provided that encourage and promote healthy behaviors including self-care, stress management, exercise, nutrition, etc.
- Public health awareness campaigns and on-campus signage will be used to inform and promote mental and physical health, on and off-campus resources including national help and support lines such as 1-800-985-5990, or text TalkWithUs to 66746.

COVID-19 Case and Contact Reporting

- The COVID-19 Response Coordinator or her designee will be responsible for communicating about and responding to COVID-19 concerns.
- While maintaining confidentiality, the COVID-19 Response Coordinator or her designee will promptly communicate to students, faculty, and staff the numbers of COVID-19 cases and exposures among the campus community.
- The contact information for the COVID-19 Response Coordinator will be publicized in the appropriate areas on the university website and in other campus messaging.
- The Covid-19 Response Coordinator or her designee will notify faculty, staff, students, families, and the public of any closures or restrictions to limit COVID-19 exposure.

- Reporting Protocols: If you have tested positive, or become aware of a member of the campus community who has tested positive, please follow the appropriate notification processes:
 - For COVID-19 Positive Students – please notify Dan Nyirady, Director of Student Wellness Services either by email or phone at wellness@lasierra.edu or 951-785-2200. Students can call for instructions on self-care or to make an appointment. Acutely ill students should seek medical care from a healthcare provider in their area.
 - For COVID-19 Positive Employees – please notify Dell Jean Van Fossen, Director of Human Resources either by email or phone at dvanfoss@lasierra.edu or 951-785-2321. Employees should seek medical care through their regular health care providers. The HR director will communicate all employee cases to the director of student wellness services for combined reporting to county authorities.
- The Offices of Student Wellness and Human Resources will contact the Provost/COVID-19 Response Coordinator immediately if there are any known or suspected cases and will submit a weekly report on known and suspected cases to the Provost.
- Communication about these steps for students and employees will be clearly communicated in various ways and locations, i.e., by email, mailed letters and posters in strategic areas.
- The Office of Student Wellness will report all cases to the Riverside County Office of Public Health according to county guidelines.

Outbreaks

An outbreak exists if there are three or more COVID-19 cases within a 14-day period at a specific place of employment. An outbreak can also exist if the employer has 100 employees or fewer at a specific place of employment and 4 employees test positive for COVID-19.

We will provide testing to all employees who are exposed at the workplace except for those employees who were not present during the outbreak. Testing will be provided at no cost to employees during their working hours.

A major outbreak applies to a place of employment when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

Employer-provided Transportation

When traveling to and from events in an university owned vehicle or bus, physical distancing and face coverings are required.

The driver and passengers must be separated by at least three (3) feet and ALL passengers must wear face coverings.

Cleaning and disinfecting is required each trip and employers will provide adequate supplies of sanitizing materials. Hand sanitizer will be available in each vehicle and adequate ventilation will be provided for the vehicle including a functioning air conditioning system in instances where the outside temperature is greater than 90 degrees.

When using university vehicles on campus, employees should use separate vehicles and should not ride together in the same vehicle.

Visitors/External Community Members on Campus

In accordance with current state guidance for higher education and in an effort to reduce the transmission of SARS-CoV-2, the university campus is closed to external community members. This includes the use of any university facility by any external individual or group.

Academic/Teaching and Learning Consideration

Limited Phase 2 Reopening

On August 7, 2020 CDPH and CAL OSHA released COVID-19 guidance for higher education. The guidance mandates that institutions located in counties on the State County Data Monitoring List, currently known as the Widespread tier, are not permitted to offer indoor lectures. However, “[c]ourses offered in specialized indoor settings (e.g. labs, studio arts) (*State Guidance 10*),” may be held indoors as long as physical distancing and other facility containment and mitigation measures can be implemented. The provost and academic deans are working with academic departments to determine which of these types of courses will be offered during the Fall 2020 quarter. Approximately 2% of Fall Quarter 2020 courses will be offered on campus. All courses will be available in a remote learning format.

All Phases of Reopening

The sharing of academic supplies and equipment will be limited as follows:

- There will be no sharing of devices, books, pens, and all other learning aids.
- Each open studio or science lab will make appropriate plans for physical barriers or shared equipment, as well as designated bathrooms for student use. These plans will be approved by the COVID-19 Response Coordinator and academic deans.
- Adequate supplies will be provided to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment,

computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

- All computer labs will be closed.
- An appropriate space will be selected as study space for commuter students. This space will be appropriately equipped with barriers and cleaned according to protocols. One worker will be appointed to monitor the study space to ensure compliance.
- A notice regarding device/equipment sharing will be created for inclusion in course syllabi for lab/studio classes with face to face arrangements.

Student Support Services

All student support services, including those provided by the Office of Advising and Career Success, should be provided virtually, as feasible.

Full Phase Three Reopening

When the campus moves to Phase Three reopening, the following plan for instruction will be implemented:

1. The Emergency Management Team recognizes that there is no single plan that will fit all academic programs. Thus, each academic department will create a plan for their fall curriculum and report the plan in writing to their academic dean. Each dean will then report these plans to the provost. While we recognize that faculty are currently off contract in the summer, we encourage them to participate in this planning as much and as early as possible.
2. The goal for each program will be a 'Hyflex' model that will allow students to complete all course components virtually if they choose, or if their circumstances change during the quarter, or if a university closure is mandated by county health officials or the Emergency Management Team. (*See below for a definition of "Hyflex"*).
3. The maximum number of students who can be accommodated on campus for a given class will be determined based on classroom capacity. On-campus class participation may need to be rationed if more students desire on-campus participation than the physical spaces can accommodate. Once the initial division between on-campus students and online students for a given class has been determined, guidelines for switching between modalities during the quarter can be as follows:
 - a. Any student who initially chooses virtual instruction and desires to switch to an in-person experience must apply for an in-person slot with the instructor and department chair overseeing the course.

- b. Any student who initially chooses an in-person spot and decides to temporarily move to virtual mode may retain their spot, as long as they are not gone for more than three weeks or until the end of the quarter, whichever comes first.
- 4. Faculty will have the freedom to choose the modality of course delivery within certain guidelines:
 - a. Each program faculty will consider an effective blend of delivery (Hyflex and Online or Virtual) that will ensure the meeting of course and program Student Learning Outcomes. They will present a department plan for the term to their dean, who will then report to the provost.
 - b. All instructors (full-time or adjunct) will, in collaboration with their department chair and colleagues, create a delivery plan for their course for fall and fully articulate it in a written course syllabus.
 - c. These syllabi must be available electronically on Blackboard no later than the first day of class. Students must be able to make registration choices based on primary course delivery modalities.
 - d. All instructors must feel safe and make the modality choice best suited to their individual needs and preferences. Department chairs will encourage a blend of modalities offered, but will not mandate them.
- 5. All faculty will arrange to hold weekly office hours in a virtual format. Faculty will not hold office hours or meet with students in their faculty offices.
- 6. Each instructor will consider a value-added interaction for each class. It is encouraged that these be face-to-face, with the following guidelines:
 - a. All face-to-face interactions must be optional. Students who are unable or opt not to participate in face-to-face interactions/activities must not be penalized in any way.
 - b. No instructor will be required to hold face-to-face interactions if they do not feel safe to do so.
 - c. Suggested interactions may include labs, studio time, musical practice in physically distanced environments, optional group discussions, lectures, or program colloquia. All activities will be scheduled to allow appropriate physical distancing.
 - d. Face coverings must be worn by students at all times. Professors must wear fabric face coverings as per the *CDPH Guidance on the Use of Face Coverings*. However, they may wear plastic shields with a drape attached to the bottom of the shield while they are in a lecture or teaching situation as long as they can

maintain 6 feet of physical distancing. Students who refuse to wear face coverings will be instructed to leave class immediately.

- e. The Office of Disability Services will work with instructors to ensure student accommodations are made where needed.
7. In order to accommodate as many face-to-face experiences as possible, a thorough inventory of classroom capacity will be completed, including any possible use of outdoor spaces. Department chairs will work with the Records Office to schedule needed spaces.
8. Each department chair will conduct a survey of equipment needed as soon as possible and submit to their dean. Each dean will then submit those requests to the provost. No faculty will be authorized to purchase or be reimbursed for equipment without prior approval from the provost.

Hyflex Course Model

Hyflex stands for Hybrid-Flexible courses, and both components are important. They are hybrid in the sense that they involve both online and on-the-ground (classroom) experiences and they are flexible in that they allow for nearly-seamless integration of the two modalities so that students can go back and forth between modalities but still have the same set of expectations and experiences. For a given learning experience, any student may be working either in person or online, and as conditions allow, they may shift between modalities over time.

In practice this means that any learning opportunity that occurs in a classroom is equally accessible to students who are attending virtually, either by "telecommuting" or by participating in equivalent online activities.

Employees

In addition to the protocols contained in the Health & Safety and Academic/Teaching and Learning sections of this plan, the following policies have been drafted by the Emergency Management Team and approved by Executive Committee so as to provide the safest work environment possible for all employees (faculty, staff, and student workers):

1. The COVID-19 Physical Distancing Policy formalizes the health and safety measures for all employees implemented by the university as well as the ability to enforce these measures. ([View the COVID-19 Physical Distancing Policy here](#))
2. The COVID-19 Testing and Wellness Check Policy describes the processes employees who work on campus will follow to assist in the prevention, containment, and mitigation

of the spread of COVID-19. ([View the COVID-19 Testing and Wellness Check Policy here](#))

3. The Pandemic COVID-19 Sick Leave Policy provides employees with an additional source of sick leave to use should they become ill. This will encourage employees to stay home instead of coming to work sick. ([View the Pandemic COVID-19 Sick Leave Policy here](#))
4. Since March 2020, all university-sponsored travel both international and domestic is not permitted. However, domestic travel within driving distance of the university may be approved by the provost, the university's COVID-19 response coordinator, on a case-by-case basis. Avoid using mass/public transit to commute to campus if at all possible.
5. All meetings should be held virtually.
6. When possible, flexible work sites (e.g. telework) and flexible work hours (e.g. staggered shifts) will be employed to provide as much physical distancing as possible.
7. A questionnaire for both supervisors and employees has been developed for use as we move through the phases. This will be administered as needed by Human Resources.
8. Online employee training has been developed for all employees to complete before they return to campus. Details and implementation will be provided by the Human Resources Office.

Campus Life

The following plans are designed to align with Phase Three of the university's reopening plan. Since the university will enter the 2020 Fall term in a limited version of Phase Two, all the following plans will be adapted to virtual events and, as appropriate, outdoor, physically-distanced events. No indoor gatherings will be planned or held.

Student Life Office

2020 Student Social Contract

The Division of Student Life requires all students living and studying on campus during the 2020 Fall quarter to agree to abide by the university's COVID-19 policies and procedures in addition to all other policies and procedures applicable to La Sierra University students by completing the [2020 Student Social Contract](#).

The Division of Student Life will partner with one of the university's biologists and 3-5 of their active research students. The professor will lead students in designing and implementing a co-curriculum for students that will create the deep cultural change necessary for campus safety amid the COVID-19 pandemic. This will also provide student labor/scholarships, active research opportunities, and curriculum development for the division to implement according to the following phases:

Stage 1 – Residential Life will launch an online pre-boarding co-curriculum with live-chat features that will be sent to all fall residents to complete. The student researchers will also train all of the Residential Life student RAs who will follow-up with a personal face-time call to each of their future residents. This will serve as the second phase and another soft-launch of the co-curriculum.

Stage 2 – IGNITE (Freshmen/New Student Orientation) will begin with training for IGNITE leaders prior to the arrival of students on campus. The co-curriculum will be in workshop style as well as various elements will be implemented in the IGNITE event. Depending on the success of the online pre-boarding training, there may be the possibility of an online pre-boarding training event for IGNITE students/freshmen.

Office of Student Involvement

The Office of Student Involvement (OSI) will utilize a hybrid model of digital and in-person programming if possible to engage with the student community as follows:

1. Virtual Engagement - #LaSierraTogether

We will use what we have learned from the #LaSierraTogether virtual engagement program to continue to create community with our students virtually.

2. IGNITE (Freshmen orientation)

Plan 1: If we are able to put on a program for ~350 people with physical distancing measures in place we will

- Create a hybrid program of virtual and in-person programming that staggers the groups. For example, groups will be divided into 3 parts and will rotate throughout the campus as follows:
 - 10:00 AM (100 students on the Founder's Green) - students sit with their family groups within large designated circles. We walk them through a fun, physically distanced activity that they all participate in.

- 10:00 AM (100 students in workshops) - students go to various workshops in classrooms (observing the same distancing principles as the classroom model).
- Collaborate with the Division of Student Life: Athletics, Residential, Wellness, and the Student Life Office to design the event using the appropriate safety measures as indicated by the campus reopening plan:
 - 10:00 AM (Students in their dorm rooms) - students join a Zoom meeting room with their family group and are led in an icebreaker activity from their rooms (we would need to find spaces for commuter students to go during this time). They would then rotate through all those activities (worship could be done this way as well).

Plan 2: If we are unable to meet as a full group on campus we will

- Create a virtual program that is heavily student-led (relying on our Family Group
- Leaders) and that incorporates already filmed videos with live engagement. We will have our large programming where everyone is on a Zoom call - but then also break out students into their smaller Family Groups to connect with one another on a deeper level.
- In this program, we will require our Family Group leaders to set up a time with the Family Groups to meet in person the first week of school (and maybe weekly throughout the quarter) so they still get that in-person connection.

3. SALSU (Student Association of La Sierra University)

Many of our officers will continue to function in their respective roles, but will be asked to think creatively about how to do their work with physical distancing measures in mind. For example, the Wellness Director could still do their workout classes but adjust the spacing so that everyone is spread apart and outside.

SALSU Senate is one of the larger groups that is required to meet together (~35 people). These meetings will either be conducted virtually, outside, or in a large room spread out, depending on what campus regulations for COVID-19 safety allow.

4. Student Organizations

These groups will still function in a similar capacity. The OSI Director will meet with the group presidents regularly (via Zoom or safely outside) to help guide them as they think creatively about how to serve their specific community within campus regulations for COVID-19 safety.

5. Leadership Development

OSI provides student leadership development in several ways: IGNITE Leader Training, SALSU & Club Officer mentorship, and Leadership Workshops.

- *IGNITE Leader Training*

This will likely still be done in person, depending upon campus regulations for COVID-19 safety. We could offer a hybrid training event of virtual and in-person, depending on campus regulations for COVID-19 safety.

- *SALSU & Club Officer Mentorship*

The OSI Director will be working with each leader/group to mentor them in the ways they are comfortable. All meetings will happen within campus COVID-19 safety guidelines.

- *Leadership Workshops*

We will follow the Office of Advising and Career Success (OACS) lead with workshops. Our office can implement them via Zoom or in large rooms, depending upon what campus COVID-19 safety regulations permit.

Spiritual Life

All events will be conducted within COVID-19 local and state guidelines/mandates and campus COVID-19 safety regulations described in this plan.

Office of International Student Services

All events will be conducted within COVID-19 local and state guidelines/mandates and campus COVID-19 safety regulations described in this plan.

Dining Services

In addition to providing food services within COVID-19 local and state guidelines/mandates and campus COVID-19 safety regulations, food services will

- Provide only paper eating utensils for employee and student use
- Re-train staff on food safety, with emphasis on employee illness communication and handwashing

- Verify management's current SERV Safe certification
- Check food safety equipment. Purchase batteries in order to ensure a significant supply
- Verify high/low temperature dish machines are working at proper temperature or concentrations
- Phases 1-3 Reopening Stage: NO self-service whatsoever; patrons of food services will not serve themselves. All food will be delivered/served by food services personnel Phases 1-3 reopening)
- Phase 4 Reopening Stage: Clean and disinfect all "high touch areas" (chair backs, tables, door handles) every 30 minutes, and/or as soon as employees/students leave the tables.
- Phase 4 Reopening Stage: Ensure that physical distancing protocols are in place for all venues (6ft. of separation between patrons and food services staff).
- Phase 4 Reopening Stage: Configure dining room seating to ensure physical distancing.
- Phase 4 Reopening Stage: Disinfect student/employee seating area immediately upon student/employee leaving seating area.
- All Phases: Explore the possibility of an app whereby students can pre-order food/drinks for pick up (Starbucks model).

Athletics

Athletics Plan Implementation and Oversight

In addition to and in consultation with the university's COVID-19 Response Coordinator, Mr. Javier Krumm, Athletic Director, is charged with implementing the Athletics portion of this plan through direct action and/or delegation to as well as oversight of appropriate members of the athletic department.

The following timeline describes the current reopening plan for the university's athletic program:

- CAL PAC has moved all fall season sports to winter-spring 2021
- Basketball season to be determined by CAL PAC, and NAIA
- Coaches wellness onboarding (ZOOM) training/CPR First AID (October 1) *
- Student leader's wellness onboarding/training sessions (October 1) *
- Athletic Facilities open ONLY to Athletic Staff and Student-Athletes (October 5) *

- Athletic Facilities open to University Faculty and Staff to be determined by EMT*
- Athletic Facilities open to general student body to be determined by EMT*
- Athletic teams pre-season practices (October-November) *

*All dates subject to state and county authorities' as well as Emergency Management Team (EMT) decisions.

*Men's and Women's Basketball will extend their pre-season until December 11

1. Phase 1 Re-Entry to training, October 5 to October 19*

- Student-athletes will train in groups of four for indoor sports and groups of eight for outdoor sports. Each training group of student-athletes will use only the equipment assigned to that group in order to minimize the spread of SARS-CoV-2
- Group membership must stay the same during the duration of training period
- Physical contact not necessary to game play/practice is not allowed, including high-fives, fist-bumps, hugs, tight huddles, etc.
- Weight training, cardio training, and athletic movement training is allowed during this time as well as sports-related drills, including sports related elements
- Student-athletes will be screened for symptoms every time they meet with their team

2. Phase 2: All teams begin regular practice, October 19

- Student-athletes will be screened for symptoms every time they meet with the team

3. Phase 3: All off season teams begin regular practices, October 19 to November 23*

- Men's & Women's Cross country, baseball, softball, Men's & Women's soccer, and volleyball

4. Phase 3: Men's and Women's Basketball will extend practices to December 11*

- Exception due to CAL PAC competition in January-February.

Phases 4-8 are return-to-competition. Plans for competition will be published at a later date.

- The possibility of Fall basketball non-conference games yet to be determined.

*All dates subject to state and county authorities' as well as Emergency Management Team decisions.

When the athletic program begins on campus, the Athletic Department is committed to the following COVID-19 safety protocols in addition to all campus COVID-19 policies and procedures:

1. Face Covering Policy

The use of face coverings for members of the public when university athletic facilities open to the wider campus, student athletes, and all employees in university athletic facilities is subject to the university's mask wearing policy described in the university's Testing and Wellness Check Policy with exceptions as described below.

2. Athletic Training

Athletic Training Room Protocol

- One access point for entry and one access point for exit
- Wear a face covering and wash hands before signing-in and entering the athletic training room
- Everyone entering the athletic training room must be screened via:
 - Digital temperature taken, and
 - Attestation

- Have you been in contact with anyone diagnosed with COVID-19?
- Any shortness of breath?
- Any unusual fatigue?
- Loss of appetite or loss of taste/smell?
- Do you have a sore throat?
- Do you have any flu-like symptoms?

If any student-athlete shows signs or symptoms of COVID-19, they will be immediately isolated, health services contacted and referred to hospital/Primary Care Physician for further evaluation

- Those who have any of the following characteristics will NOT be allowed to enter:
 - Returned from travel or overseas within the last (XX) days CDC website

- Fever of 100.4°F or greater in the last 2 days CDC website
- Chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, sore throat, or new loss of taste/smell, congestion/runny nose, nausea/vomiting and diarrhea. CDC
- Contact with a person known to be infected with COVID-19 within the previous (XX) days CDC
- Compromised immune system or chronic disease, sickle cell, pregnant women and chronic kidney disease CDC
- Testing
- All student athletes and support staff must submit to PCR COVID-19 testing provided by the university within 72 hours of competition.

3. Treatment/ Rehabilitation

- The student-athlete will be assigned an exam table
- If the student-athlete requires electrical stimulation, they will be issued personalized stimulation pads, which at completion of the treatment, will be placed in their medical folder
- The student-athlete is not to walk around the facility; they are to complete rehab and treatments while maintaining physical distancing (>6ft.)
- All tables and equipment used in rehab/treatment must be cleaned/disinfected after each use

4. Game Day Coverage

- All personnel and student-athletes must be screened for symptoms, including having their temperature taken, including members of all visiting teams. Anyone presenting symptom(s) of COVID-19 will not be allowed to enter the facility nor allowed to play
- Taping and treatments will be administered at assigned times to ensure physical distancing (>6ft.)
- All student-athletes will shower after every game
- The athletic training room will be cleaned/disinfected at the completion of every game

5. Practice Coverage

- Coaches and student-athletes will be screened for symptoms of COVID-19, including a temperature check. Anyone presenting symptom(s) of COVID-19 will not be allowed to enter the facility nor allowed to practice
- Practice times will be staggered to eliminate the overflow of student-athletes prior to and after practice in athletic training room
- Any student-athletes who need treatment/rehab must shower after practice prior to entering the athletic training room

6. Cleaning/Sanitizing Athletic Training Room

- Prior to opening, the athletic training room (including exam tables and floors), will be cleaned/disinfected
- All equipment will be sanitized after each use
- Exam tables will be disinfected after each use
- Computer and other electronic devices and keyboards will be disinfected in-between users
- Whirlpools will be drained and sanitized after each day of use
- Hydrocollator covers will be washed after each use
- Towels will be laundered after each use
- All supplies will be stored in drawers and cabinets until needed
- The athletic training room will be wipe down surfaces with viral-eliminating disinfectant twice per day (mid-day and evening)

7. Staff

- Will be screened for symptoms. including temperature check every day
- Will be required to wear face masks while treating student-athletes
- Must wash hands after contact with each student-athlete
- Must limit hands-on contact with student-athletes
- Must wash hands prior to data entry

- Staff breaks need will be staggered so not all staff are on break together
- No in-person meetings are permitted outside of athletic practices/contests

8. Athletic Facilities

- *Athletic Facilities Protocol:* All applicable university COVID-19 policies and procedures will be adhered to by all athletic staff and student athletes
- *Facility Signage:* Appropriate facility signage regarding COVID-19 protocol will be posted in athletic facilities
- *Waiver Forms:* all student athletes will sign a waiver form to indicate their understanding of and acceptance of risks associated with the disease as well as their agreement to abide by all university COVID-19 policies and procedures, including consequences for non-compliance
- [COVID-19 Waiver](#)
- *Staff:*
 - Will be screened daily, including temperature check; Will utilize alcohol-based hand sanitizer
 - Must wear face masks at all times during shift
 - Must maintain physical distancing (>6ft.)
 - Must wash hands frequently
- *Patrons (When allowed to use the athletic/fitness facilities):*
 - Patrons will wear face masks, except when actively exercising
 - Must maintain physical distancing (>6ft.)
 - Will be strongly encouraged to use automatic hand sanitizer
- *Team Rooms/Locker Rooms>Showers:*
 - No use of showers by patrons at this time
 - Locker rooms will be not be used at this time
- *Fitness Center:*
 - Policies and procedures outlined by the Head Athletic Trainer (see "Athletic Training Room Protocol") must be followed for entrance/admission
 - Exercise machines and equipment will be placed strategically to ensure physical distancing (>6ft.)
 - Individual training sessions, indoor group fitness classes and workouts must maintain physical distancing (>6ft.)

- Automatic hand sanitizing machines will be available
- *Alumni Pavilion:*
 - See "Fitness Center"
- *Aquatics Complex:*

Closed until re-opening approved by the Emergency Management Team

 - Lifeguards will be hired and retrained on COVID-19 policies and procedures
 - Policies and procedures outlined by USA Swimming and CDC-Model Aquatic Health Code (MAHC) will be considered

- *Outdoor Athletic Facilities:*

Tennis courts, beach volleyball, soccer turf field, softball and baseball fields, multi-purpose fields and general outdoor athletic spaces

- See "Fitness Center"
- *Cleaning/Sanitizing Athletic Facilities:*
 - Team Rooms/Locker Rooms/Showers:
 - Floors cleaned, bathrooms fully cleaned and space fogged with viral-eliminating disinfectant as often as bathrooms are cleaned across campus
 - Bathrooms
 - Will be cleaned as often as bathrooms are cleaned across campus
 - Common Areas
 - Cleaning and disinfecting procedures will be coordinated with Physical Plant Services, using the same cleaning products and sanitizing supplies. Facility student workers will have random cleaning shifts assigned by the Facility Manager in specific areas and times, while the custodial staff will have routine shifts
 - One access point for entry and one access point for exit, to decrease possible physical distancing violations
 - Prop doors to eliminate unnecessary touch points on public surfaces (door handles)

- Touchless hand sanitizers will be placed throughout the athletic facilities; some will be portable to utilize during scheduled activities and others permanent
- Floors washed and high touch points disinfected on the same schedule as the rest of campus
- Drinking fountains will be disabled and personal water bottles utilized only
- Athletic Facilities will keep perimeter doors open during activities. When possible fans/ventilators may be used to increase fresh airflow
- Fields
- Will spray with disinfectant before the season begins
- Fitness Center
- Exercise machines and equipment will be sanitized between each use
- Floors washed and high touch points disinfected as often as similar areas are cleaned across campus
- Drinking fountains will be disabled and personal water bottles utilized only
- Surfaces wiped with viral-eliminating disinfectant at night
- Close climbing wall until approved for use by EMT
- Alumni Pavilion
- Floors washed and high touch points disinfected as often as similar areas are cleaned across campus

9. Game Management

- *Game Management Protocol:*

Policies and procedures outlined by the Head Athletic Trainer will be followed for both home and visiting teams, visiting staff and officials

- *Waiver Forms:*

COVID-19 Waiver forms will be completed for visiting teams, visiting staff and officials

- *Staff:*

- Will be screened for symptoms, including temp. check; Application of alcohol-based hand sanitizer

- Are required to wear face masks at all times during shift
- Must maintain physical distancing (>6ft.)
- Must wash hands frequently
- During contests, all areas for coaches, team benches, game management, officials and trainers will be marked with tape or have barriers placed to ensure physical distancing.
- *Spectators:*

No spectators/fans until further notice
- *Concession Stand:*

No concessions will be sold until further notice
- Press Box

Fully cleaned before and after each use

10. Team Management

- Practices
 - Coaches and student-athletes will be screened daily, including temperature check: Application of alcohol-based hand sanitizer
 - Optional face masks for those athletes in the contest and the head coach
 - Face masks must be worn for bench personnel and athletes
 - Student-athletes should refrain from giving one another high-fives, fist-bumps, hugs, or standing in tight huddles, etc.
 - Equipment will be sanitized regularly
 - Disposable gloves will be worn by facility staff who are managing team equipment
- Games
 - See "Game Management"
- Travel
 - The development of protocols is in process and will be posted when finalized; Oct. 15th per CAL PAC

11. Intramurals

No programming until further notice

12. Youth/Community Programming (i.e. camps, clinics, clubs and leagues)

No programming until further notice

Residential Life

1. Limited Phase 2 Reopening Occupancy

Due to the spread of COVID-19 in Riverside County and our desire to provide students with the safest possible environment in which to live and study, occupancy in residence halls will be limited to one resident per room/bathroom.

Since residents will have sole access to their own private bathroom, should quarantine or isolation of a resident or residents be necessary, quarantine or isolation will occur in the residents' own rooms.

Other than the plan for occupancy and the location for quarantine and isolation the following policies and procedures for residential life also will apply to the limited phase 2 reopening:

2. Phase 3 and 4 Reopening Occupancy

All residents will have single occupancy at the double occupancy rate.

Max Single Occupancy 364 Residents:

- Angwin Hall: 130 Residents
- Sierra Towers: 130 Residents
- Calkins: 82 Residents
- South Hall: 22 Residents

Waiver: Residents will have an opt-out of single occupancy option if they choose to live with a roommate (sibling, cousin, best friend, etc.) by filling out a waiver stating their intention and understanding of what they are asking for (parents may want siblings to live together). Residents who choose this option will also be charged the double occupancy rate.

Prioritization of residents admitted to residence halls in the following order with returning residents having first priority:

Returning Residents

1. Residential Life Student Staff (Student Deans/ Resident Assistants/Customer Service Representatives)
2. Out-of-State and International Students
3. Students outside of a 45-mile radius:
 - a. 4th+ Year
 - b. 3rd Year
 - c. 2nd Year

New Residents

1. Out of State and International
2. Students outside of a 45-mile radius
 - a. 1st Year
 - b. 2nd Year
 - c. 3rd Year
 - d. 4th+ Year

Exceptions: To be considered as top priority

1. Disability services housing exemption.
2. Living insecurity in which living at home does not provide a healthy learning environment.
3. Financially independent with no ability to return home or remain off-campus.
4. Essential student employee at department's request.
5. Live with another resident (if the residence halls are at max single occupancy capacity).

3. Quarantine and Isolation Rooms

The Residence Halls will set aside rooms (outside of the total occupancy) for use as quarantine or isolation rooms:

- Angwin Hall: 4 rooms w/ private bathrooms
- Sierra Towers: 2 rooms w/ private bathrooms
- Calkins Hall: 4 rooms w/ private bathrooms
- South Hall: 3 rooms w/ private bathrooms

Rooms will be equipped with emergency kits provided by the Wellness Center.

If the total number of rooms needed exceeds the allotment available, Residential Life understands that this will be a trigger for the university's move to off-campus instruction only, a

decision that will be made by the university's president in consultation with the Emergency Management Team.

4. New/Updated Safety Measures

Masks: Residents must wear face covering in all public spaces (hallways, lobbies, community restrooms).

Signage

New signage in and out of the buildings.

- Educational signage (i.e. wash your hands, wear masks, personal safety and responsibility).
- Assign specific rooms to community bathrooms and limit the number of people using them.
- Signage for new policies (i.e. residents only, new max occupancy in certain areas).
- Designated entrance and exit signs.

Precautionary Measures

- Installation of plexiglass shields around front desk areas.
- Installation of half doors leading into Dean Offices or other barriers.
- Removing excess furniture for physical distancing in common areas.

Cleaning and Sanitizing

- Rooms will be cleaned and sanitized before residents move in.
- Will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, water filling stations, hand railings, bathroom stalls, study tables, seating) as per campus COVID-19 safety regulations.
- Common areas and high traffic areas cleaned and sanitized throughout the day.
- Maintain higher cleanliness standards for residents' dorm rooms i.e. taking out trash, wiping down surfaces, limiting the amount of items in the room, etc.
- Provide students with cleaning supplies that can be checked out at the front desk to encourage and promote cleaning. Cleaning supplies (buckets) disinfected by student staff after every use.
- AH/CH - Provide students with private bathroom cleaning schedules -monitored by Residential Life staff.
- Cleaning schedules posted in community bathrooms to notify residents of date and time bathrooms were cleaned.

- Frequent reminders of proper health and hygiene (verbal, posters, videos)
- Hand sanitizer widely available in common areas and rooms

Restrict entry into residence halls to residents who live in the building

No Guests allowed in the dorm. Exceptions may be granted by deans for caregivers, etc.

5. Residential Life Staff Symptom Screening

As per campus COVID-19 safety regulations.

6. Policies and Procedures

All students living in university residence halls must agree to abide by the university's residential life COVID-19 policies and procedures by completing the Residential Life Community Health Agreement. Communicate new policies to residents prior to move in.

Create a simplified Move-In Process:

- Self-check-in model
- Scheduled check-ins

Appendices

Re-Opening of Campus Chart

La Sierra University COVID-19 • Phases to Re-Open Campus <i>Revised 07/09/2020</i>					
<p>This document outlines how the University might begin to slowly re-open campus. The Emergency Management Team (EMT) will be the body at the University that recommends when we move from phase to phase. They will consult with CDC, health officials in the Riverside County and the State of California to determine which phase the University will move to during our transition process. We will move to each phase as quickly and as carefully as possible. However, phases are not linear. Phases are dependent on the virus and its impact on our community and, therefore, we may move backward or forward between phases. The EMT will update the campus as needed regarding the phase we are currently operating within.</p>					
	Phase 1 Current	Phase 2 To be determined	Phase 3 To be determined	Phase 4 To be determined	Phase 5 To be determined
Employees (essential) Work Location	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus
Employees (non-essential) Work Location	Remote	Limited return on staggered basis; Others Remote	On-Campus Staggered	On-Campus (remote for high risk)	On-Campus
Faculty	Remote	Remote	Remote and On-Campus	On-Campus (remote for high risk)	On-Campus
Check-in Daily Screening: 1) Temperature 2) Questionnaire	N/A	Yes	Yes	Based on State of California Higher Ed Guidance	No
Mask Usage	Yes	Required	Required	Based on State of California Higher Ed Guidance	No
Social Distancing Standards in Effect	Maintain 6' distance	Maintain 6' distance	Maintain 6' distance	Based on State of California Higher Ed Guidance	No
COVID CDC Testing	No	Yes	Yes	Yes	No
COVID CDC Contact Tracing	No	Yes	Yes	Yes	No
Group Size Guidelines		Based on State of California Higher Ed Guidance	Based on State of California Higher Ed Guidance	Based on State of California Higher Ed Guidance	None
Courses					
Events					
Experiences	Fully Remote	Fully Remote	Hyflex	Hyflex	Fully on-campus
Residence Hall Off Campus Housing	Housing only those who are unable to leave	Based on State of California Higher Ed Guidance	Based on State of California Higher Ed Guidance	Based on State of California Higher Ed Guidance	Normal occupancy
Dining Commons	Eagles Nest Only	Based on State of California Higher Ed Guidance	Based on State of California Higher Ed Guidance	Based on State of California Higher Ed Guidance	Normal operations
University Sponsored Travel - Domestic				No Travel until 03/2021	
International	No	No	No		No travel restrictions

La Sierra University Reopening Policies

COVID-19 Physical Distancing Policy

(Approved by University Executive Committee on August 5, 2020)

Applicability

This policy applies to all La Sierra University students, faculty, staff and to those engaged to further the interests of the University.

Activation and Deactivation

Activation and deactivation of this policy is the responsibility of the Emergency Management Team.

The Centers for Disease Control & Prevention (CDC), the State of California and the Riverside University Health System Public Health Department (RUHS Public Health) who is the local agency responsible for providing the public with information about physical distancing measures. This information is being provided to help you understand what you may be asked to do if the Health Officer puts physical distancing measures into practice either federally, state or local.

COVID-19 Policy

In the event of a pandemic, the University will enact the practice of physical distancing in an attempt to limit the spread through human to human contact. Actions to minimize contact between infected and healthy individuals will range from the use of sick time, limitation or cancelation of events or localized closing, class dismissal and suspension of all non-essential services and operations, where remote work will begin. The Emergency Management Team will determine which level of physical distancing is needed to protect members of the La Sierra University community.

Definition of Practice

Physical distancing is a public health practice designed to limit the spread of infection by ensuring sufficient physical distance between individuals. Taking measures to ensure physical distancing decreases opportunities for close contact among persons, thereby decreasing the potential for disease transmission among people and slowing the spread of disease.

Physical distancing measures may include:

- Maintaining a personal distance between oneself and another individual.
- Recommended minimum distance is six feet. Personal contact can be further minimized by avoiding shaking hands and by scheduling meetings via the phone or web.
- Maintaining significant personal distance from students and coworkers via the use of sick time when you are experiencing symptoms of illness.
- Limiting public events, including athletic, educational, physical and others.
- Cancelling public events.
- Suspending all but critical operations.
- Remote work.

Procedures

In the event of a pandemic or other health emergency, the University Emergency Management Team, in consultation with other University personnel as needed, will determine the appropriate level of physical distancing measures to employ. Federal, state and local governing authorities are likely to follow the Center for Disease Control (CDC) and World Health Organization (WHO) guidelines.

- Decisions regarding physical distancing for an outbreak of influenza or other highly contagious disease will be guided by such factors as the epidemiology of the disease, its response (if any) to anti-viral or other medications, the availability of effective medications, specific at-risk groups, proximity of confirmed infection to the University, and other factors.
- In support of decisions made by University leaders regarding physical distancing, the Office of Human Resources will develop specific protocols which will address the nature and severity of the health emergency. These protocols may establish new guidelines or may modify existing policies and procedures such as those related to leaves, return to work requirements, notification, remote access and others. Protocols will be developed in consultation with all relevant departments.

COVID-19: A Phased Return

La Sierra Emergency Management Team will phase in a return of staff over time in a coordinated process to ensure appropriate physical distancing.

The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue for some time. Employees who can continue to effectively work remotely, will likely continue to do so until restrictions are eased for larger gatherings.

The beginning of our phased approach will be as follows:

Phase 1

- In keeping with all government regulations, employees whose work is deemed essential may work on campus, based on their work assignments.
- Remote teaching and working continue.
- Employees are to maintain a distance of six feet from others at all times and wear a mask.
- All employees must abide by the pandemic wellness check policy.

Phase 2

- Essential employees should continue to work on campus, based on their work assignments.
- Remote teaching and working will continue.
- Staff who can effectively work remotely, should continue to do so. However, with administrative approval, some employees who cannot effectively perform their roles from home can return to on-campus work. COVID-19 screening is required. ([View COVID-19 Testing and Wellness Check Policy here](#))
- Employees are to maintain a distance of six feet from others at all times and wear a mask.
- Indoor gatherings are not permitted even with physical distancing measures.

Phase 3

- Personnel (essential employees) who have been working on campus should continue to do so, based on their work assignments.
- Employees return on a staggered basis, with those who are able to work remotely, to continue. As outlined in the COVID-19 Wellness Check Policy, daily screening is required.
- The “Hyflex” model of teaching will be implemented.
- Employees are to maintain a distance of six feet from others at all times and wear a mask.
- Indoor gatherings as per state or county guidelines are permitted with physical distancing measures.

Phase 4

- Everyone on campus, remote work for high risk employees.
- COVID-19 screening, mask usage, gatherings and physical distancing guidelines are based on federal, state or county guidelines.

Phase 5

- Everyone on campus, with no restrictions
- Normal operations

Covid-19 Testing and Wellness Check Policy

(Approved by University Executive Committee on September 2, 2020)

Applicability

This policy applies to all La Sierra University students, faculty, staff and to those engaged to further the interests of the University.

Activation and Deactivation

Activation and deactivation of this policy is the responsibility of the Emergency Management Team.

Two-Step Monitoring

It's crucial that we work together to ensure each other's safety. A two-step symptom monitoring system will be utilized. Everyone will self-monitor for symptoms at home and everyone will be screened for symptoms before they come on to the campus each day.

Monitoring Yourself at Home for Symptoms

Staff who have been instructed to return to the workplace must self-monitor at home every day before reporting to work. If you have any of the symptoms listed below, do not report to work. Instead, contact your primary care provider and notify your supervisor.

The information below is based upon guidance from the Centers for Disease Control (CDC).

Symptoms to check for:

A variety of symptoms have been associated with COVID-19 with impact ranging from mild to severe. Some of these symptoms may appear 2-14 days after exposure to the virus:

- Fever above 100.4°F, or feeling unusually hot (if no thermometer is available) or chills
- Sore throat
- Cough
- Runny nose or nasal congestion
- Difficulty breathing or shortness of breath
- Diarrhea
- Nausea and/or vomiting
- Headache
- Fatigue
- Muscle or body aches
- New loss of taste or smell

This is not a comprehensive list. As with any illness, please consult your medical provider if you are experiencing other symptoms that are severe or concerning to you. Do not report to work if you are not feeling well.

If you have been in close contact with someone who has tested positive for COVID-19, who is being tested for COVID-19, or who has concerning symptoms, you should stay home. If you feel symptoms arise yourself while on campus, leave and call your primary care provider and notify your supervisor.

COVID-19 Employee-Screening Procedures

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having his or her temperature taken, when reporting to work. All who enter campus will be directed to a station in the Alumni Pavilion parking lot upon arrival and prior to entering any other areas of the University. Any employee refusing to be screened, will be sent home and cannot return until they are properly screened.

Each employee will be screened by trained personnel using a touchless forehead/ temporal artery thermometer. The employee's temperature and answers to respiratory symptom questions will be documented.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees. Nonexempt employees may clock in using the Kronos App, once they are in line for screening.

Procedure for not passing wellness screen

If a person reports any symptoms or has a temperature higher than 100.4 degrees Fahrenheit, they will be asked to return to their place of residence and make arrangements to be tested for Covid-19. If Student Wellness Services has point of care testing capability, they will have the option of being tested there. They will also be given information for local testing sites. In order to return to campus, the following clearance options are available.

- **Positive Test:** Continue isolation at home for at least 10 days since symptom onset, no fever for at least 24 hours without use of fever reducing medication and improvement in symptoms.
- **Negative Test:** at least 10 days since symptom onset, no fever for at least 24 hours without use of fever reducing medication and improvement in symptoms. Persons may return to campus before the 10-day waiting period if cleared by a primary care provider stating that symptoms have alternative explanation.
- **Positive Test but asymptomatic:** required to self-isolate for 10 days since getting the first positive test.
- **If testing is readily available,** a healthcare provider may recommend repeat testing for COVID-19 to end isolation earlier than would be done according to the criteria above. If so, persons are able to be cleared with two negative test results in a row, from tests done at least 24 hours apart.

- **Exposure/Close Contact with Covid-19 infected person:** required to quarantine for 14 days.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. **An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact his or her immediate supervisor for further direction.

Testing for COVID-19

The university will test all employees and students for COVID-19 before they return to campus and on an on-going basis throughout the school year. Individuals who present with symptoms of COVID-19, or who have had possible exposure to an infected person must be tested for the disease will be sent home from work.

In order to return to campus, the following clearance options are available.

- **Positive Test:** Continue isolation at home for at least 10 days since symptom onset, no fever for at least 24 hours without use of fever reducing medication and improvement in symptoms.
- **Negative Test:** at least 10 days since symptom onset, no fever for at least 24 hours without use of fever reducing medication and improvement in symptoms. Persons may return to campus before the 10-day waiting period if cleared by a primary care provider stating in writing that symptoms have an alternative explanation.
- **Positive Test but asymptomatic:** required to self-isolate for 10 days since getting the first positive test.
- **If testing is readily available,** a healthcare provider may recommend repeat testing for COVID-19 to end isolation earlier than would be done according to the criteria above. If so, persons are able to be cleared with two negative test results in a row, from tests done at least 24 hours apart.
- **Exposure/Close Contact with Covid-19 infected person:** required to quarantine for 14 days.

Additional testing protocols may be implemented.

Limiting the Spread of Germs

These guidelines should be standard practices at all times but they are critical in the event of an outbreak of a pandemic of an easily transmitted infectious agent (COVID-19, Avian flu, SARS, pandemic flu, mumps etc.).

All employees should:

- Stay home if you are sick or experiencing any symptoms.
- Wear a cloth face covering or mask in shared spaces at all times while on campus.
- Keep six feet away from others when you must go into a shared space (physical distancing).

- Frequently wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol, when soap and water are not available.
- Avoid touching your eyes, nose and mouth.
- Clean and disinfect frequently touched objects and surfaces including your keyboard, phone and other items.
- Cover your cough and sneezes with a tissue or your inner elbow.
- Throw out used tissues immediately and wash your hands.

The University will:

- Expand existing education campaign on proper hand washing:
Place posters in all restrooms and in break rooms to remind everyone about hand washing.
 - o Posters will be in many different formats and modified as necessary to suit different situations
- Place garbage cans near exits to restrooms (can be outside or inside of exit door).
- Custodial will clean throughout the day all hand contact surfaces (handles, knobs, latches, pulls flush handles, doorknobs, etc.) in their routine cleaning activities, and provide a training program and reminders. This is especially important in all restrooms.
- Place wall mounted hand sanitation dispensers in locations throughout common areas. This would include all areas where food is sold or provided, libraries, computer labs, etc.
- Provide cleaning supplies to each office for employees to use through-out the day to clean their area.

Face Mask Guidelines

All employees are required to wear facial coverings or masks, depending on the type of work they perform as per the California Department of Public Health *Guidance on the Use of Face Coverings*. The University will provide masks for use on campus, when required by health and safety officials or regulatory agencies, and employees should wash these masks on a regular basis. Employees are to wear masks the entire time they are indoors on campus. When employees are outdoors on campus masks must be worn when 6 feet of physical distancing cannot be maintained. When employees are sitting in their offices or enclosed private workspaces alone, and no one will enter their private workspaces, they do not need to wear a mask or face covering. However, employees should avoid touching their eyes, nose or mouth when removing their masks and wash their hands immediately before and after removal.

We expect everyone to provide their own mask or face covering for normal off-campus day-to-day activity.

- Cloth face coverings are not considered PPE. However, face masks or coverings may prevent employees, including those who do not know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19.
- CDC guidelines also recommend employees and those of the La Sierra University community wear cloth face coverings in public settings where other physical distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice physical distancing.

Contact Tracing

- The university will conduct contact tracing on all employees and others who are infected with COVID-19. This process will limit the spread of the virus on campus and identify close contacts who will be instructed to quarantine at home for 14 days.
- A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19, including the 48 hours prior to the onset of symptoms; someone who provided care at home to an individual who is sick with COVID-19; someone who had direct physical contact with an individual who has COVID-19 (hugged or kissed them); someone who shared eating or drinking utensils with an individual who has COVID-19; OR an individual with COVID-19 sneezed, coughed, or somehow got respiratory droplets on someone.

Pandemic COVID-19 Sick Leave Policy

All members of the La Sierra University community are highly valued and viewed holistically with their safety and well-being of critical importance. To that end, this policy concentrates on safeguarding the health and safety of our community, as it relates to an outbreak.

In an increasingly global and highly interconnected world, infectious diseases like influenza can spread with lightning speed causing widespread illness and death. In the event of a pandemic or other health crisis, it is the University's responsibility to take measures to protect its students, faculty, staff from potential exposure to the disease. One such measure is physical distancing.

This short-term Pandemic Flu Sick Leave Policy is in effect for the duration of the COVID-19 flu pandemic, as declared by the Center for Disease Control.

All employees who are under quarantine for possible COVID-19, who are experiencing COVID-19 symptoms or who need to stay home to care for a family member with COVID-19 will be allowed to use Pandemic Sick Leave. The maximum number of hours that can be used during the COVID-19 pandemic is up to 80 hours (2 weeks), based on normal hours worked, per quarantine due to exposure, per episode of COVID symptoms, or for each occurrence of the need to care of a family member. Employees are expected to avail themselves of the Disability and Paid Family Leave benefits available to them.

All employees experiencing COVID-19 symptoms will be allowed to use Pandemic Sick Leave for up to 80 hours, instead of hours from their own sick leave or vacation leave banks. After seven days of continuous illness, an employee may qualify for disability benefits and will be provided the application form for disability. The Pandemic Flu Sick Leave Policy is designed to cover the elimination period, while an employee files for these benefits as well as the supplemental hours needed to bring an employee up to their normal net pay while they are on disability.

All employees who need to stay home to care for a family member with COVID-19 may use up to 80 hours of Pandemic Sick Leave instead of hours from their own sick leave or vacation banks for the first two weeks that they are off. Employees may also qualify for Paid Family Leave if they are caring for a family member with COVID-19. Please contact Human Resources for the PFL application form. The

Pandemic Flu Sick Leave Policy is designed to cover the elimination period while an employee files for these benefits as well as the supplemental hours needed to bring an employee up to their normal net pay while they are on Paid Family Leave.

Employees who feel they qualify for Pandemic Sick Leave must notify their supervisor who will then inform Human Resources. Human Resources will determine an employee's eligibility for this policy, and will authorize the submission of the Pandemic Sick Leave hours to Payroll for payment.

Starting January 1, 2021, Pandemic Sick Leave will also apply for vaccine injections, including adverse side effects that prevent an employee from working (this expires September 30, 2021)

A covered employee is any worker who is unable to work or telework for any one of the following reasons:

1. The worker is subject to a quarantine or isolation "period" related to COVID-19 as defined by an order or guidelines of the CA Department of Public Health, the CDC, or a local health officer who has jurisdiction over the workplace;
2. The worker is advised by a health care provider to self-quarantine or isolate due to concerns related to COVID-19;
3. The employee is attending an appointment to receive a vaccine for protections against contracting COVID-19;
4. The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work;
5. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
6. The employee is caring for a family member (minor or adult child, parent, spouse, domestic partner, grandparent, grandchild, or sibling) who is subject to a quarantine or isolation period, or who has been advised to self-quarantine; or
7. The employee is caring for a child (regardless of age) whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Revised 4/6/2021

Workers' Compensation Liability for COVID-19

Illness Claims

Employees who contracted COVID-19 while at the place of employment (does not include the employee's residence) may be entitled to receive COVID-19 sick leave pay to replace any hours that they would have normally worked (See the COVID Sick Leave Policy). They may also be entitled to disability pay or workers' compensation benefits if they become ill. If an employee files a claim for workers' compensation, it will require the exhaustion of COVID-19 related paid sick leave prior to the start of any worker's compensation wage replacement benefits.

This exists for an employee who suffers work related illness or death resulting from COVID-19 on or after July 6, 2020 through January 1, 2023.

Discrimination & Harassment Policy

La Sierra University is committed to providing an educational and employment environment that values individuals of diverse backgrounds who can advance the institution's mission and support a learning and workplace setting free from discrimination and harassment. In keeping with this commitment, the University expects all University employees and students to conform to the requirements of federal and state laws as standards of conduct mandated by the institution concerning discrimination and harassment matters.

We will continue to adhere to all University guidelines regarding discrimination, harassment and retaliation during the time of the COVID-19 pandemic.

Policy can be found:

<https://lasierra.edu/fileadmin/documents/human-resources/policies-handbooks/discrimination-harassment-policy.pdf>

Covid-19 - Student Social Contract 2020

In accordance with the mission of La Sierra University, 'we strive to serve others by contributing to our local and global communities through excellence, integrity, compassion, and mutual respect.' It is with this in mind that we have established guidelines within this social contract, to ensure that the health and safety of our students, faculty and staff remains a top priority. Your commitment as a student of La Sierra University is to share in this responsibility.

Covid-19 as a global pandemic has impacted us all in ways that we could not have predicted. Understanding the gravity of this pandemic, we have put additional measures in place to mitigate any additional risk or adverse impact to our campus community.

It is our expectation that while you are on campus, that you will be responsible for the following:

- **Participate in La Sierra's mandatory Monitoring and Testing Program**
Which may include:
 - Testing relating to COVID-19.
 - Complying with daily health checks/monitoring, as required by the university.
 - Cooperating promptly and honestly with contact tracing inquiries.
 - Complying with any request from Student Wellness Services to quarantine or isolate.
 - Self-monitoring my health on a daily basis and remaining at home and contacting SWS immediately if I am experiencing symptoms related to COVID-19.
- **Wear face covering (masks)** in all University facilities, your workplace, classrooms, dining hall (unless eating). Exceptions would be if you are exercising outside and are able to maintain 6ft. physical distancing.
- **Physically distancing**, which means maintaining at least six feet of separation between yourself and others in all university facilities while on campus. (The only exception would be while you are in your own room.)
- **Agree not to host in-person gatherings.** (Clubs and organizations)
- **Adhere to all health and safety practices** recommended or required by the University, such as frequent hand-washing.

Accountability and Responsibility

I understand that in order to protect the campus community and myself, I am responsible to adhere to the guidelines reflected in this Social Contract. This contract is subject to modification by the University from time to time. I understand that major violations of the Social Contract, including those related to testing, quarantining, isolating, and hosting prohibited in-person gatherings may result in removal from campus and/or disciplinary action through the Judicial Committee process. In addition, I understand that a pattern of infractions related to wearing face coverings or physically distancing also may result in disciplinary action and/or removal from campus. All violations of the Social Contract will be reviewed by

the Judicial Committee. By signing this Social Contract, I agree to abide by these guidelines as stated above. I acknowledge that La Sierra University cannot eliminate the risk of illness during a global pandemic. I voluntarily accept the risks associated with being on campus at this time.

Please Print Name:

Signature & ID#

Date:

Date:

This document is an addendum to the La Sierra Student Handbook.

Residential Life Community Health Agreement

We look forward to having you on campus!

Please be aware that due to our current circumstances, we have significantly limited the number of students that are allowed to live in the residence halls. By signing this Community Health Agreement, you are stating that you understand that you have been granted an exemption, and that to the best of your ability, you will do whatever you can to protect your health and well-being and to be mindful of the community around you.

All residents must comply with the following *(Please initial next to each statement):*

- _____ I will arrive on campus with a negative Covid-19 test (dated within 7 days of my arrival) in order to move into the residence halls. If I arrive without a negative test, I will be required to quarantine in my dorm room for 14 days or until I am tested and receive a negative Covid-19 test.
- _____ If I am traveling internationally, I will be quarantined in my dorm room upon arrival and will be tested as soon as possible. I will remain quarantined until my test results come back negative or until 14 days have passed.
- _____ I will comply with daily health checks/monitoring of my health and report any unusual symptoms to Student Wellness Services at 951-785-2200.
- _____ I will participate in on-campus Covid-19 testing.
- _____ I will cooperate with contact tracing.
- _____ I will comply with any request from Student Wellness to quarantine or isolate for 14 days or longer if necessary.
- _____ I will wear a face covering (mask) when outside of my dorm room.
- _____ I will maintain at least six feet of separation between myself and others in all university facilities while on campus. (The only exception would be while I am in my own dorm room.)
- _____ I will follow health and safety practices on and off-campus to ensure the safety and well-being of my community. This includes wearing a mask, maintaining physical distancing, and avoiding large gatherings.
- _____ I will follow health and safety practices recommended by the University, such as frequent hand washing and sanitation.

- _____ I will keep my room clean, including my private bathroom, and follow Residential Life posted protocols for cleaning.
- _____ I will not allow guests in the residence halls. This includes residents from other buildings.
- _____ I will not host off-campus guests (non-residents) on the La Sierra University Campus or in the residence hall.

Please note that during this quarter, there will be limited activities in the residence halls and movements around campus will be noticeably restricted. Students who fail to comply with the above agreement will be referred to the Judicial Committee for appropriate sanctions.

These guidelines are in place for the health, safety, and well-being of our entire campus. Each of us is responsible to our community and it is our expectation that students who choose to live in the residence halls of La Sierra University will follow these protocols.

Print Name

ID#

Signature

Date