



Campus Expectations and Guidelines

Fall 2020 Semester



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GUIDING PRINCIPLES

Laguna College of Art + Design has implemented policies and procedures in response to the COVID-19 pandemic. All policies have been implemented with the safety of our community in mind.

Policies put forth are consistent with federal, state, and local guidelines. These include guidelines from the Centers for Disease Control and Prevention and Cal-Osha. It is important to note that this situation continues to evolve and therefore policies and procedures will be updated and revised as more information becomes available.

This guide will help all members of our community safely integrate back to campus life while maintaining health and safety. This guide applies to all LCAD facilities.

For Fall 2020 semester LCAD classes will be offered virtually. Labs and studios will be open by appointment only. Anyone coming on campus to use approved facilities must follow this guide.

LCAD also publishes an Infectious Disease Pandemic Response Plan on the public website at <https://www.lcad.edu/news/coronavirus-information>



Campus Expectations & Guidelines

Students, faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of LCAD's Campus Expectations and Guidelines. Failure to do so will result in corrective action and disciplinary action procedures. Please notify the site coordinator or security if you become aware of any violation of this policy on our campus. You may also report violations using the WorkSafe app; *Report a Covid-19 Concern/Question*. Violations will be reviewed with corrective action and disciplinary action procedures, if needed.

Daily Symptom Monitoring Requirement

Students, faculty and staff must conduct symptom monitoring using the WorkSafe app each day you enter any of the LCAD campus facilities. You must be free of ANY symptoms potentially related to COVID-19 to be eligible to come to campus.

At this time, these symptoms include one or more of the following:

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

If you have any of symptoms, you may not come on campus for any reason. If you start to feel symptoms while you are already on campus, you must go home immediately and report your illness using the WorkSafe app; *Report a Covid-19 Concern/Question*. Please seek [medical attention](#) if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#). For emergency services call 9-1-1.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

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We recommend people who are a higher risk for COVID-19 infection stay home at this time.

WorkSafe App

Prior to coming to campus, students, faculty and staff will need to download the WorkSafe app, available through the Apple App Store and the Google Play store. This app can be downloaded on your phone or can be accessed through a website address on a computer. You will be required to answer questions related to possible symptoms of COVID-19. Based on your responses, the app will notify you if you can proceed to come on campus that day. You will need to show the app notification (a green check mark) to the site coordinator when you arrive on campus. You may not come on campus without a positive green check mark notification. The app is to be used each day you plan to come on campus. Instructions for downloading the app will be sent after the COVID-19 training is completed.

Campus Check-In

All students and faculty must check in with a site coordinator each time they are on campus. The site coordinator will check your WorkSafe app on your phone. If you have no symptoms, you will be provided with a wrist band for the day and will be let in to your appointment. You may not access campus if you have symptoms.

Site coordinators will be located at:

- Senior Studios: Administrative Building Reception Desk
- Main Campus: Reception Desk
- Big Bend: Reception Desk
- South Bend: Inside front door of building in front of SC3

All students, faculty and staff must go through training before they can come on campus.

Phased Staffing

LCAD will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. Student support such as site coordinators, library staff, security and IT support will be on campus.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty and staff as well as the communities we serve.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing and campus access may need to be implemented again.

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Personal Safety Practices

Face Masks/Cloth Face Coverings

Face masks or face coverings are required to be worn by everyone on campus or in an office environment. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Face coverings are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms or is asymptomatic. Masks or cloth face coverings are not personal protective equipment (PPE) or a substitute for social distancing. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand washing. For the most recent guidance on the use of face coverings go to https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

The CDPH Guidance Document also identifies individuals exempt from wearing a face covering, including but not limited to persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. If you are unable to wear a face covering due to a medical condition, mental health condition, or disability that prevents wearing a face covering, please contact Lisa Villanueva at lvillanueva@lacad.edu. However, as coming to campus is optional this semester, we recommend people who cannot wear a mask to consider staying home for safety.

Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. They must cover the **nose and mouth**. Having a week supply of cloth face coverings can help reduce the need for daily laundering. A small supply of disposable masks will be available on all campuses for emergency use if needed.

See details regarding mask use and care below.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

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Use and care of face coverings

Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the face covering/mask.
- Ensure the face-covering/mask fits over the nose and under the chin.
- Situate the face-covering/mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/mask.

Taking off the face covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering/mask.
- When taking off the face covering/mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering

- Keep face coverings/mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students, faculty and staff on campus must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Refrain from handshaking, touching, hugging and fist bumping, etc.

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Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Gloves are available at each campus for situations when they may be needed.



Handwashing

Goggles/Face Shields

Students, staff and faculty do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments. Goggles are available at each worksite for situations when they may be needed.

Cleaning/Disinfection

Housekeeping teams will clean the campus based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. Computers, keyboards, mice, etc. will be cleaned before use and appropriate wipes will be provided. Disinfectant wipes and hand sanitizer dispensers have been placed throughout the campus.

Building occupants may also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). All lab and studio spaces will be disinfected prior to each use.

Coughing



Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Guidance for Specific Scenarios

Public Transportation

If you must take public transportation to get to campus, wear a mask before entering the bus/cab/uber and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Working in Labs and Studios

Lab and studio use is by appointment only. Students, faculty and staff will be required to go through training before coming on campus. While on campus, you must maintain at least 6 feet distance from others. At least one workspace will separate you from another student. Open workstations will be marked.

No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained.

Masks/face coverings must be worn at all times. A mask or face covering is not required while you are working alone in a confined space with an enclosed ceiling and a closed door.

Masks/face coverings must be worn at all times by staff, faculty and students when entering and exiting LCAD campus and worksites.

Masks/face coverings must be worn when inside any LCAD facility when others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Wear a Mask



Outdoor Spaces

Sculpture and MFA Drawing and Painting students may work outside, but must have an appointment and check in with the site coordinator. Students working outside must stay six feet apart and wear a mask.

Mail Procedures

Anyone who handles mail must follow the following procedures:

- Use the drop table outside.
- Mail will remain untouched for 24 hours in one bin.
- Yesterday's mail will be handled by one person.
- Gloves will be worn.
- No interoffice mail unless it needs a wet signature

Using Restrooms

Use of restrooms will be limited based on size to ensure at least 6 feet distance between individuals, which means that only one person can use the restroom at a time. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. **Restroom entry will require use of your key fobs.**

Customer Service Points

Safety shields and distancing markings have been installed at all customer service points. It is important that all campus community members observe these boundaries.

Sharing of Objects

The use of shared objects such as electronic devices, books, pens and art material should be avoided.

Lounges

Student lounges, kitchens and vending machines are closed at this time. Please bring snacks from home at this time.

Food in Classrooms

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. Students and faculty are encouraged to eat outside.

Personal Items

Keep your personal items such as cell phones and laptops clean.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). Student and faculty meetings are not permitted on campus at this time.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, and similar common use areas.

Travel

LCAD staff, students and faculty must exercise caution and avoid unnecessary travel at this time.

- LCAD business travel has been suspended at this time.
- Students and faculty are encouraged to avoid travel when possible.
- COVID-19 cases and deaths have been reported in all 50 states, most countries, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, **staying home is the best way to protect yourself and others from getting sick.** You can get infected while traveling. Even if you don't have symptoms, you can spread COVID-19 to others while traveling.

Self-Isolation of Persons with COVID 19

Please do not come to campus if you have been diagnosed with COVID-19. In accordance with Orange County guidelines, anyone who has been diagnosed with or are likely to have COVID-19, as defined below, shall immediately isolate themselves in their home or another residence under the following criteria, as applicable:

- Individuals with COVID-19 symptoms or a positive test, must **notify the college immediately** using the WorkSafe app or by emailing COVID@LCAD.edu.
- Individuals with COVID-19 symptoms shall isolate themselves until:
 - (i) at least 3 days (72 hours) after they have recovered, meaning their fever has resolved without use of fever-reducing medications and their respiratory symptoms (e.g., cough, shortness of breath) have improved; AND
 - (ii) at least 10 days has elapsed from when their symptoms first appeared.
- Individuals who have a positive COVID-19 PCR laboratory test result and are without COVID-19 symptoms shall isolate themselves for 10 days from the date when the specimen for the positive COVID-19 PCR laboratory test result was obtained.
- Unless one of the criteria above applies, the individual may not leave his or her place of isolation except to receive necessary medical care.

A person is considered to be diagnosed with or likely to have COVID-19, if the person has:

- Received a positive COVID-19 PCR laboratory test result; and/or
- Been informed by a physician that he or she is likely to have COVID-19 and/or;
- Signs and symptoms that are consistent with COVID-19 (i.e., new onset of fever, cough, shortness of breath or trouble breathing).

This self-isolation order DOES NOT in any way restrict access by first responders to an isolation site during an emergency.

Self-Quarantine of Persons Exposed to COVID-19

Please do not come to campus if you have been diagnosed with COVID-19. In accordance with Orange County guidelines, anyone who knows that they have been in close contact, as defined below, with a person diagnosed with or likely to have COVID-19 shall take the following actions:

- Immediately **notify the college** on the WorkSafe app or by emailing COVID@LCAD.edu
- Quarantine themselves in their home or another residence until 14 days from the last date that they were in close contact with a person that has been diagnosed with or likely to have COVID-19.
- Exposed persons shall self-quarantine themselves for the entire 14-day COVID-19 incubation period, the typical time between exposure and when symptoms and signs of the disease may develop. They may not leave their place of quarantine except to receive necessary medical care or to obtain such other goods or services necessary for their basic subsistence.
- Close contact refers to any person who has been within 6 feet of an infectious COVID-19 person for 15 minutes or more. A person who is diagnosed with or likely to have COVID-19 is considered infectious from 48 hours before his or her symptoms first appeared until the person is no longer required to be isolated.

This self-quarantine order DOES NOT in any way restrict access by first responders to a quarantine site during an emergency.

Policy Violations

Violations of any policies such as wearing face coverings and maintaining social distance should be reported to the site coordinator or campus security right away at (949)715-8034. You may also report violations using the WorkSafe app; Report a Covid-19 Concern/Question.

Important Contacts

LCAD Student Life Assistant + Resident Manager
Nicole Drost ndrost@lcad.edu

Director of Student Life
Amanda French afrench@lcad.edu

Human Resources
Caroline Carlson ccarlson@lcad.edu
Katherine Pinkerton kpinkerton@lcad.edu

Facilities
Mark Day mday@lcad.edu

Safety and Security
Jim Wooley jwooley@lcad.edu

Health and Safety Committee
COVID@lcad.edu

Healthcare Resources

Virtual Care

LCAD has partnered with Virtual Care Group to provide all students with unlimited virtual/online access to board-certified physicians 24/7 as well as three FREE talk therapy sessions each semester, so you can get the care you need anytime from any device during the semester. We encourage you to take advantage of this wonderful no-cost telehealth service, which provides our students with treatment for over 80 medical conditions including initial COVID-19 screenings.

Local Health Services

Mission Hospital
31872 Coast Hwy
Laguna Beach CA 92651
949-499-1311

Saddleback Memorial Medical Center
24451 Health Center Drive
Laguna Hills, CA 92653
949-837-4500

Laguna Beach Clinic
362 3rd St
Laguna Beach, Ca
949-494-0761
<https://lbclinic.org/>

Surfside Urgent Care of Laguna Beach
COVID Testing
32341 Coast Highway,
Laguna Beach CA
949-715-7278
<https://lagunabeachuc.com/>

Mental and Emotional Wellbeing

Counseling Services

Short-term individual support will be provided to assist students with academic or personal problems that might occur while in school, such as those involving relationships, family issues, time and stress management, and disabilities. Counselors offer mental health workshops throughout the academic year and mental health referrals as needed. Students are assured privacy and confidentiality to the maximum amount permitted by law. Students are provided up to 10 counseling sessions per academic year. For office hours and to see the counselor, you can schedule an appointment via counselor@lcad.edu.

Students with Disabilities

LCAD complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the ADA, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of LCAD. In carrying out this policy, the College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will provide reasonable accommodations to qualified individuals with disabilities to the extent that it is readily achievable to do so. If you have a diagnosed and documented learning and/or physical disability, please submit supporting documentation to our Disabilities Coordinator, Lisa Villanueva at lvillanueva@lcad.edu. With documentation, we can better serve, advise and academically advocate for you.

This Guide was created, with permission, using the Duke University *Guide for Returning to the Workplace*. Retrieved from <https://coronavirus.duke.edu/2020/05/guide-to-return-to-the-workplace/>