

LLS POLICIES AND PRACTICES

TO PROTECT STUDENTS, STAFF,
FACULTY AND VISITORS



Loyola Law School
Loyola Marymount University
Los Angeles

PLEASE NOTE: The contents of this plan are subject to frequent updates, due to changing circumstances and in alignment with guidance from public health authorities.
Please visit www.lls.edu/together for the most up-to-date information.

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COVID-19 REOPENING CAMPUS PLAN

As students, faculty and staff, and approved visitors return to campus in the age of the 2019 novel coronavirus disease (COVID-19) pandemic, LMU Loyola Law School informs community members of its continued commitment to maintaining a safe and healthy environment, and of the additional measures taken to protect students, employees, families, and community members at-large from the spread of COVID-19. There has been extensive research and consultation with the Los Angeles County Department of Public Health, medical experts, and consultants specializing in many of the areas of concern (protective equipment, sanitization, contact tracing, etc.) to develop strategies to reopen campus while remaining safe.

We recognize that COVID-19 has, and continues to, impact community members in various ways, creating unique challenges, including personal health risks, health risks of family members, the need to care for ill family members, childcare issues, and more. For these reasons, we have endeavored to establish flexible guidelines while meeting the in-person needs of the university.

REOPENING CAMPUS

The LLS campus remains closed per public health protocols. The plan for reopening campus addresses in-person policy and protocol development, education, and a phased approach for repopulation. The following outlines key considerations:

- Coordinate a timeline for repopulation with local, state, and federal guidelines that considers capacity limits and physical distancing, remote work, and necessary COVID-19 support services;
- Prepare facilities for reopening (signage, requisite markings, reconfiguration and removal of furniture, installation of hand sanitizer stations, enhanced cleaning protocols, etc.);
- Identify resource needs and use central management of supply chain to purchase Personal Protective Equipment (“PPE”), hand sanitizer, disinfecting wipes, and cleaning supplies;
- Establish protocols for responding to positive COVID-19 tests (screening, contact tracing, social distancing, cleaning, etc.)
- Develop policies both proactive and responsive in support of managing COVID-19 on campus and design employee training;
- Establish continuous communication channels regarding safety measures and expectations.

GENERAL COMMUNITY HEALTH AND SAFETY MEASURES

To address the core principle of focusing on the health and well-being of our students, faculty, staff, vendors, volunteers, and visitors, safety measures were developed in alignment with local, state, and federal guidance. The following health measures are required of all members of the university community, including visitors.

Health and Safety – At a Glance

- Those with increased risk of severe illness or who are over the age of 65 are encouraged to continue to work and learn remotely until further notice.
- All individuals are required to submit daily symptom checks, known as the Lion Health Check, prior to arriving on campus. This mandate includes employees, students, contractors, visitors, and any other individuals. The Lion Health Check must be completed daily via the Rave Guardian mobile app or online at lmu.edu/lionhealthcheck (lmu.edu/lionhealthcheckvisitors for those without an LMU or LLS email address) before coming to campus.

- Face coverings must be worn at all times, both inside or outside, even when you are by yourself. Masks may be removed when alone in your private office with your door closed.
- All individuals on campus are to practice six feet of physical distancing at all times; if your work requires that you stand in closer proximity to others, it must be approved by the dean.
- Increased cleaning of common touchpoints, bathrooms, and common areas will remain in place until further notice.
- Testing, contact tracing, and response to illness protocols will be established to respond to potential cases of COVID-19 in coordination with the Los Angeles Department of Public Health (and, as applicable, other health authorities).
- All members of the community are to follow good hygiene guidance such as regular hand washing, avoiding touching your face, and disinfecting touched items.
- Take personal responsibility by following all health measures, including leaving campus and remaining at home when ill.

FOR FACULTY AND STAFF: SAFE AT WORK PLAN AND POLICIES

In support of these health and safety requirements and measures the university is implementing a comprehensive [Safe at Work Plan](#). The key elements of the Safe at Work Plan include employee education, preparing workspaces for employees' return; outlining employee requirements, guidance, and expectations; ensuring other important COVID-19 related information and updates are communicated. You may also view [L.A. County Department of Public Health's Workers' Rights](#) and [Workers' Rights - Español](#) documents for further information.

Education and Communication

All employees are required to complete an [online training](#) and [acknowledgement](#) of receipt and understanding of university policies and Public Health orders applicable to institutions of higher education and worksites.

In the event of a concentration of positive COVID-19 cases on campus, an LLS Alert will be sent to the LLS community (including students, faculty, staff, and those registered for SMS alerts) notifying them of the outbreak. This measure is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. As of July 8, 2020, a set of three (3) or more related positive cases on our campus is the legal requirement for an LLS Alert. For singular, unrelated cases, the administration will notify all individuals who have had close contact with the positive case.

Manager, Supervisor, and Employee Workspace Reopen Requirements

Preparing and maintaining the workspace: Before a workspace can be repopulated, written plans must be completed and approved that address the following safety areas:

- Workspace capacity will be limited to 30% during the initial phase of repopulation, and will be increased over time as allowed by state and local regulations.
- Vulnerable employees (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should consult with human resources to make appropriate decisions on returning to the workplace. DO NOT attempt to identify employees who may be in the [Centers for Disease Control and Prevention high risk categories](#). If an employee voluntarily discloses this information, it should be kept confidential and they should be referred to Human Resources for consultation. (Also, please see [CDC Persons Who Need Extra Precautions](#).)

- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Scheduling of employees will adhere to capacity limits and physical distancing – including staggered days and start/end times. Establishment of hybrid schedules is strongly encouraged including rotating weeks and/or days. Incorporating Saturdays as a regularly scheduled workday with an alternate day off during the week to provide greater flexibility is encouraged.
- Plan for staggered break and meal periods and additional time for cleaning and sanitizing workspaces and hands.
- Reception and common areas are closed or restricted. If access is necessary, access flow, with arrows for providing six feet of physical distancing, is clearly marked.
- Physical barriers may be installed (Plexiglass or other acceptable barrier) between open workstations where six-foot distances cannot be created.
- Employees who can carry out their work duties from home are directed to do so.
- Managers and supervisors must work with Campus Operations to coordinate arranging workplace furnishings to allow at least six feet between employees or between employees and other persons, and cubicles with wall partitions of less than six feet height will also require six feet between workers at all times.
- In-person meetings are not allowed at this time. Meetings shall continue to be conducted virtually, even between staff members who are physically on campus.

[CDC Cleaning and Disinfecting Cleaning and Disinfection Matrix](#)

[Cleaning and Disinfection Matrix - Español](#)

- LLS Campus Operations will sanitize office and work spaces, common areas, lobbies, restrooms, classrooms, and high-touch areas based on CDC, OSHA, and Cal/OSHA guidelines and requirements. Campus Operations will also provide and maintain hand sanitizer stations throughout campus including near major building entrances, elevator lobbies, and high-traffic areas.
- Employees will be responsible for cleaning and maintaining their individual workspaces, including desks, chairs, and computer equipment. Commonly used surfaces should be wiped down 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. While sharing equipment and supplies is strongly discouraged, we recognize that at times it is required. Before and after use of shared equipment, individuals should wash their hands and wipe down equipment or supplies. Cleaning supplies that meet the EPA's criteria for use will be provided to employees for this purpose.
- In an area where a person who is positive for COVID or suspected positive for COVID has been, additional measures for cleaning will be implemented. Some procedures include: wiping of all surfaces with an EPA approved sanitizing disinfectant to kill COVID-19 and/or use of electrostatic disinfection machines to sanitize all surfaces.
- Confirm commitment to monitoring and enforcing all applicable University Human Resource Policies & Procedures and applicable local, state, and federal laws and regulations (Department of Labor, Wage & Hour, OSHA, etc.).

- As a reminder, staff members who can work from home are encouraged to do so. If you or your staff members must come to campus and have been approved to do so, plans must be submitted to Human Resources five days prior to individuals returning to work. Department heads will be notified if plans are approved.

Employee Requirements, Guidance, and Expectations

The most effective ways for limiting the spread of COVID-19 include wearing a face covering, frequent handwashing, and following six-foot physical distancing guidelines. This requires individual commitment and strict compliance with local, state, and federal guidance. What follows are university policies, guidance, and expectations for the reopening of campus.

Self-Monitoring

Employee Screening

To facilitate self-monitoring the university has developed Lion Health Check, a symptom prescreening tool, that each employee must complete daily via the Rave Guardian mobile app or online at lmu.edu/lionhealthcheck (lmu.edu/lionhealthcheckvisitors for those without an LMU or LLS email address) before coming to campus. Lion Health Check will ask you a series of COVID-19 related questions scripted and mandated by L.A. County Department of Public Health; based upon your responses, it will either clear you to come to campus or instruct you not to come campus and to contact Human Resources to identify next steps. The only information that will be shared with Human Resources or management that have a “business need-to-know” reason is the results of your Symptom Screening daily result. Your responses will not be retained or used to personally identify you.

- Based on responses in Lion Health Check, an individual will either be approved to come to campus (with a green check and subsequent email) or prohibited from accessing campus (with a red “x” and subsequent email, including instructions and requirements). Employees are required to stay home if they have received a COVID-19 test due to symptoms or exposure in the previous 14 days, if they are sick, or if they have been in close contact with someone or share a residence with someone with COVID-19 symptoms.
- Employees are required to immediately leave campus if they develop COVID-19 symptoms.
- Follow CDC guidance if symptoms develop.

[Home Quarantine Guidelines](#)

[Home Quarantine Guidelines - Español](#)

[Home Isolation Guidelines](#)

[Home Isolation Guidelines - Español](#)

- Employees are required to adhere to all local, state, and federal quarantine / self-isolation requirements upon confirmation of a positive COVID-19 test or being exposed to COVID-19.
- Employees are required upon confirmation of a positive COVID-19 test or an exposure to COVID-19 to inform your supervisor, Human Resources (HR@lmu.edu) and the Department of Public Safety (310.338.2893). Employees may be covered by workers’ compensation upon confirmation of a positive COVID-19 test or because of exposure in the workplace. Sick pay entitlements and other resources will be provided.

[Contact Tracing](#)

[Contact Tracing - Español](#)

- Employees are required to provide full cooperation with Contact Tracing mandates. Contact tracing will be conducted by the Los Angeles Department of Public Health in consultation with designated university staff. Contact tracing is required when an individual has confirmation of a positive COVID-19 test (an infected person), has been within six feet of someone for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the infected person is isolated.
- Isolated and quarantined individuals will be required to receive clearance from the university, and may require medical clearance, before returning to campus.

[LACDPH COVID-19 Testing Strategy](#)

[LACDPH COVID-19 Testing Strategy - Español](#)

[CDC Viral Testing – Current Infection](#)

- If an employee wishes to be tested, they may seek COVID-19 testing through their primary health-care provider or by contacting Human Resources.
- The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of mitigating the spread of COVID-19 is limiting in-person contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19. In addition, the California Department of Public Health (CDPH) and Los Angeles County Department of Public Health (LACDPH) require employers to implement social distancing measures and the use of personal protective equipment (PPE) as a condition of reopening campus.

Although knowledge about the virus and how it spreads is evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious;
- COVID-19 spreads mostly among people who are in close contact (within about six feet, or two arm lengths) for a prolonged time period (between 10 and 30 minutes, depending on the distance);
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people;
- A person who has the virus may not have any symptoms but may still spread COVID-19;
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes;
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. The university needs your full cooperation and compliance with these measures to make them effective in this new work environment. Following the CDC's guidance and other public health governmental agencies reopening campus and compliance with the reopen orders, the university has implemented the following protocols and procedures.

Travel & Private Gatherings

In alignment with the [CDPH Travel Advisory](#) and recommendations issued by the [CDC](#), those who choose to engage in any of the following higher-risk activities as defined by the CDC will not be permitted on campus for the subsequent 14-days:

- Travel to destinations outside of California
- Travel on a cruise ship or river boat
- Attend a gathering or crowded event, like a wedding, funeral, party, concert, or parade, with individuals outside of your household or outside of your COVID pod.

Kindly review the LACDPH's guidance on [Small Private Gatherings](#) for more information on how to safely participate in a small gathering with individuals outside of your household. Those who attend gatherings that do not meet the criteria provided in the above guidance are required to wait two weeks before returning to the LMU campus.

If you currently have campus access and are unable to return due to a 14-day self-quarantine period, please speak with your supervisor and the COVID Support Team (310.568.6868) to apprise them of your status and anticipated return date. During this period of self-quarantine, you may use accrued vacation and/or sick time; if you have no available vacation or sick time, it will be an unpaid leave. Upon pre-approval of your supervisor, you may be permitted to work remotely.

Social Distancing

[Social Distancing](#)

[Social Distancing - Español](#)

- Maintaining a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including six-foot distance reminders on floors or walls in locations where employees traditionally have gathered or may need to wait for entrance to a space or for equipment use.
- Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.
- Common spaces (breakroom/lunchroom) are highly restricted until further notice and may be used only in designated areas and in compliance with the above social distancing guidelines.
- Despite past prohibitions, you are encouraged to take lunch or breaks at your desks or outdoors. Non-exempt employees must refrain from working during any required lunch or rest breaks. Before and after eating, you should wipe down any common spaces that were used and wash your hands thoroughly to reduce the potential transmission of the virus.
- Sharing of communal food is prohibited.
- Do not share personal office supplies and equipment. Notify your supervisor if you need equipment that was previously shared, such as staplers, scissors, or other personal office equipment. Limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent consistent with business necessity. If you need to use this equipment:
 - Maintain a six-foot distance from others when waiting to use the equipment;
 - Use hand sanitizer before and after each use;
 - Disinfect equipment with wipes available at each shared equipment station before and after each use on all touch surfaces.

- Comply with building personnel instructions and limitations regarding elevator access. All elevators at LLS are limited to no more than two occupants at a time and are clearly marked as such. If you are waiting for an elevator and it is already at COVID capacity, please wait for another elevator or take the stairs. Exercise caution when making physical contact with elevator buttons or stairway doors to minimize risks.

Personal Protective Equipment (PPE)

[Cloth Face Coverings](#)

[Cloth Face Coverings - Español](#)

[CDC Cloth Face Coverings](#)

- All employees must wear a face covering at all times while on campus, indoors or outdoors, unless a specific exception applies. The university will provide two cloth face coverings to all employees upon their return to campus; however, employees may also provide their own cloth face coverings.
- Face coverings may vary (e.g., masks or neck gaiters are acceptable). At a minimum, face coverings should:
 - Fit snugly but comfortably against the side of the face
 - Be secured (e.g., with ties or ear loops)
 - Cover the nose and mouth
 - Allow for breathing without restriction
 - Have the ability to be laundered without damage or change to shape
- Exception: Face coverings do not need to be worn while in a single-occupancy office with a closed door or while eating or drinking.
- Face coverings and masks are designed to help contain the wearer's respiratory emissions and are critical to minimizing risks to others near you. Physical distancing must also be maintained even while wearing face coverings.
- Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.

Additional PPE

- PPE includes but is not limited to gloves, gowns/aprons, goggles or face shields, medical-grade surgical masks and respirators. PPE does not guarantee total protection and must be used in combination with precautionary measures such as hand hygiene to be most effective. PPE used improperly (such as when taking off PPE) can provide a false sense of protection and potentially lead to self-contamination, particularly when not combined with other hygiene measures.
- Additionally, pursuant to a hazard assessment when requested by management, employees agree to use other PPE as indicated for the specific role. PPE will be made available by the university.
- If you are considering buying PPE, you must contact LLS Campus Operations first.

Standard Operating Procedures:

Central Purchasing of PPE and COVID Related Supplies

The COVID-19 pandemic has caused significant disruption in the PPE supply chain, and many unvetted, non-traditional vendors have entered the marketplace. In order to maintain due diligence on vendor selection and to ensure appropriate PPE inventory to facilitate a safe and smooth return to campus, a centralized program has been implemented.

- **Step 1: Approval**
 - For PPE items, LLS Campus Operations has coordinated with LMU EHS to conduct a PPE assessment of LLS campus needs and identified in their Safe at Work assessment whether they must resume operations that require the use of PPE.
 - For non-PPE items, department will use the assessment indicated in the return to work plan to determine needs.
 - Departments will complete the return to work plan and include COVID-related supplies they are requesting.
 - Once the plan has been reviewed and approved, LLS Campus Operations will coordinate all LLS PPE ordering with COVID central purchasing.
- **Step 2: Ordering**
 - LLS Campus Operations, in conjunction with the COVID Central Purchasing Team, will place all orders and provide an email confirmation of expected arrival to departments as applicable.
- **Step 3: Distribution**
 - When your order is ready, it will be delivered to your department.
 - You will receive an email confirmation when your order has been delivered.

PPE Items Available

- N95 Masks, Face Shields, and Gloves
 - Recommended for individuals with high potential for exposure to known or suspected sources of COVID-19 patients, such as Student Health Services staff on the Westchester Campus.
- Surgical Mask, Face Shield, and Gloves
 - Recommended for individuals who require frequent and/or close contact (less than six feet) for 10 minutes or longer with people who may be infected (not known or suspected) and for whom there is no way to re-engineer their work space, such as food service staff and LSJLC employees required to meet with clients in person.
- Cloth Face Covers
 - Recommended for individuals who don't require contact with people known to be infected or suspected and who can stay six feet away from co-workers and the general public.
 - Required for all LLS Community members and approved visitors on all campuses.
 - All faculty and staff will receive two cloth masks when they return to campus.

Other Items

- Cleaning Supplies: LLS Campus Operations has placed sanitizing wipe stations throughout campus.
- Hand Sanitizer: LLS Campus Operations has placed hand sanitizing stations at all building entrances and throughout each building.

Other Protocols/ Guidance

[Handwashing](#)

[Handwashing - Español](#)

- Regular hand washing or use of hand sanitizer is required. The university will provide ample opportunity for individuals to sanitize their hands in restrooms or with hand sanitizer and other supplies necessary to clean workspaces. Restrooms will be serviced, and soap replenished, throughout the day. There will also be hand sanitizer available in high traffic areas.
- Comply with all posted and distributed notices throughout the workplace reminding employees about physical distancing, hand washing, and reporting illness and other health and safety notices.
- All personal visitors are prohibited until further notice except in cases of emergency.
- All visitors (anyone who is not an LLS employee or student) are prohibited unless they are essential to facilities operations, cleaning, repair, or otherwise essential to the business and preapproved for access to campus. All visitors must be approved and registered by the dean's office.
- Food deliveries will be permitted.
- You must carry your LLS ID Card on you at all times, and may be asked by Public Safety to show your LLS ID Card to confirm that you are an employee or student.
- Adhere to new guidelines as they emerge, as this issue is new and evolving.

Public Transportation

While using public transportation, wear a face covering, maintain six feet of physical distance, and avoid touching surfaces with your hands to the maximum extent possible. Do not touch your eyes or mouth. Upon disembarking, wash your hands or use hand sanitizer as soon as possible.

Mental and Emotional Well-being

Employees have access as needed to the university's Employee Assistance Program for support and resources to address concerns or challenges that may affect employee well-being and performance. The program provides employees with a 24-hour emergency hotline as well as the option for telephonic or video counseling sessions. Additional information may be found [here](#) or to make an appointment call 877-240-6863 for support 24 hours a day, seven days a week. For additional wellness information, visit Human Resources/Wellness.

FOR STUDENTS AND VISITORS: GENERAL CAMPUS GUIDELINES

On-Campus Requirements, Guidance, and Expectations

The most effective ways to limit the spread of COVID-19 include wearing a face covering, frequent handwashing, and following six-foot physical distancing guidelines. This requires individual commitment and strict compliance with local, state, and federal guidance. What follows are university policies, guidance, and expectations for the reopening of campus when it is deemed safe to do so.

Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential as is noted above in the section labeled "Self-Monitoring."

The number of people in any indoor room on campus (e.g., classrooms, meeting rooms, lecture halls) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance at all practicable times. Occupancy is

not to exceed 50% of total occupancy or 100 individuals, whichever is lower. Outdoor classroom or meeting areas may accommodate up to 50% of total occupancy or 150 individuals, whichever is lower.

Other Health Protocols and Guidance

See [Other Protocols/Guidance](#) above.

Positive Cases on Campus

In the event of a concentration of positive COVID-19 cases on campus, an [LLS Alert](#) will be sent to the LLS community (including students, faculty, staff, and those registered for SMS alerts), notifying them of the outbreak. This measure is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. As of July 8, 2020, a set of three (3) or more related positive cases within 14 days is the legal requirement for an LLS Alert. For singular, unrelated cases, Public Safety will notify all individuals who have had close contact with the positive case.

Additional measures for cleaning will be implemented for locations used by individuals who are confirmed or suspected to have COVID-19. Some procedures include wiping all surfaces with a sanitizing disinfectant approved by the EPA to kill COVID-19 and/or use of electrostatic disinfection machines to sanitize all surfaces.

Self-Monitoring, Symptom Tracking, and Isolation/Quarantine Procedures

To facilitate self-monitoring, the university has developed Lion Health Check, a symptom prescreening tool that each member of the LLS community must complete daily via the Rave Guardian mobile app or online at lmu.edu/lionhealthcheck (lmu.edu/lionhealthcheckvisitors for those without an LMU/LLS email address). Lion Health Check will ask you a series of COVID-19 related questions, scripted and mandated by L.A. County Department of Public Health; your responses will either clear you to come to campus or instruct you not to come campus and to contact your healthcare provider to identify next steps.

Your responses will not be retained or used to personally identify you. Only information related to “need-to-know” business will be shared with Human Resources or management.

- Given responses in Lion Health Check, an individual will either be approved to come to campus (with a green check and subsequent email) or prohibited from accessing campus (with a red “x” and subsequent email, including instructions and requirements). Students and visitors are required to stay home if they have received a COVID-19 test due to symptoms or exposure in the previous 14 days, if they are sick, or if they have been in close contact with someone or share a residence with someone with COVID-19 symptoms.
- Students and visitors are required to immediately leave campus if they develop COVID-19 symptoms.
- Follow CDC guidance if symptoms develop.
- Students and visitors are required to adhere to all local, state and federal quarantine/self-isolation requirements upon confirmation of a positive COVID-19 test or being exposed to COVID-19.
- Students are required upon confirmation of a positive COVID-19 test or an exposure to COVID-19 to inform Student Affairs (studentaffairs@lls.edu) and the Department of Public Safety (310.338.2893). Visitors should notify the Department of Public Safety (310.338.2893).
- Students, employees, and visitors are required to provide full cooperation with Contact Tracing mandates. Contact tracing will be conducted by the Los Angeles Department of Public Health in consultation with designated university staff. Contact tracing is required when an individual has confirmation of a COVID-19

positive test (an infected person), has been within six feet of someone for at least 15-minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the infected person is isolated.

- Isolated and quarantined individuals will be required to receive clearance from the university, and may require medical clearance, before returning to campus.
- If an individual wishes to be tested, they may seek COVID-19 testing through their primary healthcare provider or by contacting Human Resources. Student Health Services is also developing plans for on-campus testing for students.
- The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of mitigating the spread of COVID-19 is limiting in-person contact with others, known as social distancing or physical distancing. The Occupational Safety and Health Authority (OSHA) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19. In addition, the California Department of Public Health (CDPH) and Los Angeles County Department of Public Health (LACDPH) requires employers to implement social distancing measures and the use of personal protective equipment (PPE) as a condition of reopening campus.

Travel & Private Gatherings

In alignment with the [CDPH Travel Advisory](#) and recommendations issued by the [CDC](#), those who choose to engage in any of the following higher-risk activities as defined by the CDC will not be permitted on campus for the subsequent 14-days:

- Travel to destinations outside of California
- Travel on a cruise ship or river boat
- Attend a gathering or crowded event, like a wedding, funeral, party, concert, or parade, with individuals outside of your household or outside of your COVID pod.

Kindly review the LACDPH's guidance on [Small Private Gatherings](#) for more information on how to safely participate in a small gathering with individuals outside of your household. Those who attend gatherings that do not meet the criteria provided in the above guidance are required to wait two weeks before returning to the LMU campus.

If you currently have campus access and are unable to return due to a 14-day self-quarantine period, please speak with your supervisor and the COVID Support Team (310.568.6868) to apprise them of your status and anticipated return date. During this period of self-quarantine, you may use accrued vacation and/or sick time; if you have no available vacation or sick time, it will be an unpaid leave. Upon pre-approval of your supervisor, you may be permitted to work remotely.

For further guidance on symptom checks and isolation/quarantine procedures, please visit the following resources:

[Home Quarantine Guidelines](#)

[Home Quarantine Guidelines - Español](#)

[Home Isolation Guidelines](#)

[Home Isolation Guidelines - Español](#)

[Contact Tracing](#)

[Contact Tracing - Español](#)

[LACDPH COVID-19 Testing Strategy](#)

[LACDPH COVID-19 Testing Strategy - Español](#)

Physical Distancing

- Maintain a six-foot distance from others when crossing paths or walking near others' desks or workstations. Observe all space markings and traffic flow directions, including six-foot distance reminders on floors or walls in locations where persons have traditionally gathered or may need to wait for entrance to a space or for equipment use.
- Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the “new normal” this is considered polite, not rude.
- Common spaces (cafeteria/breakroom/lunchroom/lounges/study rooms) are highly restricted until further notice and may be used only in designated areas and in compliance with the above social distancing guidelines.
- Sharing of communal food is prohibited.
- Do not share personal school or office supplies and equipment. Limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent consistent with business necessity. If you need to use this equipment:
 - Maintain a six-foot distance from others when waiting to use the equipment;
 - Use hand sanitizer before and after each use;
 - Disinfect equipment with wipes available at each shared equipment station before and after each use on all touch surfaces.
- Comply with building instructions and limitations regarding elevator access. All LLS elevators are limited to no more than two occupants at a time. If you are waiting for an elevator and it is already at COVID capacity, please wait for another elevator or take the stairs. Exercise caution when making physical contact with elevator buttons or stairway doors to minimize risks.

Personal Protective Equipment (PPE)

- All students and visitors must wear a face covering at all times while on campus, indoors or outdoors, unless a specific exception applies.
- Face coverings may vary (e.g., masks or neck gaiters pulled up over mouth and nose are acceptable). At minimum, face coverings should:
 - Fit snugly but comfortably against the side of the face
 - Be secured (e.g., with ties or ear loops)
 - Cover the nose and mouth
 - Allow for breathing without restriction
 - Have the ability to be laundered without damage or change to shape
- Exception: Face coverings do not need to be worn while in a single-occupancy office or single occupancy on-campus residence (if applicable) with a closed door, or while eating or drinking.
- Face coverings and masks are designed to help contain the wearer's respiratory emissions, and are critical to minimizing risks to others near you. Physical distancing must also be maintained even while wearing face coverings.

- Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.
- For more information on face coverings, please refer to the following resources:

[Cloth Face Coverings](#)

[Cloth Face Coverings - Español](#)

[CDC Cloth Face Coverings](#)

ENHANCED CLEANING AND DISINFECTION MEASURES

LLS Campus Operations will regularly sanitize office and work spaces, common areas, lobbies, restrooms, classrooms, and high-touch areas based on CDC, OSHA, and Cal/OSHA guidelines and requirements. LLS Campus Operations will also provide and maintain hand sanitizer stations throughout campus including near major building entrances, elevator lobbies, and high-traffic areas.

LLS Campus Operations cleaning and disinfection measures include but are not limited to the following:

General Campus Buildings

- Enhanced cleaning of all campus buildings is completed on a regular basis by a professional cleaning service.
- Break rooms, restrooms, classrooms, and other common areas are disinfected frequently, on the following schedule:
 - Break rooms: Electrostatic deep cleaning nightly; disinfecting wipes provided to allow occupants to perform enhanced cleaning through the day between uses, as needed.
 - Restrooms: Deep-cleaned nightly and refreshed a minimum of two times during the day, to include enhanced cleaning of high-touch surfaces;
- Provide a single, clearly designated entrance and separate exit to campus buildings as needed, to help maintain physical distancing.
- Identify the maximum number of allowable employees in each facility, per floor.
- Common areas and frequently touched objects (such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails) are regularly disinfected using EPA-approved disinfectants, following the manufacturer's instructions for use.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Sanitizing cleaning wipes are provided in or near all classrooms and in offices at or near high-touch devices, such as copiers/printers.
- Students are provided with easily accessible alcohol-based hand sanitizer, tissues, and contactless trash cans in all common areas.
- To the extent possible, doors, light switches, trash cans, etc. are contactless.

Classrooms

- All classroom or meeting room AV equipment that must be shared (computers, projectors, microphones, remotes, clickers) is sanitized between uses.

- Classrooms will be electrostatic deep-cleaned nightly and enhanced cleaned an additional one-to-two times per day, based on class schedule.

Air Filtration Systems

Facilities Management will continuously ensure that campus HVAC systems are in good, working order. To the maximum extent possible, ventilation has been increased throughout campus.

HVAC systems will be maintained according to American Society of Heating, Refrigerating and Air- Conditioning Engineers (ASHRAE) Operations and Scheduling Guidelines for existing Air Handling Units (AHU) during the Pandemic. All HVAC filters on campus will be changed every 3-4 months.

Prior to the campus reopening, LLS Campus Operations will:

- Review air distribution conditions of existing spaces, looking specifically for covered diffusers, blocked return air grilles, overly closed supply diffusers/registers, and return exhaust grilles that create short cycling.
- Commission professionals for possible measurements of airflows and review of overall system configuration.
- Review and address any existing air quality issues, complaints, or deficiencies.
- Perform a general inspection of spaces to identify any potential concerns for water leaks or mold growth that could negatively impact occupant health.
- Review control sequences to verify systems are operating according to ASHRAE specifications, maintaining required ventilation, temperature and humidity conditions in occupied areas.
- Perform modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Upgrade building air to the highest efficiency level possible.

FALL INSTRUCTION

In alignment with emerging regional public health mandates, the university must transition nearly all curricular and co-curricular activities online. Courses will be primarily conducted remotely and virtually, with nearly all courses being offered exclusively online.

Please note, the university will continue to align with changing public health guidelines, in response to evolving local and global circumstances surrounding the COVID-19 pandemic.

- Instruction will be primarily, and for most students exclusively delivered remotely.
- LLS will focus in-person and hybrid opportunities on experiential classes and programs.

The following sanitation protocols will also be implemented for in-person classes:

- Students will be seated to ensure six feet of physical distancing;
- Additional technology will be added to rooms for bi-modal instruction, to engage students studying remotely;
- Revised room capacity signage will be displayed in each classroom
- The Computer Resource Center will be subject to reduced capacity.

PUBLIC TRANSPORTATION

While using public transportation, wear a face covering, maintain six feet physical distance, and avoid touching surfaces with your hands to the maximum extent possible. Do not touch your eyes or mouth. Upon disembarking, wash your hands or use hand sanitizer as soon as possible.

MENTAL AND EMOTIONAL WELL-BEING

Loyola Law School students may meet with LLS' on-campus psychologist, Dr. Michael Douglas, free of charge for up to three sessions each semester. Until further notice, all sessions will be offered via phone and/or video communication. To make an appointment please call 213.736.1122. Law students may also access services through Student Psychological Services (SPS). SPS will be offering therapy sessions to students via phone and/or video communication until further notice. SPS will not conduct sessions in-person at this time, as your safety and well-being remain our highest priority. SPS therapists are licensed in California and can only provide teletherapy for students who are physically in California. If you have returned to a permanent residence that is out of state, please call your SPS therapist at 310.338.2868 to notify them of your status and ask for referral information if needed. For more information, LLS students may visit the Loyola Law School Student Wellness page.

VISITOR ACCESS TO CAMPUS

Requests for individuals to come to campus must be submitted to and approved by the dean. Requests will include accurate name, company name (if applicable), phone number, email address, date, time and length of visit, requestor's contact information, and reason for the visit. A written confirmation, including campus safety requirements and guidelines, will be sent via email.

All individuals approved for campus access will be required to check in with a Public Safety officer. Visitors to the worksite are by appointment only and are pre-registered in a visitor log. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children). Accompanying visitors must also be pre-approved and their information captured in the visitor log.

A log of all individuals approved to come to campus will be maintained by Public Safety and made available to the Los Angeles County Department of Public Health as requested in support of contact tracing.

EVENTS AND ON-CAMPUS GATHERINGS

At this time, events and on-campus gatherings at LLS are prohibited.

ON-CAMPUS MEETINGS

All in-person meetings are prohibited at this time. Meetings of any size are to take place virtually, even when attendees are on campus. Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.

COMMUNICATING TO THE LLS COMMUNITY AND TO THE PUBLIC

In order to comply with public health mandates, the following measures have been enacted to ensure full communication and transparency with the LLS community and the public:

- A copy of Department of Public Health protocol will be posted at the guard booth at each campus entrance, as well as online at lls.edu/together.
- Extensive signage will be posted across campus, including:

- Face covering requirements
- Complete self-screening prior to entering campus (symptom list includes: fever, cough, shortness of breath, congestion, sore throat, body aches, new loss of taste or smell)
- Reminders to wash hands and practice physical distancing
- Wayfinding signage, with new traffic patterns to increase physical distancing (including pedestrian pathways, building ingress and egress points, etc.)
- lls.edu/together and lmu.edu/together will serve as a centralized resource for the community, and provide clear information on the following:
 - Changes to campus procedures and protocols (covering all aspects of the organizational structure, including classroom instruction, dining, and campus life)
 - Required use of face coverings and other safety measures
 - Other relevant issues
- Protocols will be posted in multiple avenues, including but not limited to the following:
 - Online at lls.edu/together and lmu.edu/together and official school social media accounts
 - Email in campus-wide newsletters
 - Digital signage in high-traffic campus buildings
 - Printed, in respective classrooms and office space

COMPLIANCE AND NON-RETRALIATION

Failure to comply with the Safe at Work Plan and Policies may result in discipline, up to and including termination of employment.

If you witness or become aware of any on-campus individual who is noncompliant, you are encouraged to report them to your supervisor or Human Resources.

Students who fail to comply with the above policies and procedures should be reported to LLS Student Affairs.

The university prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of the Safe at Work Plan or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and the university will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. The university reserves the right to modify these conditions at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

All employees will be required to complete return to work COVID-19 training and sign a [“Commitment to following safe practices and policies acknowledgement and attestation.”](#)

You may contact the following persons with any questions or comments about this protocol:

Marianne Carlton

Associate Dean for LLS Finance & Administration
marianne.carlton@lls.edu

Joe Archie

Director of LLS Campus Operations
joseph.archie@lls.edu

Additionally, employee questions related to the Safe At Work Plan and Policies may be directed to: HR@lmu.edu

**All LLS staff and faculty must complete the [attestation and acknowledgement](https://mylmu.co1.qualtrics.com/jfe/form/SV_54EK2gGF3vLjKiF) at
https://mylmu.co1.qualtrics.com/jfe/form/SV_54EK2gGF3vLjKiF.**