



COVID-19 Guidance for Classified Staff

Campus Health & Safety

How do we stay safer in person?

Get vaccinated, wear a surgical grade or higher masks indoors, and avoid having close contact with others by maintaining physical distancing whenever possible. When close contact cannot be avoided, other measures such as the use of acrylic barriers, limiting the time of being less than six feet apart, and added air filtration in small rooms should be considered.

What do I do when coming to campus?

1. Complete your Cleared4 self-check questionnaire each day you come to campus. ([Check your campus email](#) for your private Cleared4 account link.) If cleared, you will receive a Cleared4 pass.
2. Upon arriving on campus, scan your pass at a Scanning Station located in a campus building. ([Find scanning station locations](#) and learn [how to use the scanning station](#).)
3. Wear a surgical grade or higher mask when indoors.

What is the current LAVC social distancing rule?

There currently is no requirement for physical distancing by the Los Angeles County Department of Public Health. That said, the College encourages the campus community to maintain physical distancing, such as six feet, as much as possible.

What should I do if I have COVID-19 symptoms (even if I don't think I have COVID-19)?

Stay home and report the symptoms to your supervisor. Staff working with the President's Office or Safety Officer may also contact you for additional information. Get tested for COVID-19. For illness, employees may have up to 24 hours of leave time available for COVID-19-related reasons. Speak with your local Personnel Office for more information.

What happens if an employee tests positive for COVID-19?

The employee should notify their supervisor and may use available leave options. [Available leave options are summarized here](#).

What can be done if a student is not wearing a mask?

If a student fails to adhere to safety requirements while on campus, including not wearing a mask indoors, staff may consider taking the following actions:

- Direct the student, in a clear manner, to comply based on the safety protocols; share that non-compliance is a violation of LACCD/College requirements and non-compliance is subject to

student discipline under the Student Code of Conduct. Refer to signage and CDC requirements on guidelines, and do not engage in a back-and-forth discussion with the student.

- If the student complies, it is important to thank them for protocol adherence.
- If the student refuses to comply, let your supervisor know immediately. Non-compliance is considered Willful Disobedience under the Student Code of Conduct.
- Supervisors need to direct the student to wear their face mask while indoors. If the student still does not wear their face mask, the supervisor should let their dean or vice president know for immediate action as well as the college [ombudsperson](#) so that the student will be notified of any further disciplinary action.

Who is checking if an individual is no longer positive before being permitted to come back to campus?

Students, faculty, and staff need to do a daily symptom self-check through Cleared4 before coming to campus. Cleared4 system asks if you have tested positive in the last 5 days. If cleared, you will get a Cleared4 Pass. Scanning stations are located at every campus building. Any employee can ask students to see their Cleared4 pass.

Where can I find the latest COVID-19 safety information for LACCD if I want more information?

Check the [LACDPH's Guidance for Institutions of Higher Education Requirements and Best Practices](#).

Vaccination & Testing

What is the status of implementing the LACCD COVID-19 testing and vaccine requirements?

LACCD approved [Administrative Procedures 2900](#) for implementation of the vaccine/testing mandates passed by the Board of Trustees (Board Policy 2900).

What does it mean to be fully-vaccinated?

Per [Board Policy 2900](#), "a District employee or student will be considered to have been 'Fully Vaccinated' if the person receives both the initial COVID-19 Vaccine inoculation(s), and any and all 'booster' inoculations, recommended by state or local health officials."

Are there on-campus vaccination clinics?

Here are the [current vaccination dates scheduled on campus](#). Walk-ups are welcome, or you can [make an appointment](#). Learn [what you should to bring with you](#) to the vaccine clinic.

Can I get tested on campus?

Free on-campus testing is available for students and employees by appointment only (view the [Districtwide COVID-19 PCR Testing Schedule](#)). Check your Cleared4 account for available Biocept testing appointments. Learn [how to schedule your testing appointment through Cleared4](#).

Where can I get COVID-19 antigen home testing kits?

LAVC has COVID-19 antigen home testing kits that are available for employees. Learn [how to request antigen home test kits](#). Also, free antigen test kits are available from the federal government using this [online order](#) form.

COVID-19 Isolation Guidelines & Contact Tracing

What are the isolation guidelines?

The Los Angeles County Department of Public Health (LACDPH) confirmed to the District's Emergency Operations Center the following:

- Regardless of your vaccination status, if you test positive, you must isolate for a minimum of 5 days AND follow the [LACDPH Isolation Instructions for People with COVID-19](#).
- You are allowed to end isolation early, between Days 5 to 10, depending on your own personal circumstances AND if you test negative using an antigen test (the quick-result, self-test kit).
- If you do not end isolation early before Day 10, you are NOT required to take any test following your isolation as long as you are symptom-free.
- Regardless of your vaccination status, you are NOT required to test for the next 90 days from the day you leave isolation, UNLESS you develop new symptoms. If you must test, use only the antigen test during this 90-day period.
- After 90 days, you return to the District's established testing protocols.

How long is someone who tests positive for COVID-19 infectious?

A person is considered to be infectious from two days before their symptoms first appeared until they are no longer required to be isolated. A person with a positive COVID-19 test but no symptoms is considered infectious from two days before their positive test was taken until they are no longer required to be isolated. Read the [LACDPH Isolation Instructions for People with COVID-19](#).

How does contact tracing work? Who gets notified?

The Incident Commander and Safety Officer assigns someone to conduct contact tracing. This includes contacting the person who has been reported to have tested positive or having been exposed. The Incident Commander ensures that a report is completed and submitted to the District Emergency Operations Center (EOC). Currently, the President or his designee is the Incident Commander.

In coordination with the EOC Safety Officer, the President's Office ensures that a general notification is sent to all LAVC employees. Note that these notifications also apply to in-person instructional activity off-site, such as clinical sites. The District collective bargaining groups' contacts are also forwarded the exposure and/or general notifications.

Individuals identified as having had close contact on-site with a person during their infectious period will be sent exposure notifications with quarantine instructions.

What is close contact?

Close contact is defined as

1. Being within 6 feet of another person for a total of 15 minutes or more over a 24-hour period; or,
2. Having had unprotected contact with another person's body fluids and/or secretions (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

What if there was close contact, or what if close contact cannot be ruled out?

1. Anyone who had close contact with the infected student should follow the [LACDPH COVID-19 Quarantine and Other Instructions for Close Contacts](#).
2. Persons with a confirmed exposure who are either 1) fully-vaccinated and have no symptoms OR 2) have already recovered from laboratory-confirmed COVID-19 within the last 90 days are exempt from quarantining or testing for COVID-19. However, these persons should still self-monitor for symptoms of COVID-19 for 14 days following the exposure.

PPE & Campus Facilities

How I can request N95 masks and other PPE supplies?

All employees who want to get N95 masks or other PPE supplies should send their request via a [Work and Service Order \(WSO\)](#). Staff who would like to request a workspace evaluation should send the request via a [WSO](#). Surgical masks are available in classrooms and at the entrance of campus buildings.

Where can I request PPE for students?

Surgical mask dispensers are installed near entrances to all classroom buildings. Wipes and hand sanitizer dispensers have been installed in all instructional spaces and in student service areas (e.g. bookstore, student services lobby, computer lab and the Library).

What mitigation measures have been taken to make sure all campus buildings meet ventilation recommendation by the CDC?

- a. Installed MERV 13 or higher filters in all buildings
- b. Increased fresh air filtration in all buildings
- c. Installed UVGI (ultraviolet germicidal irradiation) in buildings that are suitable
- d. Turning on all HAVC systems two hours before building occupancy
- e. Filters have been changed and will be changed regularly in all buildings
- f. Purchased portable air purifiers for high student traffic areas

Additionally, the College has started air duct cleaning for all buildings and will continue through the Fall semester, as well as checking HVAC systems and air quality. While this will not impact air quality, it will help the efficiency of the HVAC systems.

Who do I contact if I have ventilation concerns/questions?

Send ventilation evaluation requests via a [Work and Service Order \(WSO\)](#).

How often will my office/work area be disinfected?

All student service areas and offices are scheduled to be cleaned daily. Custodians have a new cleaning protocol to follow for all campus spaces. New B-shift custodians have started work.

Who do I contact if I have disinfecting/cleanliness questions/concerns?

Submit COVID-19-related cleanliness requests via a [Work and Service Order \(WSO\)](#).