



LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

EMPLOYEE AND STUDENT SYMPTOM CHECK-IN PROTOCOLS

Revised May 20, 2021 and March 26, 2021 (First issued July 17, 2020)

INTRODUCTION

PLEASE NOTE: Further revisions to this Safety Advisory are expected around June 15, 2021 due to changing orders from the state and county. The [Los Angeles County Department of Public Health](#) (LACDPH) requires all Institutes of Higher Education (IHE) to conduct symptom checks in order to conduct classes and other business on campus. This Safety Advisory outlines the current requirements in effect for all LACCD personnel and students to follow in order to enter any LACCD college or facility in compliance with the LACDPH "Entry Screenings" reflected in the [Protocols for Institutes of Higher Education](#).

INITIAL PROTOCOL

- If students or staff are returning to Los Angeles County from out of state or out of the country for non-essential travel, and are not fully vaccinated, they must quarantine for seven (7) days if they have a negative COVID-19 test within three to five days (3-5) days after arrival; or for 10 days after arrival if they did not get tested and monitor for symptoms up to 14 days. **Read the online [County Travel Advisory](#).**
- Prior to accessing LACCD property, employees and students must check their LACCD email daily for all notices regarding COVID-19 symptom check protocols and/or any other notices relating to facility access and COVID-19 issues
- Employees and students are required to complete LACCD's COVID-19 symptom self-check each time prior to entering any college or district facility. The symptom self-check is [online](#), or is available on the colleges' SAFE app for smart phones and tablets (free download from Google) or must be answered in person at check-in
- All employees and students are required to check-in upon arrival at a college or District facility and to check-out prior to departure
- All LACCD employees and students are required to wear cloth/disposable face coverings at all times when at any LACCD college, facility or at any district activity, unless they are alone and inside a private office with a door closed
- Students are allowed to enter LACCD premises only for limited in-person instruction or instruction-related purposes
- Faculty retain the right at all times to excuse students from class and instructors will immediately notify the Office of the President of any suspected COVID-19 student
- Everyone must practice safe hand washing and social distancing at all times
- Employees and students are required to notify their medical provider if they experience any COVID-19 symptoms and they are not permitted to come to any LACCD college or facility until cleared by testing and their healthcare provider
- All LACCD colleges and facilities must post COVID-19 symptom self-check bulletins and other related information on the inside and/or outside of all classroom doors, building entrances and/or exits and bathroom doors (interior and exterior) in all buildings being utilized in the limited re-entry term

REMOTE SYMPTOM CHECKS FOR EMPLOYEES AND STUDENTS

Each college will direct registered students in all limited in-person classes AND all employees to the [website](#) where they will be required to complete and submit a COVID-19 symptom self-check questionnaire each time before entering any college or LACCD facility, including answering:

1. *Do you have NEW or WORSENING onset of any of the following symptoms in the past 14 days: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, diarrhea, nausea or vomiting?*
2. *Are you living with any person who is experiencing or exhibiting any COVID-19 symptoms, or has been diagnosed with COVID-19, or have you had contact with someone known to be positive with COVID-19 in the last 14 days?*
3. *If you have not traveled outside of the state/country OR have traveled outside the state/country and are fully vaccinated, please answer "No" below. If you have traveled outside of the country/state in the past 14 days and are not fully vaccinated, please answer "Yes" below.*



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- If all answers are NO, the student or employee is considered cleared and can proceed to the college or district facility for check in
- If any answer is YES for a student, the student is not cleared and not allowed to enter the college and will be directed to inform their instructor of record by email. All students who are not admitted will be considered to have an excused absence. The instructor will notify the Office of the President of the suspected COVID-19 student
- If any employee answers YES to any question, the employee is not cleared and not allowed to enter the college and will be directed to notify their supervisor

PHYSICAL CHECK-IN PROTOCOLS

Each college will implement an appropriate number(s) of COVID-19 symptom check-in sites for vehicles and pedestrians. Only students who have pre-scheduled essential classes or related classroom activities will be allowed on site on the day(s) their classes or activities are scheduled. Employees also need to be on a pre-designated access list. The colleges will provide a daily list of pre-registered names to their check-in site prior to the earliest scheduled activity at the college. Check-in personnel will not allow anyone to enter who is not on the list. Employees and students who are denied entry will be advised to contact their instructor or supervisor. Additional protocols include:

- Anyone dropped off is considered a pedestrian and cannot use the vehicle check-in
- Anyone who is in a vehicle to park shall remain in their vehicle wearing appropriate PPE and vehicles will be directed to the designated parking area for check in
- Pedestrians will use the Pedestrian Entrance with social distancing and facial coverings
- All persons who arrive on campus must wear the appropriate facial covering upon arrival
- If students/employees answer NO to all questions, a temperature check may be taken, if feasible, for additional screening protocols. If it reads below 100.4 degrees, they will be allowed to enter. If it is above, the individual will be turned away and advised to notify their instructor/supervisor and medical provider

PROCEDURES FOR CONDUCTING THE PHYSICAL CHECK-IN

Vehicle Occupants:

Students and employees will remain in the vehicle and asked if they have taken the online symptom check at home. If they have not taken the at-home check, they will be asked the questions while in the car. If they answer YES to any of the questions, the student/employee will be turned away and advised to notify their instructor/supervisor.

Pedestrians:

Colleges and/or other district facilities will use all appropriate social distancing protocols, signage, distancing markings and other requirements for the safety of all at the pre-established pedestrian check-in sites. The pedestrian check-in sites will follow the same process as described above for vehicle occupants per individual(s) in line.

ADDITIONAL REQUIREMENTS:

- The College President or their designee will be the single point of contact for the authorization of students/employees entering the college
- Perimeters will be maintained to prevent entrance without using the check-in sites
- Designated personnel should be able to communicate in multiple languages and be aware of DSPS accommodations
- At each COVID-19 check-in site, a large poster will be visible to all incoming vehicles and pedestrians for procedures to follow as well as COVID-19 screen symptoms as published by the CDC, LACDPH and any other relevant public health agency
- The designated end of shift check-in personnel shall return the logs to the College Safety Officer at the end of each day
- The College Safety Officer(s) and/or designee shall be responsible for maintaining the symptom check-in documentation and make all records immediately available to the District and LACDPH for any outbreaks or contact tracing information as required by the LACDPH