



# COVID-19 Guidance for Instructional and Non-Instructional Faculty

## 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. When close contact cannot be avoided, other measures such as the use of acrylic barriers 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 a student tests positive for COVID-19?

The student should let their instructor know. The instructor lets the campus safety officer or the President's Office know immediately. The instructor may forward the [LACDPH Isolation Instructions for People with COVID-19](#) to the student. The contact tracing unit will follow up with more information for the student.

### What happens if an instructor tests positive for COVID-19?

1. The instructor should contact the campus safety officer or President's Office. The instructor will receive instructions from the safety officer on guidelines for isolation. At this time, anyone

testing positive should isolate for a minimum of 5 days, and up to 10. The [LACDPH Isolation Instructions for People with COVID-19](#) has the most up-to-date guidance.

2. The instructor can use available leave options and a substitute can be employed.
3. The instructor can transition the class to synchronous online instruction for the isolation period after first requesting to do so from their department chair and obtaining approval from the supervising dean.

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.

How is weekly testing being monitored?

The campus Incident Command Center Safety Officer runs regular reports for people with a medical or religious exemption who have completed the weekly testing requirement. The Safety Officer or staff members working with the Safety Officer will follow up with students who have not completed their weekly test.

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](#).

### What kind of testing should I do after I have a positive test result?

If you test positive from a PCR test and you have subsequently completed your five-day to 10-day isolation protocol without ongoing symptoms, you should use an antigen test only to determine your infectious status. A PCR test can give you a positive result for up to 90 days.

### 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?

Anyone who had close contact with the infected student should follow the [LACDPH COVID-19 Quarantine and Other Instructions for Close Contacts](#).

The instructor has the following options:

1. Quarantine as needed as vaccination status and symptoms dictate:
  - a. **Unvaccinated persons who had close contact with the infected person, or persons who are not up-to-date with vaccinations:** Exposed students and employees must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above). If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.
  - b. **Fully-vaccinated persons who are asymptomatic who had close contact with the infected person:** If the students who had close contact with the infected person are asymptomatic and fully-vaccinated, they may undergo a modified quarantine (described below). They should test 3 to 5 days following the date of last exposure. Until the student receives a negative test result, they must adhere to modified quarantine for the full 10 days outlined below.
2. Transition the class to synchronous online for 10 days if quarantining is needed.

## Instructional & Classroom

What language can I add to my syllabus regarding mask wearing and what should I do if a student does not comply with wearing a mask?

The District Emergency Operations Center has a [Safety Advisory with Faculty Information for In-Classroom Instruction](#) that includes recommended language for syllabi.

If a student fails to adhere to safety requirements during class, including not wearing a mask in the classroom, instructors 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 send a follow-up email or Canvas message to the student thanking them for protocol adherence.

- If the student refuses to comply, ask the student again to either comply or to leave the classroom immediately. Non-compliance is considered Willful Disobedience under the Student Code of Conduct. Directing a student to leave is considered a suspension for one to two class sessions under the Student Code of Conduct. Within 24 hours, inform the college [ombudsperson](#) of the incident.
- If a student refuses to leave class, you may opt to dismiss the entire class for 15-30 minutes and immediately notify the switchboard at 818-947-2600 who will contact the Administrator on Duty. The Administrator will come to the classroom to discuss the issue with the student and provide further direction.
- The Administrator on Duty will also notify the college [ombudsperson](#) so that the student will be notified of any further disciplinary action.

[If a student in my in-person class tests positive for COVID-19 does my class move online?](#)

If there was no close contact as defined above with the infected student, then the class continues as normal. All students in the class will be notified of the positive case. If a person is up-to-date with their vaccines and asymptomatic, they also do not need to quarantine even if there was close contact. Read the [LACDPH COVID-19 Quarantine and Other Instructions for Close Contacts](#).

[What should a faculty member do to support a student who has to isolate because of a positive COVID-19 test result when the class continues in person?](#)

Faculty members are encouraged to support the student's successful completion of the course by providing assignments, readings, etc. for the student to complete at home. If the instructor has asynchronous content prepared, this could also be shared with the student. Finally, the instructor could provide synchronous access to the in-person class through the use of a computer, camera, and Zoom.

## 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 \(WSO\)](#). Faculty who want a portable barrier for their podiums in classrooms 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?](#)

- Installed MERV 13 or higher filters in all buildings
- Increased fresh air filtration in all buildings
- Installed UVGI (ultraviolet germicidal irradiation) in buildings that are suitable
- Turning on all HAVC systems two hours before building occupancy
- 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 classroom/office/work area be disinfected?

All classrooms/instructions/student service area 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 \(WSO\)](#).