



LACCD EMERGENCY OPERATIONS CENTER

SAFETY ADVISORY

EMPLOYEE AND STUDENT SYMPTOM CHECK SAFETY ADVISORY

JULY 17, 2020

INTRODUCTION

The Los Angeles County Department of Public Health (LACDPH) is requiring all Institutes of Higher Education (IHE) to conduct symptom checks in order to restart classes on campus. This Safety Advisory, effective July 27, 2020, outlines the requirements for all LACCD personnel and students to follow in order to enter any LACCD college or facility.

INITIAL PROTOCOL

- 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
- All employees and students are required to check-in upon arrival at a campus 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
- Students are allowed to enter LACCD premises only for limited in-person instruction
- Faculty retain the right at all times to excuse students from class. The instructor will immediately notify the Office of the President of any suspected COVID-19 student
- Employees and students must practice safe hand washing, proper hygiene, and social distancing requirements at all times while at any LACCD college or facility
- Employees and students are required to notify their medical provider if they experience any COVID-19 symptoms and are not permitted to come to any LACCD college or facility until cleared by testing and/or 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
- Students or staff returning from travel outside of the United States who wish to access LACCD colleges or facilities must first quarantine for 14 days as recommended by the [Centers for Disease Control and Prevention](#)

REMOTE SYMPTOM CHECKS FOR EMPLOYEES AND STUDENTS

Each college will direct registered students in all limited in-person classes AND all employees to a 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. Are you experiencing any COVID-19 symptoms?
 2. Are you living with any person who is experiencing or exhibiting any COVID-19 symptoms or has been diagnosed with COVID-19?
 3. Have you been outside the United States within the past 14 days?
- 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



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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 classes will be allowed on site on the day(s) their classes 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 the day before 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/supervisor. Additional protocols include:

- Students who are being dropped off are considered pedestrians and cannot be checked in with the vehicle
- Students in vehicles shall remain in their vehicle wearing appropriate PPE. Vehicles will be directed to the designated parking area for check in
- Pedestrians will be checked in at the Pedestrian Entrance where social distancing and facial covering protocols are used
- Employees and students who arrive on campus must be wearing appropriate facial covering upon arrival
- If students/employees answer NO to all questions, a temperature check may be taken, if feasible. 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 points of contact for the authorization of students/employees entering the college
- Perimeters at each college 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 per the College President shall be responsible for maintaining the symptom check-in documentation and make all records immediately available for any outbreaks or contact tracing as required by the LACDPH