



LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

FACULTY AND STAFF GUIDANCE TO ACCESS COLLEGES OR DISTRICT FACILITIES FOR FALL 2020 SEMESTER

August 17, 2020

BACKGROUND

The approval for limited in-person classes at the nine colleges and District facilities for Essential Services Workforce Infrastructure instruction has been finalized for Stage 3 Recovery for the Fall 2020 semester [Hard to convert Fall 2020](#) and confirmed by the Los Angeles County Department of Public Health. All District and college policies and practices for the return to on-campus instruction and access to the colleges and/or District facilities for such purposes must align with restrictions and guidelines for the health and safety of faculty, staff and students.

Faculty and staff may feel the need to access a campus for other purposes; however, until further notice, all instruction or business services other than those related to “Essential Services Workforce Infrastructure” courses that can be delivered remotely should continue to be delivered remotely. This Safety Advisory supersedes any prior advisory for access to college or District facilities.

POLICY

If a faculty, administrator, or staff member not scheduled to teach on campus in Stage 3, but who needs access to their on-campus office or classroom(s) for supporting remote instruction, essential services, or other authorized in-person instruction, the following shall be required:

- Time on campus should be limited to that purpose.
- LACDPH and LACCD [Safety Advisories](#) and Protocols must be adhered to at all times, including:
 - Facial coverings
 - Social Distancing guidelines
 - Disposable gloves (if requested)
 - Face shield (if requested)
- Congregating among employees is not allowed.
- Prior authorization to come to campus or to a District facility is required by the employee's supervisor (Dean/Manager and Vice President with President's approval). The request should identify the specific date and time of arrival and time of departure.
- If you are authorized to enter a campus or District facility, your supervisor will direct you to take an [on-line symptom check](#) and will advise you of the location to enter the campus. Check-in personnel will have your name on the list of personnel who are authorized to enter campus. If you are not on the list, you will be denied entry and advised to contact your supervisor.
- Spaces need to be cleaned between individuals using them. When possible, the space should not be accessed by different individuals more than once per three days.
- If you are using equipment that is shared such as staplers or copiers, gloves are to be worn at all times.
- If you need the office/classroom reconfigured to comply with safety requirements, notify the College or District Safety Officer.
- Restroom use should be limited to the pre-designated area only.