

**MARYMOUNT CALIFORNIA UNIVERSITY  
POLICY AND PROCEDURE REGARDING COVID-19\*  
For  
STUDENTS**

**KEEP MCU SAFE  
DO IT FOR YOU, DO IT FOR OTHERS**

\*Note: This is a living document and that some implementations may change based upon the extent of the pandemic and evolving public health guidance.

## **PERSONAL SAFETY PRACTICES AND EXPECTATIONS**

Each member of the MCU community is first and foremost personally responsible for their health and well-being. As such they should always use good judgement in any and every activity they undertake. This is a personal responsibility which is assumed of everyone in our community. The following best practices in personal safety and hygiene will help us slow the spread of disease and protect vulnerable populations. Per orders of the Los Angeles County Department of Public Health, MCU students must:

**Physical Distance:** In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools to avoid exposure and slow the spread of COVID-19.

- Stay at least 6 feet (about two arms' length) from other people both while on campus and at the Villas.
- Students are encouraged to stay out of crowded places, avoid mass gatherings and wear your face covering at all times when in such spaces.
- To the extent possible, students are instructed to stay in their individual rooms while at the Villas.
- When maintaining 6ft of physical separation is not feasible, be especially attentive to wearing a face covering, washing or sanitizing hands frequently, and avoiding sharing pens, utensils or other common objects. Students may momentarily come closer when passing in the hallways or stairwells, when in restrooms, or as otherwise necessary.
- Faculty will enact procedures to ensure that physical distancing is maintained within the classroom. While staff will also enact such procedures while students visit various on-campus offices.
- Students are encouraged to conduct MCU business as much as possible via telephone, E-mail and/or virtually. If student business have to be conducted in-person, students are to wear cloth face coverings and maintain physical distance of at least six feet.
- Students are discouraged from congregating in any area, but especially common areas/high traffic areas such as bathrooms, hallways, stairwells, and the Café/Take-Outs.

### **Stay home when sick or if you have had close contact with someone with COVID-19**

Students must conduct symptom monitoring before coming onto campus. If you live at the Villas, students must conduct symptom monitoring prior to boarding the shuttle and/or coming onto main campus. **If at any time you are feeling ill, stay home, do not come onto campus (if you live in residence, notify your RA immediately and remain in your room until further instructions are provided).** See Appendix A: MCU Student COVID-19 Symptom Monitoring Checklist.

**Wash your hands:** Review CDC "When and How to Wash Hands" and watch hand washing video

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://www.cdc.gov/handwashing/videos.html>

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing. Soap and water is available in all restrooms.
- If soap and water is not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer dispensers have been installed around campus.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash or sanitize upon entering a campus building.

**Cover coughs and sneezes:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissue in the trash; immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Wear a face covering in community settings:** All members of the MCU community must wear a face covering when they are in contact, or likely to come in contact, with others. This includes if you live in residence, when not alone in your private room, wear a face covering. Although these face coverings will not protect you from contracting

the virus, wearing a face covering in public settings helps protect others and prevent the spread of the virus and is recommended by the CDC. You do not need to wear a face covering if you are alone in your private room or in your personal vehicle.

Face covering/mask exemptions:

The following individuals are exempt from wearing a face covering:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons with a chronic respiratory condition or other medical conditions that make use of a mask hazardous.

In order to be exempt from wearing the mandatory face covering, submit to the Student Wellness Center your medical certification note from your primary care physician indicating the reason for your exemption (Note, it must relate to the CDC and LAC DPH considerations for exemption). Once the SWC reviews your request, we will provide you with a response. If your request is approved, we will notify you via your MCU E-mail. Also, if you are approved for the mask exemption, we will notify Disability Resources so that they can provide you with more information regarding possible academic accommodations you would qualify for.

-The cloth face coverings recommended by the CDC and LAC DPH are not surgical masks, PPE or N-95 respirators.

-General considerations for wearing a cloth face covering

- Review CDC guidance *se of Cloth Face Coverings to Help Slow the Spread of COVID-19*
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Avoid touching your face as much as possible. Keep the covering clean.
- Clean hands with soap and water or alcohol-based hand sanitizer immediately before putting on, after touching or adjusting, and after removing the cloth face covering.
- Don't share your face coverings with anyone else unless it's washed and dried first.
- You should be the only person handling your face covering.
- Cloth face coverings should only be worn for one day. In general, cloth face coverings should be washed regularly (e.g. daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag. Having a week supply of face coverings can help reduce the need for daily laundering. MCU can provide face coverings if needed.
- Put your face covering in a clean container when you take it off at work. Do not lay your mask on your desk or other work surfaces.
- Wearing a face covering may cause anxiety for some individuals for a variety of reasons, including the fear of discrimination or stereotypes. MCU acknowledges these concerns and is committed to a welcoming and supportive campus community for all.

**Eliminate handshakes. Etc:** Eliminate handshakes, fist-bumps, high-fives, hugs or other forms of greeting that reduce physical distancing.

**Cleaning shared spaces:** Cleaning supplies will be provided around campus so that you can wipe down shared spaces such as a desk, computer keyboard, etc.

**Villas Residents:** If you live in residence, it is your responsibility to clean and disinfect all shared spaces (such as kitchen, bathroom, etc.). It is recommended that you do not share your utensils and/or other household items

with your housemates. If you have to share an appliance, clean and disinfect it prior to using. Remember to wash your hands often.

## **GUIDANCE FOR ON-CAMPUS SCENARIOS**

**Classrooms:** Attendance will be taken when you are in class to better reach you in the event of an outbreak. Every effort must be made to maintain physical distance, the wearing of face covering, remaining home when ill, cleaning, etc. (see sections above). It is your responsibility to notify your instructor if you become ill in order to better assist you. It is recommended that you wash your hands before and after leaving the classroom (and/or use appropriate hand sanitizer that contains 60%+ alcohol). MCU is committed to cleaning and disinfecting every classroom, however, if there are supplies available in the classroom, feel free to clean your space/desk before each use and avoid sharing any items (i.e. pens, etc.). Again, don't forget to wash your hands! For any expected long term absences (see course syllabi for attendance policy), contact the Disability Coordinator (see accommodations section below) for assistance.

**MCU Offices/Visiting Faculty:** MCU recommends that you make every attempt to conduct your on-campus business/faculty office hours via telephone, E-mail, and/or virtually whenever possible. In the event that an on-campus business/meeting has to be conducted in person, please follow the guidelines noted above regarding physical distancing, wearing a cloth face mask, etc. All MCU offices should provide enough space for students to distance themselves from each other and guests. Students with concerns about MCU office spaces should contact the COVID-19 Compliance Officer.

**Meetings/Student Organizations:** All in-person meetings are strongly discouraged in favor of virtual meetings. If an in-person meetings are essential, they should be limited to 10 or fewer participants, all participants must wear a face covering and it should be held in rooms large enough to maintain physical distancing.

**Café/Shared Spaces:** Students are discouraged from congregating in the café, other dining facilities and other common spaces. Every attempt must be made to follow the physical distancing and face covering guidelines noted above.

**Food/Beverage:** Sharing of communal food is prohibited. For small related meetings and/or programming with food, every attempt must be made to individually package the food and avoiding sharing serving spoons/utensils.

**Visitors:** Visitors are permitted on-campus and are asked to sign-in at the reception desk in the administrative building (at the Villas, at the Guard Shack) which includes the visitor's name, phone number and E-Mail address (this is needed in the event of an outbreak and we need to contact the visitor). A symptom check (see appendix A) must be conducted before a visitor enters campus. Symptom checks can be done remotely or upon arrival. Visitors are instructed to wear a cloth face covering during their visit at all times. This applies to adults and children over the age of two (2). Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted. Visitors must also be instructed to maintain physical distancing. Note: the visitor policy is subject to change in the event of an outbreak.

**Shuttle/Transportation:** Maximum occupancy in any MCU bus/shuttle must be limited such that all riders are able to maintain a physical distance of 6 feet between one other. All riders and the driver must wear a face covering. If you are carpooling with other MCU students, be aware that in the event that if your or anyone in the car becomes ill you/they may need to seek a different form of transportation temporarily in order to reduce continuing the spread of COVID-19.

**Fitness Center at Villas:** See Appendix B

**Commitment to a safe, welcoming campus:** The coronavirus has brought a great deal of uncertainty to our lives, along with potential for misinformation that can be harmful or insensitive. It is easy during fearful times to say or do things that diminish groups of people. MCU is committed to a safe, welcoming campus that promotes respecting the differences within our community. That sense of belonging begins with supporting each other, especially those facing bias, discrimination and attacks on their identity. Calling COVID-19 the “China Virus” or “Wuhan virus” is inaccurate and is not tolerated by MCU (see student code of conduct).

### **Special Populations**

**International Students:** International students are to communicate with the Office of International Services regarding any visa related question. International students are automatically enrolled in the MCU Student Health Insurance Plan and will need to communicate with the Student Wellness Center for any health insurance related question and/or questions regarding how to utilize and access wellness related services.

**OPT Students:** Students that are in the OPT program are asked to communicate with the Office of International Services for any OPT questions/concerns. We also ask our OPT students to check their MCU email for visa and other important communication.

**Study Aboard:** Study abroad programs for Fall 2020 have been cancelled due to COVID-19. Contact the Office of International Services for more information regarding Spring 2021 and beyond.

**Student Workers:** Student workers are to contact Human Resources and follow the HR Employee

**ACCOMMODATIONS** Students with medical conditions that increase their vulnerability and susceptibility relative to COVID-19 are responsible for notifying the Disability Resource Coordinator, Laura Niemiec that they are in a high-risk category. The student may contact the Disability Resource Coordinator to seek academic accommodations for their condition, E-Mail:

[LNiemiec@MarymountCalifornia.edu](mailto:LNiemiec@MarymountCalifornia.edu) for more information.

**COMMUNICATION PLAN:** Students must check their email regularly and read emails regarding COVID-19. Important information regarding safety and policies/procedures may be distributed via email.

Students are strongly encouraged to sign up for emergency alert system in order to get urgent information regarding the campus (i.e. campus outbreak and/or closures).

MCU posts information regarding response to COVID-19 at <https://www.marymountcalifornia.edu/campus-services/student-wellness-center/coronavirus-update/>

**CLEANING PROTOCOLS AND PREVENTION:** The following outlines MCU’s enhanced cleaning protocols, as well as cleaning protocols for when a COVID-19 positive case has been traced to a campus building.

### **Enhanced Cleaning Protocols**

MCU protocols for cleaning and sanitation follow guidance from the CDC, LA County Department of Health and CAL/OSHA. The following is an overview of the cleaning protocols.

- Increased cleaning protocols to include frequent cleaning/disinfection of high touch areas using cleaning materials currently approved by the EPA to kill the COVID-19 virus.
- Limit Facilities personnel presence in private workspaces. Cleaning of private office will occur regularly per Facilities Department schedule. Trash cans should be placed outside your door.
- Cleaning supplies will be provided for each office/classroom area to allow occupants to sanitize their private and shared workspaces.
- A cleaning hour has been added between each class.

**Protocols When a COVID-19 case has been traced to a campus building:** In the event an area is identified to have been occupied by an individual with a known COVID-19 case, the following step will be taken:

- MCU Facilities department will identify areas of potential contamination and prevent entry to the location, as well as work with Operations if personnel need to be relocated.
- The area will be ventilated for 24 hours and then be cleaned and disinfected per public health guidance.

**Reporting COVID-19 Cases to the MCU Community:** MCU students, faculty and staff will be notified of confirmed positive COVID-19 cases with direct on-campus impact. Additional information will be shared directly with those who have had close contact to the extent possible.

**Prevention:** The CDC and LAC DPH have provided guidance on ways to prevent and slow the spread of COVID-19. Some examples are the following:

Wash your hands often with soap and water (or using a hand sanitizer with at least 60% alcohol)

Wear a face covering

Social/physical distancing (6+ feet)

Clean and disinfect your home and high touch areas

Wear gloves (if you are cleaning or caring for someone who is sick)

Visit the CDC on ways to prevent getting sick: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

*If you need to consult with the 24/Hour NurseLine, for students that are on the Student Health Insurance Plan (SHIP) call the Wellfleet NurseLine at 1-800-634-7629, all other students can call the Optum NurseLine at 1-877-856-8163.*

## **QUARENTINE/ISOLATION/CONTACT TRACING**

### **Quarantine and Isolation**

**Quarantine:** Students who have been exposed but have no symptoms should quarantine. Student should remain separated from others for 14 days. Visit the CDC website for what to do

if you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

**Isolation:** Students that test positive for COVID-19 or have symptoms consistent with COVID-19 will be asked to isolate themselves at home (or if at the Villas in their residence). The Student Wellness Center will assist with contact tracing consistent with LADPH IHE Protocol for Management of Campus Exposures and assist students with obtaining testing. If a certain number (currently it's three)\* or more cases are identified within the MCU within a span of 14 days, MCU will notify the LA County Department of Public Health (by calling 888-397-3993 or 213-240-7821) and further instructions will be provided. \*Subject to change.

Please review this link for isolation

guidance: <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

### **Contact Tracing:**

We ask all our Mariners to do their part to keep your family, friends, and community safe. If you have been diagnosed with COVID-19, either the SWC Staff and/or public health worker will call you to check on your health. They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others (this information is confidential), up to three (3) days or so. You will be asked to stay at home and self-isolate (see resource above as to what to do if you are sick), if you are not doing so already. Self-isolation means that you will remain in your home in a specific room/area, away from other people/pets, and using a separate bathroom (if possible). We would ask that you continue to monitor your health, if your symptoms worsen, seek medical care immediately.

*Note: All of the mentioned procedures above are subject to change due to LAC DPH and CDC guidance.*

References:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>  
<http://publichealth.lacounty.gov/media/Coronavirus/>

**Appendix A**  
**Marymount California University**  
**Student COVID-19 Symptom Monitoring Checklist**

Per orders of the L.A. County Department of Public Health, students must conduct symptom monitoring before reporting to any MCU campus sites. We recommend that you conduct this monitoring prior to arriving to campus (if on campus in a non-campus vehicle, conduct this monitoring prior to entering any MCU buildings; if at the Villas, conduct this prior to leaving your Villa).

If you have any of the following, stay home, do not leave your Villa/home and notify your health care provider. If you need assistance, do not go to the Wellness Center, instead, call them at (310) 303-7244 (if it's after-hours call, 310-303-7372 or E-mail them at [Wellness@MarymountCalifornia.edu](mailto:Wellness@MarymountCalifornia.edu). If you are a student worker, refer to the MCU Employee version of this form.

1. Take your temperature. Do you have a temperature of 100.4 degrees or higher (without fever reducing medication)?

2. Do you have any of the following symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Headache
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms (nausea, vomiting, diarrhea)
- Trouble breathing\*
- Persistent pain or pressure in the chest\*
- New confusion\*
- Inability to wake or stay awake\*
- Bluish lips or face\*

\* Seek Emergency Medical Care IMMEDIATELY!

3. In the last 14 days, have you had close contact with someone diagnosed with COVID-19 or suspected to have COVID-19? During the current outbreak, anyone with symptoms listed in #2 above is assumed to have COVID-19. The term "close contact" applies to all household members, intimate contacts, caregivers, and individuals with any of the following exposures to an "infected person" while they were infectious\*:

a. Presence within 6 feet of the infected person for more than 15 minutes

b. Unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

Appropriate protective equipment means gloves and a face mask because cloth face coverings do not provide enough protection for an individual who is caring for a person with COVID-19.

\*An infected person is considered to be infectious from 48 hours before their symptoms first appeared (or from the date of their positive lab test if they did not have symptoms) until they are no longer required to be isolated.

4. Have you traveled outside of L.A. County? If answer is "yes", discuss travel with the Wellness Center who will refer to current LA County Public Health and CDC advice regarding travel and make decision as to what is the best practice moving forward.

**IF YOU HAVE HEALTH CONCERNS PLEASE CONTACT YOUR HEALTHCARE PROVIDER**

## **Appendix B**

### **Fitness Center at Villas**

Per orders of the L.A. County Department of Public Health, students must conduct symptom monitoring before reporting to any MCU campus sites. We recommend that you conduct this monitoring prior to arriving to campus (if on campus in a non-campus vehicle, conduct this monitoring prior to entering any MCU buildings; if at the Villas, conduct this prior to leaving your Villa). Currently, the LAC DPH is not allowing for indoor gyms to be utilized (this is subject to change).

If you are ill, stay home, do not leave your Villa/home and notify your health care provider. If you need assistance, do not go to the Wellness Center, instead, call them at (310) 303-7244 (if it's after-hours call, 310-303-7372 or E-mail them at [Wellness@MarymountCalifornia.edu](mailto:Wellness@MarymountCalifornia.edu)).

Once indoor gyms are off the LAC DPH closure list, See Appendix A for symptom check prior to visiting the gym.

- All gym patrons are required to wear a face covering when at the gym except when engaged in physical exercise or while training.
- Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be inside the facility.
- Equipment is marked off to ensure that patrons can maintain at least a six (6) feet distance from others.
- Follow the one-way foot traffic patterns throughout the gym with visual cues and signs.
- Keep doors/windows open if possible at all times in order to facilitate airflow.
- Patrons are required to disinfect individual exercise equipment, mats, and machines before and after use with provided disinfecting wipes. If gym patrons are unable or unwilling to wipe/disinfect equipment after exercise your privileges to use this space may be reviewed and/or discussed with a Conduct Officer.
- Gym facility patrons, please understand that sinks could be an infection source and should avoid placing hairbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom.

***Note: All of the above mentioned procedures are subject to change due to LAC DPH and CDC guidance.***