

**MARYMOUNT CALIFORNIA UNIVERSITY  
POLICY AND PROCEDURE REGARDING COVID-19\*  
For  
FACULTY, STAFF, INTERNS, VOLUNTEERS, STUDENT  
EMPLOYEES**

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

\*note that this is a living document and that some implementations may change based upon the extent of the pandemic and evolving public health guidance. 11.11.2020

**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 employees 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.

- Stay out of crowded places and avoid mass gatherings.
- Avoid meeting in groups larger than 10 individuals. Schedule virtual meetings when possible.
- Employees may momentarily come closer when necessary to accept payment, deliver services, or as otherwise necessary.
- When maintaining 6 ft of separation is not feasible, be especially attentive to wearing a face covering, washing or sanitizing hands frequently, and avoiding sharing utensils or other common objects.
- Supervisors will enact procedures to ensure that physical distancing is maintained within departments, including remote work.

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

Employees must conduct symptom monitoring before reporting to any MCU work site other than the employee's remote work site. This includes remote employees who are coming to campus intermittently. Exempt employees must perform symptom monitoring at home. Due to CA wage and hour rules, non-exempt employees must conduct symptom monitoring in their car after they have arrived on campus and clocked in for work. **If you are feeling ill at home, do not come to the work site.** See Appendix A: MCU Employee COVID-19 Symptom Monitoring Checklist for further information.

Further, when arriving on campus, employees must use the QR code posted around campus to log your presence on campus and acknowledge that symptom monitoring has been conducted. The log will be used should contact tracing become necessary.

### **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 MCU 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. Hand sanitizer has been distributed to each department and can be requested from the Operations Department.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash hands or sanitize upon entering a building.
- Employees may take frequent breaks to wash hands.

### **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. Although these face coverings may 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 office or walled cubicle. You do not need to wear a face covering if you have a chronic respiratory condition or other medical conditions that make use of a mask hazardous. If you cannot wear a mask due to a medical condition and require accommodation, please contact HR. Persons who cannot wear a mask may not come to campus without making arrangements in advance. These arrangements will include ways to ensure that you don't have close contact with others.

<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf>

The cloth face coverings recommended are not surgical masks, PPE or N-95 respirators. These specialized masks will be provided if appropriate to an employee's assigned duties.

-General considerations for wearing a cloth face covering

- Review CDC guidance *Use 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.
- 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.

### **Eliminate handshakes. Etc.**

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

### **Wipe down your personal workspace**

Cleaning supplies will be provided so that individual office occupants and users of shared spaces can wipe down their own office space to supplement routine cleaning. Employees are also asked to wipe down the contact surfaces of tables, chairs, keyboards, and shared equipment before occupying and upon departure. Leave trash can outside office. Cleaning should be conducted during your regular work hours. Requests for additional cleaning supplies should be direct to the Operations Department.

## **GUIDANCE FOR WORKPLACE SCENARIOS**

### **Shared Office and other Spaces**

Offices should provide enough space for employees to distance themselves from each other and guests. Supervisors with concerns about workspace should contact the Director of Operations. Employees are discouraged from congregating in any area, especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.

### **Meetings**

In-person meetings are strongly discouraged in favor of virtual meetings. If 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.

### **Shared Materials**

Shared materials or objects (e.g. staplers, three-hole punches, pens, coffee mugs, etc.) should be eliminated as much as possible. Where item must be shared, they should be disinfected before use.

### **Entry/Exit**

Employees should stagger arrival and departure times, lunch/break periods, and should consider limiting the number of days together such as alternating days (to be discussed and determined with your supervisor). Department leaders are encouraged to develop a weekly schedule that accommodates employees and the continuity of business operations. Please also be mindful of the number of people inside a restroom and limit occupancy to allow for appropriate physical distancing in addition to face coverings.

### **Food/Beverage**

Sharing of communal food is prohibited. For small lunch meetings and/or programming with food, every attempt must be made to individually package the food and avoiding sharing serving spoons/utensils. For items that must be shared (I.e. coffee/tea pot) it is recommended that you wipe down the handle before and after each use.

### **Visitors, contractor and vendors**

To the extent possible, visitors to any building on campus are limited to those that are essential to MCU's operation. Visitors are permitted by appointment only and must utilize the QR code to register their presence on campus and conduct symptom monitoring. A symptom check must be conducted before a visitor enters the workspace. Visitors are instructed to wear a cloth face covering during their visit. 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.

Visitors should not congregate in lobbies or waiting areas. To the extent possible, visitors should limit areas visited on campus to designated meeting room, customer service areas or public restroom.

Employees may not bring family members nor pets to campus.

## **Travel**

Employees should check the CDC travel site before planning a trip:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/>

Travel for MCU must be approved by the senior staff person responsible for your department. Consider limiting personal travel. Be aware that situations can change quickly, i.e borders could close or travel could be limited by government agencies.

Currently\*, the CDC advises that all international travelers arriving in the US should stay home for 14 days after their arrival. At home, they are expected to monitor their health, practice social distancing, and monitor for symptoms of COVID-19. Any traveler developing symptoms of fever and cough or shortness of breath are advised to call their provider and let them know about their symptoms and their travel history.

MCU employees who return from international travel from a CDC Level 3 country must quarantine at home for 14 days. Notify your supervisor and ask if remote work is available. If remote work is not available, contact Human Resources. Contact the Human Resources Department if you have questions as travel guidelines may change from time to time.

\*Travel restrictions and recommendations change frequently. Please check the CDC and/or LA County Department of Public Health websites for the most current information.

## **Mail Room/Delivery**

Employees should use hand sanitizer (on the wall near the door) before and after going into the mail room.

## **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.

## **ACCOMMODATIONS**

Employees with medical conditions that increase their vulnerability and susceptibility relative to COVID-19 are responsible for notifying their supervisor and the Director of Human Resources that they are in a high-risk category. The employee may contact the Director of Human Resources to seek accommodations for their condition.

## **MCU AND GOVERNMENT SPONSORED BENEFITS**

Assistance may be available if you are ill or caring for someone who is ill and are unable to work. Contact the Human Resources Department for assistance regarding MCU sick leave policy, leaves of absence and other benefits.

**State of California benefits** <https://www.labor.ca.gov/coronavirus2019/#chart>

## **Families First Coronavirus Response Act: Employee Paid Leave Rights**

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Workers Compensation – Employee right to workers compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20

## **COMMUNICATION PLAN**

Employees must check their email regularly and read emails regarding COVID-19. Important information regarding safety and policies/procedures may be distributed via email.

Employees should sign up for emergency alert system in order to get urgent information regarding the campus (i.e campus 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. Contact Operations Department for supplies.
- Review Employee cleaning responsibilities under Personal Safety Practices and Responsibilities.

### **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 COVID Compliance Officer will identify areas of potential contamination and notify Facilities/Operations/Campus Safety to 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.

## **EXPOSURE MANAGEMENT PLAN**

Marymount California University will follow the guidelines of the LACPH Exposure Management Plan for IHE.

### **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. Following the LACPH Exposure Management Plan for IHE, additional information will be shared directly with those who have had close contact to the case to the extent possible.

### **Quarantine and Isolation**

**Quarantine:** Employees that had workplace or other exposure to anyone that has tested positive to COVID-19 will be asked to immediately quarantine and notify the Human Resources Department. Employees should contact their health care provider for instructions. <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>

**Isolation:** Employees diagnosed with COVID-19 will be asked to isolate themselves at home away from others and notify the Human Resources Department. Follow isolation instructions from the LADPH <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

The Department of Public Health will contact the employee directly to collect more information and issue the Health Officer Order for Case Isolation. The Human Resources Department will work with the employee to generate a list of employees or students who had exposure to the employee while infectious.

### **Contact Tracing**

The HR Department will assist with contact tracing consistent with LADPH IHE Protocol for Management of Campus Exposures and assist employees with obtaining testing. COVID-19 exposure will be reported to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector. If a certain number or more (currently three\*) cases are identified within the workplace within a span of 14 days, MCU will immediately notify the LA County Department of Public Health by calling 888-397-3993 or 213-240-7821 or emailing [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) \*Subject to change

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 HR Department 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). 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

## **Appendix A**

### **Marymount California University Employee COVID-19 Symptom Monitoring Checklist**

Per orders of the L.A. County Department of Public Health, employees must conduct symptom monitoring before reporting to any MCU work site other than the employee's remote work site. This includes remote employees who are coming to campus intermittently. Exempt employees must perform symptom monitoring at home. Non-exempt employees must conduct symptom monitoring in their car after they have arrived on campus and clocked in for work (before entering any building). If you answer "yes" to question #1, #2 or #3, do not come to the work site and contact your healthcare provider. Let your supervisor know you are ill and cannot come to the work site (don't disclose medical history). Contact HR for further instructions. If you answer "yes" only to question #4, discuss with your supervisor. HR may also be contacted for guidance.

---

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
- New gastrointestinal symptoms like nausea, vomiting, or 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? A “close contact” is any of the following people who were exposed to COVID-19\*\*:

- An individual who was within 6 feet of the infected person for a total of 15 minutes or more over a 24-hour period
- An individual who had 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.

\* \*A person with COVID-19, is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (as described in Home Isolation Instructions for People with COVID-19). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

4. Have you traveled outside of the United States and/or L.A. County and/or another area that has high COVID-19 rates? If answer is “yes”, please quarantine and do not enter campus until you have discussed travel with your supervisor who will refer to current LA County Public Health information and CDC advice about travel and make decision whether you may come to work site.

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