

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. 2.2.2022

COVID-19

COVID-19 (coronavirus disease 2019) is a disease caused by a virus named SARS-CoV-2 and was discovered in December 2019 in Wuhan, China. It is very contagious and has quickly spread around the world.

COVID-19 most often causes respiratory symptoms that can feel much like a cold, a flu, or pneumonia. COVID-19 may attack more than your lungs and respiratory system. Other parts of your body may also be affected by the disease.

Most people with COVID-19 have mild symptoms, but some people become severely ill.

Some people including those with minor or no symptoms may suffer from post-COVID conditions — or “long COVID”.

Older adults and people who have certain underlying medical conditions are at increased risk of severe illness from COVID-19.

Hundreds of thousands of people have died from COVID-19 in the United States.

Vaccines against COVID-19 are safe and effective. Vaccines teach our immune system to fight the virus that causes COVID-19.

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common. It is possible that an infectious person may have no symptoms.

Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.

MCU COVID-19 VACCINATION POLICY

COVID-19 Vaccination

Effective July 15, 2021, employees were required to be fully vaccinated for COVID-19 in order to access MCU facilities or in-person programs, activities or events.

COVID-19 Vaccine Booster Dose

Effective February 1, 2022, employees who are eligible for a COVID-19 booster dose must have received a COVID-19 booster dose in order to access MCU facilities or in-person programs, activities or events. Employees who are not yet eligible to receive a COVID-19 booster dose because they have not completed their primary vaccination series or the recommended waiting period after full vaccination must obtain a booster dose within three weeks of becoming eligible in order to continue accessing MCU facilities or in-person events.

Requests for Disability or Religious Exemptions

Employees who have a medical condition or disability for which they require an exemption as a reasonable accommodation for the vaccination requirement, or a religious belief that prohibits a vaccination, may request an accommodation by completing the appropriate exemption form and submitting it to the Human Resources Department. This process will apply to primary and booster vaccination requirements.

Please see the MCU Updated COVID-19 Vaccination Policy for details or contact the Human Resources Department.

PERSONAL SAFETY PRACTICES AND EXPECTATIONS

Each member of the MCU community is 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 by 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. MCU employees must:

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

Wear a Mask Indoors

Employees, interns and volunteers must wear a well-fitting medical grade mask, surgical mask or higher-level respirator (such as a N95 filtering facepiece respirator, KN95, K94) at all times while indoors or in vehicles while at work. Exceptions: (1) You do not need to wear a mask if you are alone in your private office or separate space. (2) you do not need to wear a mask when eating or drinking, (3) You do not need to wear a mask 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 the Human Resources Department. 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.

Appropriate masks are available on the COVID supply tables set up around campus or from the Operations Department. Please contact the Operations Department if you would like a KN95 or N95 mask.

-General considerations for wearing a mask

- A mask must cover your mouth and nose. It should fit snugly against your nose (pinch the wire nose piece tightly over your nose), the sides of your face and under your chin without gaps.
- 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 it on, after touching or adjusting, and after removing the mask.
- Don't share your mask. You should be the only person handling your mask.
- Put your face covering in a clean container when you take it off at work – a paper bag is recommended. Do not lay your mask on your desk or other work surfaces.
- A mask must be clean and dry.
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Please review LADPH handout [Upgrade Your Mask](#)

Ventilation

improving air exchange to reduce the concentration of viral particles can help reduce risk in indoor environments.

- Indoor air filters in campus offices, classrooms, laboratories and common spaces should always be used when the space is occupied.
- When weather and working conditions allow, increase fresh outdoor air by opening windows and doors. Consider using fans to increase the effectiveness of open windows – position window fans to blow air outward, not inward.
- Consider moving classroom and other activities outdoors as feasible.
- Consider opening windows in vehicles

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 are 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 their hands.

Cover coughs and sneezes

-If you are in a private setting and do not have on your 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.

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 are provided so that individual office occupants and users of shared spaces may wipe down their own office space to supplement routine cleaning. Cleaning should be conducted during your regular work hours. Requests for additional cleaning supplies may be directed to the Operations Department.

GUIDANCE FOR WORKPLACE SCENARIOS

Physical Distancing

While no longer a public health order, staying at least 6 feet from others and avoiding crowded settings is an added safety measure that can be layered on top of vaccination and masking.

Shared Materials

Shared materials or objects (e.g., staplers, three-hole punches, pens, coffee mugs, etc.) should be eliminated as much as possible. When items must be shared, they should be disinfected before use, or you should wash hands or sanitize after using the item.

Food/Beverage

Sharing of communal food is discouraged. For small lunch meetings and/or programming with food, think about ways to serve food in a safe manner (i.e., pre-packaged servings).

Visitors, contractors and vendors

Visitors 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 face mask (as defined above) 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 hazardous mask are exempted.

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.

Travel

Employees should check the CDC travel site before planning a trip [Travel | CDC](#)

And, the LADPH Travel site [Travel Advisory and Guidance - LA County Department of Public Health](#)

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.

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.

ACCOMODATIONS

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 accommodation 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, leave of absence and other benefits.

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

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 the 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.
- Cleaning of private office will occur regularly per Facilities Department schedule.
- Cleaning supplies have been provided for each office/classroom area to allow occupants to sanitize their private and shared workspaces. Contact Operations Department for additional needs.

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 then be cleaned and disinfected per public health guidance.

EXPOSURE MANAGEMENT PLAN

Marymount California University will follow the guidelines of the LACDPH 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 with 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 provide support and 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 CAL-OSHA COVID Prevention Emergency Temporary Standard 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 *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 have 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

