



## COVID-19 Health & Safety Plan for Employees

Fall 2021 Term

### I. SUMMARY

Our primary directive is to keep students, staff and faculty safe. With expanded access to vaccination, Hussian College, Los Angeles (HCLA) is making a safe return to in-person learning. This reopening will be delivered in a manner that continues to adhere to safety guidelines regarding COVID-19.

Based on updated guidance from local, state and national agencies Hussian College, Los Angeles will adhere to a set of safety measures for In Studio that include:

- Vaccination is encouraged for all eligible employees.
- HCLA will comply with all current masking guidance.

### II. Protocol for Being on Campus and Personal Protection Equipment (PPE)

As of July 28, 2021, all entering the LACS campus are required to wear a face covering when attempting to enter and while always present in the building, including in all HCLA spaces/activities with others present. Anyone in violation of this will be asked to put on a face covering (the school will provide one for anyone who does not have one); if they refuse to place or keep one on, they will be required to leave the premises.

More insights on this requirement from the California Department of Public Health (CDPH) Guidance for Use of Face Coverings can be found at:

- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx#June15guidance>

The organization strongly recommends that all employees get vaccinated unless contraindicated by personal medical conditions.

*See Appendix 1 for more information about vaccinations.*

### **III. IF AN EMPLOYEE HAS SYMPTOMS OF COVID-19**

It is important to monitor your health for signs and symptoms of COVID-19 which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not all inclusive.

If you develop any of these symptoms or any other symptoms that are concerning to you, **DO NOT** come to the campus. You must follow the guidelines below as outlined by state/county officials:

You must stay home until:

- At least 10 days\* have passed since your symptoms first started and
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers) and
- Your symptoms have improved (for example, cough or shortness of breath)
- Get tested

You must notify the HR and the COVID Compliance Officer via email as soon as you develop symptoms.

- HR Contact – Deb Handley ([deb.handley@hussiancollege.edu](mailto:deb.handley@hussiancollege.edu))
- COVID Compliance Officer (CCO) – Kevin Cordova-Brookey ([kevin.cordova-brookey@hussiancollege.edu](mailto:kevin.cordova-brookey@hussiancollege.edu))

If your symptoms become severe enough or you test positive for COVID-19 and you are unable to perform your work from home OR if your work requires you to be on campus, please contact HR and your supervisor immediately. HR will discuss with the employee options for compensation during the quarantine period should the employee become too ill to work.

HR and the CCO will determine who may need to be contacted if the ill employee has been in close contact with other employees or students.

Please see Appendix 1 for more details.

HR will discuss with the employee a specific return date using the guidance in Appendix 1 and will inform appropriate management personnel.

#### **IV. IF AN EMPLOYEE HAS BEEN EXPOSED TO SOMEONE RELATED TO THE CAMPUS WHO MAY HAVE COVID-19**

If the school becomes aware of someone with COVID-19 like symptoms and you are identified as someone who was in contact with that person, you will be notified via a phone call and/or email and must follow the state/county guidelines for quarantining - See Appendix 1 for details.

Employees exposed to a campus case should test for COVID-19, whether or not you have symptoms and inform HR and CCO of your test results.

Exposed employees should self-quarantine (stay in their home or another residence, separated from others) and monitor for symptoms for 10 days from their last contact with the case while infectious, even if you receive a negative test result during your quarantine period. If you remain asymptomatic, you can be released from quarantined after Day 10 but must continue to monitor your health and strictly adhere to COVID-19 prevention precautions through Day 14. Please see Appendix 1 for guidance on LACDPH quarantine guidance.

**NOTE:** Asymptomatic persons who are fully vaccinated OR have recovered from laboratory confirmed COVID-19 within the last 90 days AND who are in close contact to a confirmed case are not required to quarantine or test for COVID-19. However, they should monitor for symptoms of COVID-19 for 14 days following exposure.

The CCO is required to report exposed employees to the LA County Department of Public Health and will reach out to you to collect additional information. LACDPH may contact you to collect any information needed.

HR will discuss with the employee a specific return date and will inform appropriate management personnel.

#### **V. IF AN EMPLOYEE IS EXPOSED TO SOMEONE WHO HAS COVID-19**

If an employee is exposed to someone who has tested positive for COVID, you must notify HR and the CCO immediately. You must follow the state/county guidelines as outlined in Appendix 1.

Employees exposed to someone who has COVID-19 should get tested, whether or not you have symptoms and inform HR and CCO of your test results.

If you develop symptoms, please refer to Part III (If An Employee Has Symptoms of COVID-19) for further direction.

HR will discuss with the employee a specific return date using the guidance in Appendix 1 and will inform appropriate management personnel.

## **VI. WHAT TO DO IF YOU TEST POSTIVE FOR COVID-19**

If you test positive for COVID 19, do not come to the campus under any circumstances.

Please refer to Appendix 1 quarantine guidance.

Notify HR and the COVID Compliance Officer immediately. We may call/email you for additional information if you were recently on the campus prior to testing positive for the virus. The CCO is required to report confirmed cases to the LA County Department of Public Health and will reach out to you to collect additional information. LACDPH may contact you to collect any information needed.

Employee will be encouraged to remain in contact with their medical care professional for all questions around disease progress, management/treatment and symptom management.

HR will discuss with the employee a specific return date and will inform appropriate management personnel.

## Appendix 1 for People Exposed to COVID-19

**You are required\* to quarantine if you have been in close contact with a person who has COVID-19.**

This means:

- You were within 6 feet for a total of 15 minutes or more over a 24-hour period.
- You had unprotected contact with their body fluids and/or secretions. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you cared for them without wearing the right protective equipment.

*\* If you have had COVID-19 with a positive viral (swab or saliva) test in the last 90 days, talk with your doctor about the need to quarantine. You do not need to quarantine if you are fully vaccinated for COVID-19 and have no symptoms. (Fully vaccinated means 2 weeks have passed since your second dose in a 2-dose vaccine series or 2 weeks have passed since a single-dose vaccine.)*

### **① Quarantine for 10 days**

For 10 full days from your last contact with person with COVID-19, take precautions to protect others, including:

- Stay home except to get medical care.
- Do not have visitors.
- Separate yourself from others in your home. If you need to be in the same room as others:
  - o Wear a mask with multiple layers and a snug fit and consider double masking.
  - o Stay at least 6 feet away. It is important to stay away from unvaccinated people who are at higher risk of serious illness.
  - o Open windows or use a fan or an air conditioner.
  - o Clean your hands often.
- Use a separate bathroom if possible. If not, disinfect the bathroom after each use. You can end your quarantine after Day 10 if you never had any symptoms.

### **② Get tested for COVID-19**

- To get tested, call your doctor, 2-1-1, or visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). When getting tested, wear a wellfitting mask with multiple layers or double mask. Use a private car if possible. • If you test negative, you still need to quarantine for the full 10 days. If you test positive, you need to isolate and follow instructions at [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation).

### **③ Monitor your health AND take extra precautions for 14 days**

From Day 11 through Day 14 after your last contact with the person with COVID-19:

- **Be extra careful.** Take steps to protect others (and yourself) including: wearing a mask (even in your home), staying at least 6 feet away from others, and washing your

hands often. It is best to stay away from people who are at high risk of getting very sick from COVID-19.

- **Monitor your health.** If you get COVID-19 symptoms, contact your doctor, and discuss getting tested. Call 9-1-1 or go to an emergency room if you have serious symptoms such as trouble breathing, pain or pressure in your chest, bluish lips or face, feeling confused, or having a hard time waking up.

#### **4 Follow the full quarantine instructions**

Ask your doctor for a copy, scan the QR code below, or visit [ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine). The Los Angeles County Information line 2-1-1 is available 24/7 and can help you find a doctor, get a test, and arrange for food and other supplies to be left at your door. Please answer if you get a call from “LA Public Health” or 1-833-641-0305. They will ask a few questions to help slow the spread of COVID-19 and can also share information on resources and services.

#### **Further information**

For more information, visit the Public Health website: [ph.lacounty.gov/Coronavirus](http://ph.lacounty.gov/Coronavirus)

Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call the LA County Information line 2-1-1, which is available 24/7

#### **LA County Public Health Resources**

##### **Face Coverings**

<http://publichealth.lacounty.gov/acd/ncorona2019/masks/>

##### **Home Isolation**

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

##### **Testing**

Testing resources include: Personal Healthcare Providers and Community Testing Sites: <https://covid19.lacounty.gov/testing/>

##### **Covid-19 Vaccine**

<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>

## **CDC Resources**

### **Steps to take when sick**

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

### **Quarantine**

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

### **How to Protect Yourself and Others**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>