COVID-19 Protocols for Returning to Campus

The return to campus process will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve.

POLICY:

COVID-19 SYMPTOM MONITORING REQUIREMENT & TEMPERATURE SCREENING PROCEDURES FOR VISITORS

Employees, students, and visitors will be required to conduct symptom monitoring every day before reporting to campus. All employees, students, and visitors must be free from any symptoms potentially related to COVID-19 or have had evaluation and clearance by a medical provider to be eligible to report to campus.

According to the CDC, symptoms may appear 2–14 days after exposure to the virus. These symptoms or combinations of symptoms include:

- Cough
- Difficulty Breathing/Shortness of Breath
- Fever or chills
- Loss of Smell or Taste
- Muscle or body aches
- Diarrhea/GI/Abdominal Pain
- Sore Throat
- Nausea Vomiting
- Nasal Congestion or runny nose
- Fatigue

Faculty and staff who have a fever at or above 100.4 degrees Fahrenheit or who develop one or more of the symptoms above outside of work should notify their supervisor and stay home. Faculty or staff who experience one or more of these symptoms on campus or become sick during the day will be immediately separated from other employees (and students) and sent home. Faculty or staff should monitor their symptoms and seek medical treatment as needed.

Visitors will be required to conduct a temperature screening before entering any KGI owned or operated buildings using the thermal temperature scanners located in building 535 and 517.

COVID-19 VACCINATION REQUIREMENT FOR COMING TO CAMPUS

To continue to support the health and well-being of our faculty, staff, and students, KGI will now be requiring all faculty, staff, and students receive a COVID-19 vaccination prior to coming to campus on August 1, 2021. COVID-19 vaccines are a vital part of ending the pandemic and getting back to the in-person activities and events highlighted by Keck Graduate Institute.
Vaccines will not only protect you from illness, but you will also be helping to protect your community, which may include individuals more susceptible to illness and severe disease. The benefits of COVID-19 vaccination include prevention of serious illness, hospitalization, and death from the virus. Broad immunization is

Those requesting an exemption can complete the COVID-19 Vaccination Exemption Form and submit to Human Resources at hr@kgi.edu. Those with an approved exemption will be required to wear an approved face covering and be tested twice weekly by Student Health Services.

BADGE ACCESS REQUIRED

All KGI campus buildings will require KGI ID badge access to help continue to mitigate exposure of COVID-19 and assist with contact tracing. Entry to buildings will be regulated and monitored. You will be required to swipe your KGI keycard every time you enter and exit a building. By doing this, we will be able to keep track of those who enter and exit the building in the event that we need to contact trace. You do not need to touch the ID badge reader when you swipe. You may not hold or prop open exterior doors for any other person; each person should produce a unique swipe. After entering a building, sanitize your hands at the nearest sanitizer station and follow signage and all physical distancing guidelines outlined herein.

If you do not have your KGI ID, please contact Human Resources hr@kgi.edu for information on how you can obtain an ID badge.

PHYSICAL DISTANCING

Following the CDC’s guidance and the guidance/requirements of the State of California and Los Angeles County, KGI requires that you comply with the following protocols and procedures while on KGI property. Please review the full policy on Physical Distancing here.

Individuals on campus should follow these physical distancing practices:

- Stay at least three feet away from other people.
- Because people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if you have no symptoms.
- Physical distancing is especially important for people who are at higher risk.
- Large in-person gatherings and in-person meetings of more than five people are prohibited until further notice. However, nothing in this policy prohibits employees and students from communicating with one another about KGI related items or gathering virtually using audio, visual, or other technology.
- No physical greetings. Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the “new normal” this is considered polite, not rude.

FACE COVERING ON CAMPUS

Effective Date: August 31, 2020
Administrator: Human Resources

A Member of The Claremont Colleges
Face masks/coverings (e.g., disposable masks or cloth face coverings) must be worn by all individuals on campus at all times unless alone behind closed doors or while eating. Faculty who are delivering on-campus instruction may remove their face mask to teach provided they are wearing a face shield and maintain three feet distance from students. If physical distancing is possible, individuals working in private offices or laboratory environments that do not otherwise require face masks/coverings may remove their face masks/coverings while in such space. Use of masks or face coverings is recommended in restrooms occupied by more than one person.

Face coverings must cover both nose and mouth, and they are not a substitute for – but rather something that is done in addition to – maintaining appropriate physical distance. If physical distancing is possible, individuals working in private offices or laboratory environments that do not otherwise require face masks/coverings may remove their face masks/coverings while in such space, however face masks must be worn by everyone present if another person enters the space. Face coverings must not be shared. Face coverings are required while outdoors in public spaces when maintaining a physical distance of three feet from other persons is not feasible.

Two face coverings per employee will be provided upon return to campus. Please contact Human Resources at hr@kgi.edu to arrange for pick-up.

Individuals who have concerns about adhering to this policy for medical or health reasons are encouraged to contact Human Resources at hr@kgi.edu for more information on requesting a reasonable accommodation under the Americans with Disabilities Act (ADA).

KGI's face covering requirements are meant to supplement the Physical Distancing Policy currently in effect at KGI, which strongly recommends maintaining a six-foot distance from others whenever possible. Face coverings and masks are not a substitute for physical distancing. Please refer to the full policy on Face Covering While on Campus here.

HAND WASHING / HYGIENE

All employees must practice good hygiene by frequently washing your hands with soap and water for at least 20 seconds especially after you have been in a public place or used the restroom; after blowing your nose, coughing, or sneezing; and before and after eating. If soap and water are 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. Avoid touching your eyes, nose, and mouth with unwashed hands.

WORKING IN OFFICE ENVIRONMENTS

If you work in an open environment, be sure to maintain at least three feet of distance from any others. Consider staggering chairs or desks to achieve three feet of distance. You should wear a face mask/covering at all times while in a shared workspace/room if there is no physical barrier such as a cubicle partition separating you. You should use your own computer, phone, headset, and equipment, and not use colleagues’ equipment.
If you work in a personal office, no more than one person should be in the office unless the required three feet of distance can be consistently maintained. If more than one person is in a room, face masks/coverings should be worn at all times.

Face masks/coverings must be worn by every person in a reception/receiving area. Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, campus outdoor spaces, in restrooms, etc.).

LAB AND RESEARCH SPACE

The Office of Research and Sponsored Projects has prepared a plan to ensure the safety of personnel who work in labs. All researchers must take steps to protect themselves and others (e.g., wash hands thoroughly, maintain a minimum of 3 feet separation from others, wipe down surfaces with the appropriate bleach or alcohol solution before and after use, wear gloves and other PPE when appropriate). Researchers are responsible for keeping their workspace clean.

COMMON AREAS AND SHARED PROPERTY:

BUILDING CLEANING AND DISINFECTION PROTOCOLS

KGI Facilities will operate in accordance with the increased cleaning and disinfection protocols recommended by the Centers for Disease Control, using Environmental Protection Agency-approved products that are effective against the COVID-19 virus. Throughout the pandemic, KGI Facilities has monitored and adopted CDC recommendations.

At a minimum, there will be three-times daily disinfecting of high-touch areas throughout campus. Classrooms will be disinfected daily and after each use. Disinfectant and paper towels will be provided in classrooms and other spaces for use by the occupants.

KGI’s professional cleaning staff received cleaning and disinfection protocols training at the onset of the pandemic and will attend future training sessions on the latest protocols. In addition to normal cleaning routines, custodial staff will also disinfect frequently touched surfaces or high-touch points and objects using EPA approved products.

Examples of frequently touched surfaces and objects that will receive the minimal twice-daily disinfection are:

- Tables in common spaces
- Doorknobs
- Light switches
- Door handles
- Hand railings
- Bathroom stalls
- Sink handles
- Grab bars
- Water fountains

Cleaning services for public/common spaces such as restrooms, lounges, lobbies, and hallways will be increased. Other duties such as emptying trash and vacuuming/cleaning of floors of private offices once per week will continue.

Disinfectant and paper towels will be made available throughout each building so that commonly used surfaces and objects can be wiped down before use. For soft surfaces such as carpeted floors or fabric in seating areas, guidance indicates to continue cleaning with cleaners appropriate for use on these surfaces and disinfecting with appropriate product for the specific surfaces; vacuum carpets as usual.

RESTROOMS

Restrooms usage should ensure physical distancing is achieved. This may require the use of signage to indicate when a restroom is occupied. Wear a face mask/covering. Wait outside the restroom in a physically distanced line until physical distancing inside the restroom can be achieved. Avoid touching your face after touching door handles. Wash with soap or sanitize your hands before and after using the restroom.

KITCHENS/BREAK ROOMS

Kitchen areas contain high-contact surfaces touched by many people each day, including refrigerator handles, microwaves, cabinets and sink fixtures. Avoid touching these surfaces with your bare hands. Instead, use a paper towel or wear clean gloves, and discard immediately after using to handle these surfaces.

Use surface wipes to disinfect high-contact surfaces after you handle them. To avoid many of these high-touch surfaces, we suggest you bring meals that do not require refrigeration or heating. A self-contained cooler bag is recommended. Please do not bring food to share.

If you are eating on campus (break room, office, etc.), maintain three feet of distance between yourself and others. Individuals should not sit facing one another. Observe occupancy limits and avoid crowding of break rooms. Remove your face mask/covering only in order to eat, then put it back on. Wipe down the table and chair you used once you are done. Common break room food and beverage items should not be used (e.g., shared coffee pots, shared water pitchers, etc.). Reusable kitchenware (e.g., forks, plates) should not be used and should be replaced with disposable options.

MEETING ROOMS AND ON CAMPUS ACTIVITIES

Continued use of Zoom or conference calls is strongly encouraged in lieu of in-person meetings.

When Zoom is not available and an in-person meeting is scheduled:
• Maintain at least a three-foot distance between participants.
• Comply with capacity limits for conference rooms and other public spaces.
• You must wear a face mask during the meeting.
• You must engage in regular hand washing or use of hand sanitizer.
• Wipe down tabletops and chair arms before and after your meeting.
• Sanitize markers and clean white board before and after your meeting.
• Wipe down audio equipment and speakerphone control panels before and after your meeting.
• Accommodate reasonable employee requests to participate remotely or from a private workspace in the office to the extent feasible.

On Campus activities can resume following the recommended guidance outlined by the CDC for small to large gatherings, Center for Disease Control Guidelines.

USE OF ELEVATORS

Elevator usage should ensure physical distancing is achieved. Using stairs whenever possible will assist vertical circulation given that elevator capacities may be challenged. If you are using the elevator, wear your face mask/covering and wash your hands or use hand sanitizer. Custodial crews will be wiping down elevator buttons more frequently during the day.

INSTITUTE VEHICLES

For personnel who drive KGI vehicles, please follow these cleaning procedures:

• Wipe down door handles, steering wheel, shift handle, brake handle and all other interior locks, knobs and handles of department vehicles or carts before and after each use and at the end of your scheduled shift.
• Clear all trash from your vehicle (towels, napkins, gloves, masks, paper, etc.) after each use.
• Only one person per vehicle is allowed unless the vehicle is large enough to practice physical distancing.

KGI SPONSORED TRAVEL

• KGI-related domestic travel in the United States by faculty and staff can resume for those that have been fully vaccinated.
• Based on Center of Disease Control Guidelines, people who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:
  o Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it.
  o Fully vaccinated travelers do not need to self-quarantine.
  o This guidance applies to travel within the United States and U.S. territories.
• Faculty and staff who are uncomfortable traveling domestically for KGI related events or training due to COVID-19 concerns should consult with their supervisor.
COVID-19 SYMPTOMS, QUARANTINE AND CONTACT TRACING

Faculty, staff, and students who test positive for COVID-19 must self-isolate at home until they have recovered. To help determine the risk of potential exposure to co-workers and others on campus, Human Resources, Student Health Services, or Public Health officials will conduct a phone interview with the individual who has tested positive. Human Resources or Public Health may contact the supervisor if further contact tracing of the COVID-19 positive individual is needed; however, the actual test result (and any other protected health information) will not be disclosed.

Individuals who have been exposed to a COVID-19 positive person are entered into Human Resources’ symptom monitoring survey that is completed daily. The objective is to inform individuals of known exposures and to closely monitor each individual to ensure that any signs of infection are addressed early.

- Employees with symptoms will be requested to immediately self-isolate and be referred for testing and medical care.
- If testing is not available, symptomatic individuals will be advised to self-isolate and be managed as a probable case. Self-isolation is recommended for people with probable or confirmed COVID-19 who have mild illness and are able to recover at home.
- An employee who has come into close contact with an individual with confirmed or probable COVID-19 will be notified of their exposure as soon as possible (within 24 hours of contact elicitation).
- The identity of the employee or other identifying information will not be revealed, alluded to, or confirmed.
- Human Resources or a member of the contact tracing committee will interview the employee who has had close contact with an individual with confirmed or probable COVID-19 by telephone, email or video conference instead of in-person.
- During this interview, the employee will be asked general questions to get an understanding of the type of contact made. Additional information such as; date, time, building locations, possible contacts, etc. will also be discussed.
- Self-quarantine of close contacts exposed to COVID-19 prevents transmission to others and is critical to the success of case investigation and contact tracing efforts. For most, self-quarantine can take place at home. If possible, contacts will be asked to voluntarily stay home, monitor themselves, and maintain physical distance from others. The timeframe for self-quarantine is 14 days following the last day of exposure to a patient with COVID-19, to ensure that the contact does not get sick themselves and spread the virus to others.
- Self-quarantine requires that a contact remain in a specific room separate from other non-exposed people and pets in the home, and ideally with access to a separate bathroom.

ACCOMMODATION AND EXEMPTION REQUESTS

Effective Date: August 31, 2020
Administrator: Human Resources
A Member of The Claremont Colleges
Requests for an accommodation or an exemption (e.g. medical; religious based on an individual’s sincerely held religious belief, practice, or observance; or philosophical objection) should be submitted in writing, using the COVID-19 Vaccination Exemption Form. KGI reserves the right to request additional information/documentation supporting the need for an accommodation or request for exemption.

KGI makes determinations about requested accommodations and exemptions on a case-by-case basis considering various factors and based on an individualized assessment in each situation. KGI strives to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination. Any person granted an accommodation or exemption under this policy will be required to submit to KGI provided COVID-19 testing at least twice a week, and may be required to use additional personal protective equipment, or take other actions as directed by KGI to mitigate risk to students, faculty and staff, whenever they are on-campus.

KGI will keep confidential any information obtained in connection with a request for reasonable accommodation or exemption and only share such information with those who have a business need to know. However, KGI asks that you not provide any genetic information when making a request, responding to a request for additional information, or providing proof of vaccination in compliance with this policy.

POLICY MODIFICATION

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved/authorized and distributed. KGI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy working environment.

POLICY ADMINISTRATION AND QUESTIONS

If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact Human Resources at hr@kgi.edu.

___________________________________________
Employee’s Name (Print)

___________________________________________    ______________________________
Employee’s Signature     Date