

## COVID-19 Protocols for Returning to Campus Employee Acknowledgment Form

These protocols facilitate the protection of the health and safety of the Keck Graduate Institute (KGI) community, including its Students, Faculty, Staff, Visitors, and all others who work and learn in any of the Institute's locations or otherwise participate in person in KGI programs.

### COVID-19 VACCINATION POLICY:

KGI requires all faculty, staff, and students to be vaccinated for COVID-19, beginning **August 1, 2021**.

To maintain the health and well-being of the campus community and that of the general public, as a condition of physical presence at KGI, all students and employees must submit proof of their COVID-19 vaccination or an Institute approved Exception or Deferral by providing: (i) in the case of one who has been Fully Vaccinated, a copy of their CDC vaccination card (or foreign equivalent in the case of Individuals who received their vaccinations abroad); official documentation issued by a state vaccine registry; or an official medical record; or (ii) in the case of one who has received an Exception or Deferral, documentation that the Exception or Deferral has been granted. Proof of vaccination may be subject to audit.

To submit your COVID-19 documentation, please format and save your proof of vaccination as "Last Name, First Name, COVID-19 Documentation," and [Upload COVID-19 Verification Documentation here](#). Please submit the requested documentation by **Friday, July 23**.

Please refer to the KGI [COVID-19 Vaccination Policy](#).

### COVID-19 SYMPTOM MONITORING REQUIREMENT

Employees coming to campus will be required to conduct symptom monitoring every day before reporting to campus. All employees 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 Centers For Disease Control and Prevention (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

Employees who have a fever at or above 100.4 degrees Fahrenheit or develop one or more of the symptoms above outside of work should notify their supervisor and stay home.

Employees 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. Employees should monitor their symptoms and seek medical treatment as needed.

Faculty or staff sent home or experiencing one or more of these symptoms can return to campus when:

- They have had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; OR
- A medical doctor confirms the cause of their fever or other symptoms is not COVID-19, and a physician's note is releasing them to return to campus.

Please get in touch with Human Resources with questions, [hr@kgi.edu](mailto:hr@kgi.edu).

### **COVID-19 TEMPERATURE SCREENING PROCEDURES**

Each visitor will be temperature screened using a touchless forehead/temporal artery thermometer before entering KGI owned or operated buildings. Anyone who has a fever at or above 100.4 degrees Fahrenheit or is experiencing coughing or shortness of breath will be separated from others and sent home.

### **BADGE ACCESS REQUIRED**

Until further notice, all KGI campus buildings will require KGI ID badge access to help mitigate exposure of COVID-19 and assist with contact tracing. Entry to facilities will be regulated and monitored. You will be required to swipe your KGI keycard every time you enter and exit a building. We will keep track of those who enter and exit the building if 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 on all guidelines outlined herein.

If you do not have your KGI ID, please contact Human Resources at [Hr@kgi.edu](mailto:Hr@kgi.edu) to obtain an ID badge.

### **PHYSICAL DISTANCING**

Per Cal OSHA requirements, individuals not wearing masks or alternate approved face coverings should continue to distance themselves if they are unvaccinated socially.



We encourage 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 Saturday, July 16 at 11:59 pm, the Los Angeles County Department of Public Health will require masks indoors in all public spaces ***regardless of vaccination status***.

All individuals on KGI's campus must wear a Face Covering (e.g., disposable masks or cloth face covering) at all times in public settings (e.g., shared workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, restrooms, etc.).

Individuals delivering on-campus instruction may remove their face coverings to teach, provided they are wearing a face shield.

Two face coverings per employee will be provided upon return to campus. Please get in touch with Human Resources at [hr@kgi.edu](mailto:hr@kgi.edu) to arrange for pick-up.

Individuals with concerns about adhering to this policy for medical or health reasons are encouraged to contact Human Resources at [hr@kgi.edu](mailto:hr@kgi.edu) to request a reasonable accommodation under the Americans with Disabilities Act (ADA).

Please refer to the full policy on [Face Covering](#).

## **HAND WASHING / HYGIENE**

All employees must practice good hygiene by frequently washing their 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.

## **WORKSPACES**

Individuals working in private cubicles or offices may remove their face coverings while in such space. However, a face-covering must be worn by everyone present if another person enters the area. Face coverings must cover both nose and mouth. Appropriate use of face coverings is essential in minimizing risks to the wearers and those around them.

Individuals should wear a face covering at all times while in a shared workspace/room if there is no physical barrier, such as a cubicle partition separating them. It would be best to use your computer, phone, headset, and equipment and not use colleagues' equipment.



## **LAB AND RESEARCH SPACE**

All researchers must take steps to protect themselves and others (e.g., wash hands thoroughly, wipe down surfaces with the appropriate bleach or alcohol solution before and after use, wear gloves, and other PPE when applicable).

## **BUILDING CLEANING AND DISINFECTION PROTOCOLS**

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

In addition to regular 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 things 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

Classrooms will be disinfected daily and after each use.

Disinfectant and paper towels will be made available in classrooms and throughout each building to wipe down commonly used surfaces and objects before use.

## **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 handling these surfaces.

If you are eating on campus (break room, office, etc.), observe occupancy limits and avoid crowding break rooms. Remove your face covering only to eat, then put it back on. Wipe down the table and chair you used once done.

List of designated breakrooms where eating is allowed:

- 215 York Breakroom and Patio

Effective Date: August 31, 2020  
Administrator: Human Resources



- 517 Breakroom
- Chan Family Café and Patio
- 535 Lounge
- Gayle Riggs Student Center
- Oasis Courtyard

## **MEETING ROOMS**

Limit in-person meetings to the extent consistent with business necessity.

## **USE OF ELEVATORS**

Individuals using the elevator should wear their face covering. 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 the vehicle (towels, napkins, gloves, masks, paper, etc.) after each use.

## **KGI SPONSORED TRAVEL**

- Fully vaccinated Individuals with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization can travel within the United States for KGI related events or training.

## **COVID-19 SYMPTOMS, QUARANTINE, AND CONTACT TRACING**

Individuals who have a lab-confirmed positive case of COVID-19 or their healthcare provider strongly suspects COVID-19 must isolate at home for at least (10) ten days before returning to campus.

For additional isolation instructions, click [County of Los Angeles COVID-19 Home Isolation Instructions](#)

For individuals exposed to a known case of COVID-19, quarantine rules apply as follows:



- Asymptomatic individuals who are fully vaccinated or have recovered from a confirmed case of COVID-19 in the past (90) Ninety days do not have to quarantine; they have to monitor for symptoms.
- Anyone who has symptoms following exposure, regardless of their vaccination or previous infection status, and asymptomatic individuals who are not fully vaccinated need to quarantine following a confirmed diagnosis for (10) ten days, even if they test negative for COVID-19 during their quarantine.
- Individuals may return to campus earlier if a medical doctor confirms the cause of their symptoms or fever is not COVID-19, and a physician's note is releasing them to return to campus.

For additional quarantine instructions, click [County of Los Angeles COVID-19 Home Quarantine](#)

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 other protected health information) will not be disclosed.

- 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 understand the type of contact made. Additional information such as; date, time, building locations, possible contacts, etc. will also be discussed.
- 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.

**CONFIRMATION:**

KGI reserves the right to modify these protocols 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 workplace.

You confirm that you have read, understand, and comply with the KGI COVID-19 protocols, including, without limitation, the [Code of Conduct Policy](#) as amended from time to time.

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date