

CaLARTS

## *CalArts Returns*

Guidelines for the Management of the Return to  
Campus

September 30, 2020

## Introduction

CalArts, like many organizations, has faced tremendous challenges in the face of the global pandemic. Thanks to our resilience and creativity, we have successfully adapted to the developing situation with alacrity and the energy that has made CalArts the unique place it has become for decades; for that our campus community is to be applauded.

As the COVID-19 pandemic continues, our mission and challenge are to return to our campus, programs, and operations in a way that prioritizes the health and safety of our students, faculty, and staff but that also preserves the CalArts culture and experience to the extent possible in these times.

To accomplish these goals, we have developed a set of broad institutional guidelines for our institution in response to the COVID-19 crisis; those guidelines are enumerated in this document. In doing this, we have consulted with expert medical advice via infectious disease authorities from UCLA and others as needed.

Several caveats should be kept in mind. First, this is a fluid document; the development of these guidelines has been based on current guidance from the Centers for Disease Control, the State of California, and the Los Angeles County Department of Public Health. Those authorities are issuing operating stipulations on a rolling basis as the pandemic evolves, and we will be bound to respect that guidance and adapt our guidelines and procedures as they emerge. *Specific updated or added guidelines are indicated by a date (in color) following an updated or added item.*

Second, these guidelines are intended to be *policy-level guidance* for the operations that exist within the Institute in various categories, including instruction, gatherings, safety practices, etc. We will be developing specific *procedures* under each guideline that ensure that our program and operations are following the overarching guidelines.

We will be communicating this information widely to our community.

Thank you in advance for your understanding and support in helping us with CalArts Returns.

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## Applicable Guidance Authorities

The following CalArts Returns Guidelines are based on current recommendations and requirements from the following agencies:

1. Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

2. California Department of Public Health (CDPH) and State of California Department of Industrial Relations CAL / OSHA)

<https://files.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf> (8.9.20)

3. County of Los Angeles Department of Public Health

[http://www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HO\\_Order\\_COVID-19\\_Safer\\_at\\_Work\\_and\\_in\\_the\\_Community\\_05292020\\_FINAL\\_WithAppendices.pdf](http://www.publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HO_Order_COVID-19_Safer_at_Work_and_in_the_Community_05292020_FINAL_WithAppendices.pdf)

[http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_HigherEd.pdf](http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_HigherEd.pdf)

[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\\_HigherEducation.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_HigherEducation.pdf) (8.10.20)

4. American College Health Association (ACHA)

<https://acha-test.app.box.com/s/k202537ahi3w27b0w6cdhqxynr3vljif>

## Administrative Structures, Coordination, and Logistics

1. Establish a “CalArts Returns” micro-website for students, faculty, and staff. This should provide timely information, direct inquiries, and manage access to key public health resources. The existence of this site should be widely communicated and accessible by multiple modalities (i.e., computer, phone, tablet devices).
2. The Institute will develop a COVID-19 Containment, Response, and Control Plan that describes the Institute’s comprehensive approach to preventing and containing the spread of COVID-19 within the CalArts community. (7.29.20)
3. The Institute will establish a COVID-19 Compliance and Implementation Task Force that is responsible for developing procedures and protocols for the guidelines in this document. (7.29.20)
4. The Institute will designate an administrator or office to be responsible for responding to COVID-19 concerns (COVID-19 Compliance Officer or Co-officers). All members of the Institute community should know who that person is and how to contact them. The designee should be trained to coordinate the investigation, documentation, and tracking of possible COVID-19 exposures in order to appropriately instruct close contacts to quarantine, and notify local health officials, staff, and families in a prompt and responsive manner. (8.11.20) (8.21.20) (9.25.20)
5. Work closely with the CalArts Student Health Center and community referral centers with expertise in the diagnosis and treatment of COVID-19 patients. Ensure confidential and ready access for all students for clinical matters related to pandemic spread and recovery.
6. Students, faculty, and staff who are unable or unwilling to comply with the implemented guidelines will be advised to refrain from any presence on campus. If they choose to violate the CalArts Student Code of Conduct Policy or Institute employee regulations or directives, they will be referred to the appropriate Institute department for possible corrective action.
7. All existing student “Code of Conduct” policies and procedures, Institute employee policies and procedures, as well as community/state level requirements should be examined for effectiveness and will apply, and should provide guidance in the event of intentional noncompliance.

## Communications and COVID-19 Educational Programs

8. Provide frequent updates from senior leadership to students, faculty and staff, alumni and community partners using multiple communication modalities (social media, e-mail, video, virtual town halls, open letters, FAQ’s, etc.).

9. Provide easily translated and understandable informational posters/infographics, web materials and social media in multiple languages if appropriate.

10. Post signage throughout facility directing risk-minimizing behavior for students, faculty, and staff. Examples Include: (9.25.20)

- Hand-washing and surface sanitizing procedures
- COVID-19 symptoms and how to stop the spread
- The wearing of face coverings
- Screening and testing locations, processes, and requirements

11. Implement a self-screening and reporting procedure for students, faculty, and staff, preferably using mobile or web-based technology if feasible.

12. Provide information and resources to students, faculty, and staff on physical distancing outside of the workplace (e.g., in homes, places of worship, carpooling).

13. Refresh students, faculty, and staff on proper hand hygiene and refraining from touching their face.

14. Share information and training via onsite televisions, mobile devices, web pages, etc.

15. Hygiene demonstrations with campus students, faculty and staff of best practices might be useful.

## Engineering Facility Controls Policy & Practice

16. If possible, convert positive pressure to negative pressure HVAC systems, particularly in areas where aerosol is present.

17. Possibly create dedicated facility entry and exit points, including dedicated entrance/exit points for each school at CalArts. There may be several depending upon the building traffic patterns and the number of individuals entering and exiting.

18. Maximize fresh make-up air in all facilities, exhaust room air and deliver clean air; where re-circulation is required, this should be done in concert with appropriate filtering (HEPA) or sterilization measures (e.g., UV).

19. If possible, secure facility entry and exit points, preferably with identification card swipe-access if applicable, etc.

20. Increase air flow and open windows if negative pressure is not present. If fans are used in the facility, ensure fans blow clean air toward individual breathing zones.

21. Increase air flow exchange rates in buildings bringing clean outside air into the building. This is particularly important for student, faculty, and staff areas and less important for relatively lesser used building areas, such as storage, closets, etc.
22. Place physical barrier between individuals on production or service lines such as in food preparation and cafeteria services (e.g., plexiglass).
23. Identify opportunities to implement non-touch controls starting with door handles, faucets, elevators, etc.
24. Place tape, arrows, and/or physical barriers (e.g., plastic sheeting, tape) in hallways if needed to guide student, faculty and staff traffic and limit crossover.
25. Place physical barriers at cafeteria lunch tables for tables with built-in seating (e.g., cardboard, plexiglass) where possible, or remove tables and seating to assure physical distancing.

### Facility Safety and Cleaning Policy and Practice

26. Develop and implement standard operating procedures for enhanced cleaning and disinfection of all common contact areas, including classrooms and computer labs.
27. Maintain a well-trained and cross-trained “environmental services” employee group with expertise in best practices, equipment uses and approved materials.
28. Frequently assess the stock of personal protective equipment (PPE), cleaning supplies, sanitizers, and disinfectants.
29. Maintain a sufficient reserve stock of approved personal protective equipment (PPE), cleaning supplies and equipment.
30. Provide updated training for those providing environmental services, public safety and other “first responders” servicing the campus.
31. Identify common high-touch surfaces and develop a checklist to ensure frequent sanitization throughout each day. Common high-touch surfaces include:
  - Door knobs and handles
  - Push plates and crash bars on doors
  - Automatic door openers
  - Overhead light and lamp switches
  - Stair doors and handrails
  - Elevator call and interior buttons
  - Drinking fountains (should be disabled except for bottle refill service)
  - Vending machines and ATM’s

- Tables and chairs in break rooms
- Fridge / microwave handles in lunchrooms
- Faucet handles in kitchens and bathrooms
- Restroom surfaces and fixtures

32. In the event a student, faculty or staff tests positive for COVID-19, develop a standard operating procedure for immediate deep cleaning and disinfecting impacted areas (e.g., classrooms, labs, shops, library, cafeteria, washrooms, study areas, pathways, etc.).

33. Make hand sanitizer dispensers available and functional throughout each facility, particularly at entrance, exits, cafe, student centers and high-traffic transition areas.

34. Make sanitizing wipes and hand soap dispensers readily available in food service areas (if open) and any breakroom areas. (9.25.20)

35. Drinking fountains should be closed (except for water bottle-filling capability). (8.16.20)

36. Identify common shared technology and equipment. Develop and implement procedures to sanitize between users.

37. Develop a process and route for routine deep cleaning of common areas, either daily/nightly or, at minimum, weekly, in a systematic fashion.

38. Use no-touch handles, knobs, faucets, receptacles, etc. when possible.

### Workplace (Offices)

39. Employees who can effectively carry out their work duties from home should continue to do so to maximize distancing.

40. Vulnerable employees (those above age 65, those who are pregnant, and those with chronic health conditions) should be assigned work that can be done from home whenever possible and at their request, and should discuss any concerns with their healthcare provider to make appropriate decisions on returning to the workplace. (9.25.20)

41. If official agency guidance (e.g., LA County Department of Public Health, etc.) requires that employees over 65 or those with compromising conditions must be able to work at home, accommodate those needs.

42. Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.



43. If applicable, compliance with wage and hour regulations, alternate, staggered or shift schedules have been established to maximize physical distancing.

44. All employees (including faculty and staff, interns and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employers should have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).

45. All individual workstations, or individuals working in the same areas as part of a team are separated by at least six feet, and if appropriate separated by plexiglass barriers.

46. Student workers are allowed to work *remotely* (irrespective of funding source); also, guidance was received by CalArts from the Los Angeles County Department of Public Health to allow for the employment and utilization of student workers (*excluding* federal work/study students) *on campus* for the following purposes *only*: (8.25.20)

- Assisting faculty in the *preparation/support of online instruction delivery* (in the County guidance of August 10 faculty are allowed to be on campus for that purpose); no more than a *single* student can be with a *single* faculty member in a room (that allows for distancing, and masks must be worn by the student worker) for purposes of technical support, and *no instruction* will be occurring for the student worker; they should be regarded as employees. Student workers acting in this capacity must be supervised (within physical proximity) by a CalArts faculty or staff member and must leave campus immediately after the completion of work. (8.25.20) (9.25.20)
- For assisting in the *pick-up/drop-off of instructional equipment*, as long as student workers mainly stay outside to the extent possible. Drop-off and pick-up visitors must have appointments. (8.25.20)
- To perform scanning work that is directly related to, and in support of, the delivery of online instruction. The conditions are that this is only approved for *essential* tasks (rather than desirable tasks), students must not work or socialize in a congregate way (i.e., single workers in one place at a time only), equipment utilized must be disinfected before and after each use, all distancing protocols (including the wearing of face coverings) must be observed, and absolutely no in-person instruction will be offered. This should be narrow in scope and limited to very few people. Student workers acting in this capacity must be supervised (within physical proximity) by a CalArts faculty or staff member and must leave campus immediately after the completion of work. (8.25.20) (9.25.20)

- To support the production of materials for the delivery of online instruction, assuming that student workers are not allowed to congregate or socialize and will work alone in different rooms or sections of the building; they may be utilized *if the tasks they perform are clearly defined as essential rather than desirable*. As always, all disinfection and distancing (including the wearing of face coverings) protocols must be strictly observed. (8.25.20)

Please note that utilizing student workers on campus *must be approved by the Provost or designee*, and no student workers will be utilized for general school or Institute administrative department tasks (as such, these approvals from the County only apply to tasks within the Schools at this time). (8.25.20)

## Universal Mask/Face Covering Use Policy and Practice

47. At *all* times while on campus, employees, students, and visitors to campus must wear cloth face coverings. This applies to all adults and to 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 from this requirement. Students or employees alone in closed offices, walled cubicles (which should have six (6) feet of distance between occupied cubicles), or dormitory rooms are not required to wear cloth face coverings. Face coverings must be worn on campus when walking through common areas such as hallways, stairways, elevators, and parking facilities, and while outdoors. Students may remove cloth face coverings when eating in dining facilities or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, brushing teeth, etc.). (8.21.20) (9.25.20)

48. Disposable masks may only be worn for one day and then must be placed in the trash. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

## Personal Protective Equipment Policy and Practice

49. Provide adequate PPE to all employees on request (as appropriate for their position).

50. Per the LA County Department of Health, the Institute must provide cloth face coverings to employees.

51. Establish measures to distribute and redistribute daily recycled PPE with ability to avoid unnecessary contamination due to handling, help users understand the appropriate cleaning and rotation of such equipment. (8.21.20)

52. Provide PPE donning and doffing instruction and cleanliness assessment for individuals.

53. Emphasize that all PPE must be worn properly and correctly by all individuals when and where such use is deemed absolutely necessary.

54. Emphasize proper hand hygiene after gloves or facial coverings are removed. Provide necessary hand hygiene instruction and materials.

55. Post checklist/instructions for donning/doffing PPE in multiple languages as determined by the campus community makeup.

56. Recognize PPE “champions” routinely for proper distancing behaviors (including the use of face coverings). (8.21.20)

## Use and care of face coverings:

### Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: avoid touching the front of the face covering/ disposable mask.

### Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### Care, storage, and laundering:

- Keep face coverings/disposable masks stored in a bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after work or classes. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your employment or instructional day, or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

In the event that someone comes to campus without a face covering, the Institute will attempt to provide individuals with face coverings while supplies last. If no

face coverings are available, individuals will be denied access to campus. (7.30.20)

### Campus Physical Distancing Policy and Practice

57. The number of people in any indoor room on campus (e.g., classrooms, meeting rooms, lecture halls) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times. Occupancy in indoor classroom or other indoor spaces on campus is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times. Indoor rooms may have a maximum of 25% of total occupancy or 100 individuals, whichever is lower. Outdoor classroom or instructional space occupancy is limited to 25% of total room capacity occupancy or 100 individuals, whichever is less. In any case, the Institute must also comply with any local restrictions on occupancy that may be more restrictive. (7.29.20) (8.11.20)

58. Campus visitors are not allowed except for required essential services or individuals with special permission and approval from an appropriate Institute officer. Students desiring permission to have a necessary guest on campus (after students are allowed to be on campus) should contact the office of the Vice President, Student Experience (or equivalent position); faculty desiring permission to have a necessary guest on campus should contact the dean of their school, and staff desiring permission to have a necessary guest on campus should contact their area vice president well in advance of a possible visit. (8.11.20)

59. In-person activities or meetings involving external groups or visitors, especially with individuals who are not from the local geographic area (for example, community, town, city or county) are not allowed at this time. Visitors to campus buildings are by appointment only and should be pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors will be instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information should be captured in the visitor log. To the extent feasible, movement of any visitors while on campus should be limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms. (8.11.20)

60. Maintain at least six (6) feet of physical distance whenever possible when there is no physical barrier between individuals.

61. Put strategies in place to ensure physical distancing (including the use of face coverings) during employee or instructional breaks. (8.21.20) Examples Include:

- Staggered break times (at least 60 minutes in length if at all possible) between classes to avoid large groups of students, faculty and staff.

- Additional rooms/modular buildings, or tents outside designated for study and relaxation areas to allow for appropriate distancing. (7.30.20)
- Classroom and conference/meeting room seating is reset to promote physical distancing.

62. Limit chairs per table for dining, desks and/or conference areas.

63. Use tape or stickie decals on floors, if necessary, to designate spatial locations that are six (6) feet apart, especially in areas where lines are likely to form.

64. Ensure cleaning of tables between use (by self-cleaning or e.g., use of a laminated card flipped to red when one finishes eating lunch to inform staff workers table needs cleaning; once the surface is cleaned, flips to green side indicating table is ready for use).

65. If office staff are required onsite, maintain six (6) feet distancing practice (including the use of face coverings) when there is no physical barrier between individuals. (8.21.20)

66. Create online options or a “concierge approach” in open areas for traditionally walk-up window services (e.g., financial aid, international students, registrar, etc.).

67. Use protected window strategy (e.g., plexiglass) for students, faculty and staff needing assistance from any office-based service.

### Cohorting, Personnel Workflow and Movement Policy

68. Implement “cohorting” of small groups of students and faculty/staff learning teams if appropriate and possible, and require small group guidelines for all co-curricular programs.

69. If conditions are such that students are allowed to work together on campus, student teams (if appropriate and possible) should be small and consistent, so that staff/faculty in close proximity to each other generally work together, with classroom seating, cafeteria, lockers, breaks, and meals taken together if appropriate.

70. Expand the use of evening and weekend instruction. This serves to both decrease the number of potential exposures for each person and to simplify contact tracing of possible exposures if a case presents itself.

71. Limit crossover in entrances, hallways, and common spaces by adjusting circulation workflow and physical structure as needed. Encourage individuals to walk to the right in common hallways, corridors, and paths.

72. Attempt to use dedicated separate entries and separate exits for each facility or school program area.

73. Limit the number of persons in a hallway or entryway at one time if possible (e.g., in constrained office areas).

74. Increase transition time between classes and scheduled events.

75. Limit contact with high-touch surfaces (e.g., keep doors open to allow movement without touching knobs when possible and when it doesn't impact fire and other safety regulations).

76. Promote unidirectional flow through hallways, stairways, and meeting areas and when entering/exiting buildings, floor and gathering spaces.

77. Students, faculty, and staff should enter each area with clean hands with easy access to hand sanitizers.

### Active Screening of Students, Faculty, Staff and Necessary Guests

78. Symptom checks (self-assessment at the minimum) are conducted before students come to campus or other scheduled campus activities where they may come in contact with other students or employees. Checks must include a check-in concerning cough, shortness of breath or fever and any other Covid-19 known symptoms a person may be experiencing and if the student has had contact with a person known to be infected with COVID-19 in the last 14 days. These self-checks can be done remotely or in person upon the employee or student arrivals. (8.6.20)

79. Employee screenings will be conducted before employees may enter the workspace. Checks must include a check-in (or self-check) concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days. A temperature check should be done at the entrance to campus if feasible. (7.29.20)  
(8.25.20)

80. Develop and implement COVID-19-specific screening questions and temperature checks conducted for all individuals entering facility if such a practice can be performed logistically and without violating existing privacy guarantees and other important regulations.

81. Students, faculty, and staff are subject to possible temperature screening prior to entering the campus and/or a CalArts facility.

82. If possible, designate limited points of entry for each facility. If possible, identify a different point(s) of exit.

83. Any entrance screener(s) is /are trained to administer, record, and transmit the temperature checks as needed and as legally acceptable (if screeners are utilized).

84. Any entrance screener(s) should be well-versed in a campus-wide policy and procedure in event an individual is found to be febrile on screening (if screeners are utilized).

85. Any screener(s) have adequate PPE and, as applicable, maintain physical distancing as any conversation/screening is performed (if screeners are utilized).

86. If using infrared thermometers, ensure proper validation prior to use and periodically thereafter.

87. If self-screening for possible COVID-19 symptoms is positive and reported to CalArts, individuals will be referred for secondary screening (or testing if deemed medically necessary) conducted by the Student Health Center (for students), or referred to a private medical practitioner (if an employee). (8.21.20)

88. All who screen positive or have an immediate family member or others residing in the same dwelling who has screened positive must be asymptomatic for 14 days and test negative (via a COVID-19 PCR test) before returning to campus.

89. Symptomatic individuals should be evaluated for medical referral and testing if indicated. Individuals who test positive for COVID-19 need to be in isolation for a minimum of 10 days from the date of the positive test or start of symptoms. They may return to work/school when their symptoms are improving, they have been afebrile for at least 24 hours off anti-fever medications and at least 10 days have passed as noted above. Symptomatic individuals not tested should be assumed to be COVID-19 positive and treated as above. Symptomatic individuals who test negative for COVID-19 test negative may return to work/school when their symptoms have improved and they are afebrile for at least 24 hours off anti-fever medications; the 10-day minimum rule does not apply. Asymptomatic individuals exposed to a person with COVID-19 do not need to be tested unless they develop symptoms; they need to remain in quarantine for 14 days. (8.21.20)

90. Screening for loss of resiliency, stress, depression, and self-destructive ideations is particularly important and needs to be accessible and confidential using traditional face-to-face, teleconference, mobile, or other modalities.

### Nasal Swab PCR and Antibody Serologic Testing

91. A routine testing stance should be developed in coordination with public health experts and infectious disease authorities based on campus necessities.



92. Develop and implement routine student, faculty, and staff self-screening, independent testing and retesting at strategic intervals (if testing is adopted).
93. Use mobile device technology as much as possible for early symptom/asymptomatic screening and pretesting and post-testing determinations.
94. If a student, faculty, or staff member is suspected or confirmed to have COVID-19, quarantine, isolation, and testing should be prioritized among close contacts of the confirmed case including close associates from within the CalArts campus community if possible. If “cohorting” of instructional teams was implemented, this would include other individuals in the positive person’s cohort.
95. Work with local and state public health resources to facilitate testing of all priority cases. Provide on-site professional screening and testing whenever possible in locations convenient for students, faculty, and staff.
96. Initiate required testing when medically necessary for all suspected and/or confirmed student, faculty and staff cases with testing confirmation provided by local medical practitioners. Require follow-up prior to access to campus facilities other than campus quarantine/isolation residential facilities in the form of written clearance by a medical provider is required for employees (the CDC does not recommend repeat testing of COVID-19 patients to “clear” individuals to return to work. The decision to allow someone to return to work is based on symptoms and time as described in a medical practitioner’s documentation). (8.21.20)
97. Utilize only testing protocols and technology that have been approved under the Food and Drug Administration (FDA) Emergency Use Authorization (EUA) process and validated.
98. Have protocols in place for referral to telehealth and traditional medical care in event that a student, faculty, or staff member needs a referral.

## What to Do When Someone Gets Sick

99. Develop and widely distribute standard operating procedures (SOP) that detail actions to be taken if a student, faculty, staff or visitor is symptomatic for COVID-19 and/or tests positive for COVID-19 or is exposed to an individual positive for COVID-19 (see Appendix A of this document). This should include:

- A designated COVID-19 Compliance Officer who is responsible for establishing and enforcing all COVID-19 safety protocols, ensuring that employees and students receive education about COVID-19 and serve as a liaison to health agencies in the event of an outbreak on campus.



- Developing an Institute illness management plan(s) consistent with LA County Department of Public Health guidance that outlines the processes required when cases of infection present themselves. Such documentation should address the process for isolation of infected persons, identifying persons that had an exposure to the case(s) on campus, the immediate self-quarantine of students or employees that had an exposure, and the facilitation of testing to understand the extent of spread on campus (see public health guidance <http://www.ph.lacounty.gov/media/Coronavirus/docs/business/GuidanceWorkplaceResponse.pdf>). (7.29.20)
- In the event that a cluster of 3 or more cases are identified on campus that are “epidemiologically linked” (e.g., overlapping time and space during the infectious period) within a span of 14 days, develop a plan or protocol to report this cluster to the LA County of Public Health at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or via telephone at (888) 397-3993 or (213) 240-7821. (7.29.20)
- Implement procedures to support and work with the LA County Department of Public Health on tracing and contacting relevant third parties who may have been exposed on campus.  
([http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID\\_OBlinelist\\_Education\\_Sector.xlsx](http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID_OBlinelist_Education_Sector.xlsx)). (7.30.20) (8.21.20)
- A case is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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. A person is considered to have been exposed if they are one of the following: (7.30.20)
- An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn, OR an individual who had unprotected contact with the infected person’s body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment). (7.30.20)
- Communication with Facilities Management at CalArts to facilitate rapid cleaning and disinfecting surfaces that may have been contaminated to immediately limit students, faculty, and staff exposure.

- Working with families and local authorities to take appropriate steps to prevent, facilitate, and if appropriate, quarantine/isolate or refer for treatment.
- Working with local public health authorities to facilitate making emerging antiviral therapy and/or vaccines available in a timely way as they become available.
- Developing and implementing a return to campus procedure in coordination with local public health department for all recovering individuals, those returning from caring for an infected individual and those returning to the community from international and high-risk national or regional locations.
- Closing the campus to the public and off-campus visitors and guests as much as possible. All necessary visitors and guests are to be screened (questionnaires, temperature checks, etc.), and have an accessible health profile either on a mobile device or a hard copy that is updated by the individual within the past 24 hours if possible. (8.21.20)
- Maintaining an updated incident reporting structure with current contact information of campus leadership and outside resources for campus safety, health care, public health organizations and others.

### Teaching and Learning Environment Policy and Practice

100. Identify CalArts administrative officers for each campus area responsible for monitoring compliance with implemented COVID-19-related guidelines and procedures, and bringing important issues to the attention of the designated employees named to be the COVID-19 Compliance Co-officers.

101. Ensure a six (6) foot or more physical distancing in all classrooms, studios, and other instructional venues. For classes over 25 (if those exist) that cannot be fully online, develop a hybrid remote/traditional model, or split-scheduling tactics, prioritizing remote learning for the most “vulnerable” faculty, students, and staff when possible.

102. Maximize opportunities for all students, faculty and staff who prefer blended learning, fully remote or the traditional instructional and assessment combinations.

103. Work with the deans and faculty to explore how the “CalArts experience” might be maximized in online or other remote/hybrid learning situations.

104. For all performative/time-based productions generated in CalArts faculty-sponsored online broadcast concerts/performances/instructional content, all participants must wear masks, be appropriately distanced, and follow all COVID-19 guidelines in the most recent version of this document and other expert guidance (e.g., HASOM’s *Distancing Data and Conditions Adopted for Musical Practice During COVID-*

19 Pandemic, available from HASOM). This applies to all productions and events, no matter the location from which the broadcast content originates. (8.25.20) (9.14.20)

- An exception to the wearing of face coverings (as described above) may be made for CalArts-sponsored events produced or supervised by faculty, in which *all performers are members of the same cohabitating household who live together, and the online broadcast originates from within their residence*. In this case, an announcement must be made and/or displayed that describes these conditions and indicates that this is the reason performers might not be wearing masks. (9.1.20) (9.14.20)
- An exception to the wearing of face coverings (as described above) may also be made for *solo performances*, where only one performer is involved. Anyone else involved in the production must wear face coverings and observe all public health and CalArts COVID-19 guidelines. (8.25.20) (9.25.20)

104-1. In terms of REDCAT, for the film/video production of content intended for the purpose of generating online/streaming educational/instructional content, all performers and participants must wear masks, be appropriately distanced, and follow all guidelines in the most recent version of this document as well as the LA County Department of Public Health guidance for higher education, and other expert guidance (e.g., HASOM's *Distancing Data and Conditions Adopted for Musical Practice During COVID-19 Pandemic*, available from HASOM). This applies to all productions, no matter the location from which the broadcast originates. (8.25.20) (9.14.20)

- An exception to the wearing of face coverings (as described above) may be made for REDCAT-sponsored productions produced or supervised by REDCAT staff in which *all performers are members of the same cohabitating household who live together, and the online broadcast originates from within their residence*. In this case, an announcement must be made and/or displayed that describes these conditions and indicates that this is the reason performers might not be wearing masks. (9.1.20) (9.14.20)
- An exception to the wearing of face coverings (as described above) may also be made for solo performances, where only one performer is involved. Anyone else involved in the production must wear face coverings and observe all public health and CalArts COVID-19 guidelines. (8.25.20) (9.25.20)
- Any possible exceptions to the wearing of face coverings and physical distancing necessary for production may be made for REDCAT productions insofar as the generation of productions is following LA County Department of Public Health guidance for higher education institutions and any other *special permissions granted by the County for REDCAT* listed below: (9.10.20)

- Any filming must be limited to the production of content/product that is intended for online educational (instructional) purposes.
- No students may be involved in any such production unless fully remotely.
- Any filming at REDCAT must be limited (as much as possible to the use of remote camera operations, etc.); otherwise, all distancing and masking protocols must be strictly followed.
- There will be a limitation of the number of performers to seven (7) or fewer.
- Materials produced offsite from REDCAT by performers contracted for this purpose must follow the same public health protocols, distancing, and masking procedures required by LA County Department of Public Health as well as the CalArts Returns guidelines.
- Any production/filming/performance undertakings must be approved in advance by both COVID-19 Compliance Co-officers on a case-by-case basis. The County was concerned about frequency of productions and this was agreed to as a frequency-monitoring mechanism from a public health point of view.

104-2 For *student-produced* performative/time-based project creation, the following conditions will apply: (9.29.20)

- On-campus performative/time-based project productions by students are not allowed.
- Student project work must comply with all applicable federal, state, county and city public health orders as well as this document (CalArts Returns COVID-19 health guidelines). If a student is working in another jurisdiction (e.g., country, state, etc.) in which the COVID-19 public health official guidance is different than Los Angeles County or the CalArts Returns guidelines, students may operate under that local guidance in the production of their work. *Students should be ready to produce a link or other documentation of that local public health guidance if requested by the Institute.*
- CalArts students (in any School) must attest that the following conditions were met in the making of performative/time-based projects; failure to abide by these conditions may result in student sanctions as provided for in the CalArts Student Code of Conduct, particularly as amended with regard to COVID-19.

- Performative/time-based project work may only involve one (1) student; other participants, performers, or crew members will *not* be allowed to be physically in-person on the project. Fully remote collaboration is acceptable.
- An exception may be made to the on-camera wearing of face coverings *for solo performances* in which only one student is physically present for a production; no others should be present.
- The only exception to the above stipulation that only one (1) student can be involved in the project would be that members of a household who cohabitate (on a *continuing* basis) may be involved in-person with performative/time-based projects. Students must attest to the fact that such individuals are *continuing* members of their household, and the Institute may require that such individuals produce verification of their residential address via appropriate documentation (e.g., driver's license, lease, utility bill, etc.).
- All performance/time-based projects which would normally involve crew, interviewees, subjects, or others (e.g., documentary projects, etc.) are subject to the above conditions without exception.
- Students working on static work projects (e.g., photography, sculpture, painting, etc.) are also subject to the above project conditions.

105. Ensure administrators and faculty work closely with appropriate ADA/accessibility compliance staff to manage specific accommodations related to on campus or remote teaching and learning.

106. Implement ways to identify and support high-risk “vulnerable” students, faculty and staff and maintain remote learning opportunities to enhance their safety.

107. Transfer as much administrative, student service and academic operations to a remote and/or online setting as possible. This could include registration, financial aid, academic advising, counseling, and psychological services, etc., as well as employee services as appropriate.

108. Require that all students, faculty, and staff carry a visible valid CalArts identification card on campus. [\(7.30.20\)](#)

107. Cross-train employees as appropriate to perform essential functions to maintain campus safety and a full range of instructional support operations.

108. Monitor students, faculty, and staff for loss of resiliency, stress, depression, and self-destructive ideation is important and needs to be accessible and confidential using

technology as well as more traditional modalities. Ensure that members within the CalArts community are aware of such resources and how to access them.

109. Establish flexible employee campus sick leave policies.

110. Assure that campus communications regarding reopening the campus and employee presence on-site are clear that the institution recognizes and respects the needs and desires of employees with regard to working on campus, remotely, or in a hybrid mode.

111. Establish and implement flexible accommodations for students taking sick leave for themselves or immediate family members.

112. Establish and widely communicate a “no-penalty” approach for faculty and staff taking sick leave when necessary to manage COVID-19-related illnesses or situations. Require documentation as necessary.

113. Discourage practices that may incentivize students, faculty and staff to come to campus when sick or caring for an ill individual at home.

### Laboratory, Studio and Rehearsal Space Policy and Practice

114. Identify responsible school/facility employees for monitoring the implementation of COVID-19 guidelines and procedures, addressing issues, and evaluating impact.

115. Maintain and maximize opportunities for hybrid, fully remote, and traditional research and creative activity combinations, depending on public health officer orders that are in force. (9.29.20)

116. Ensure administrators and faculty work closely with ADA/accessibility staff to manage specific accommodations related to on-campus or remote creative engagement.

117. Implement ways to support high risk “vulnerable” students, faculty and staff and maintain remote opportunities to enhance their safety related to their research and creative programs.

118. Require that all students, faculty and staff carry a valid CalArts identification card in labs, classrooms, studios, rehearsal, and practice spaces.

119. Cross-train employees to perform essential functions to maintain studio operations as allowed by the health officer orders in force.

120. Establish and widely communicate flexible campus and sick leave policies for students, faculty and staff.

121. Establish and widely communicate a “no-penalty” approach for faculty and staff taking sick leave when necessary to manage COVID-19-related illnesses or situations. Require documentation as necessary.

122. Discourage policies or procedures that may incentivize students, faculty and staff to come to work sick.

123. Reschedule or cancel all travel abroad creative, curricular, or other travel programs and limit and/or delay exchange programs in areas deemed to be high-risk for COVID-19 (refer to CDC, Department of Homeland Security, State of California, or Los Angeles County department of Public Health guidance). (8.14.20)

124. Minimize all procedures that create aerosols unless they are performed in negative pressure hoods. If aerosol-generating processes are employed, appropriate PPE must be worn at all times. (8.21.20)

125. Maintain only essential personnel in studio spaces at all times.

### Co-curricular Programs and Campus Activities

126. All co-curricular meetings and social gatherings must be fully online pending changing guidance from Los Angeles County Department of Public Health (for up-to-date numbers refer to CDC and LA County Department of Health guidance on current restrictions), have made accommodations for appropriate physical distancing (including the use of face coverings), and should not involve any off-campus participants for on-campus events. (8.11.20) (9.25.20)

127. To provide access for individuals not able to be physically present and/or to comply with LA County health officer orders that may be in force, all Institute- sponsored events and activities need to accommodate remote participation if possible. (9.29.20)

128. All Student Union and student clubs-sponsored events and programs must be pre-approved by the Vice President, Student Experience (or equivalent position). (8.11.20) (9.25.20)

129. Student Union and student club travel activities more than 40 miles away from the home campus are prohibited. Until students are allowed on campus, all such gatherings or activities are not allowed. (8.11.20)

130. Provide Student Union and student clubs with support to conduct organizational business online, leveraging technology.

131. Student Union and student club fundraisers distributing food are not permitted.



132. Fundraisers should leverage electronic money exchange instead of collecting physical currency.

133. Student Union and student clubs' gatherings must follow adequate physical distancing (including the use of face coverings) in meetings and utilize online meeting methods whenever possible *when allowed by Los Angeles County Department of Public Health*. (8.11.20) (8.21.20) (9.25.20)

134. Campus recreational or group gathering amenities will be unavailable for the present time. (8.11.20)

135. All fitness recreational programming such as group exercise classes (if offered) should be limited based on campus physical distance guidelines and pre-approved by Institute COVID-19 Compliance Co-officers. (9.25.20)

136. All campus-sponsored student, faculty and staff events and programs must be pre-approved at the designated senior officer level (Vice President of Student Experience or equivalent position for student activities, school deans for faculty, and area vice president for staff). (8.11.20) (9.25.20)

137. Any campus events and programs, if allowed, should avoid food service. Those with any pre-approved food component should only leverage individually packaged meals. (8.11.20)

### Experiential Learning

138. Defer, reschedule, or cancel all off-campus and particularly out-of-state/international experiential learning experiences and restore such programs when possible in the academic year when they meet Institute safety requirements and guidelines (refer to current guidance and restrictions from the CDC, Department of Homeland Security, State of California, and LA County Department of Public Health).

### Large Group Campus and Community Gatherings

139. *Any and all in-person gatherings or events, either on-campus or off-campus, are subject to the LA County Department of Public Health orders in force at any time. Such orders may prohibit any in-person gatherings; please check current guidance for institutes of higher education.* (9.29.20)

From an institutional perspective (including off-campus gatherings), large group gatherings include the following category types: (9.29.20)

- Type A: On-campus with Institute students, faculty, and staff only
- Type B: On-campus with Institute students, faculty, staff, and community guests
- Type C: Off-campus gatherings with Institute students, faculty, and staff only



- Type D: Off-campus gatherings with Institute students, faculty, staff, and community guests

All category types will each need a specific gathering and facility COVID-19 physical distancing plan to be filed well in advance with the appropriate Institute vice president.

Prohibit attendance at all four types of large group gatherings exceeding 25 individuals; the maximum number of individuals for REDCAT is 50 for the theatre with gallery capacity to be determined per other guidelines in this document (refer to current guidance and restrictions from the CDC, Department of Homeland Security, State of California, and LA County Department of Public Health) unless approved in writing by the President of CalArts.

Implement event-specific policy and procedure reflecting required physical distancing practices (including face coverings) to facilitate attendance at Type A group gatherings on campus. (8.21.20)

Prohibit attendance at all Type B large group on-campus gatherings until further notice.

Prohibit attendance at all Type C large and small group community events (does not apply to REDCAT).

Prohibit attendance at all Type D large group off-campus community events until further notice or with specific written approval from the President of CalArts.

140. Develop and implement a longer-term policy, reflecting best physical distancing practices (including face coverings) to facilitate attendance (as allowed by public health orders) at all four types of gatherings based on current guidance and restrictions from the CDC, Department of Homeland Security, State of California, and LA County Health. (8.21.20) (9.29.20)

## Residence Halls and Campus Living Policy and Practice

(ASSUMING RESIDENTIAL USES ARE IN EFFECT)

141. Residence halls available to students will use all physical distancing (including the use of face coverings) best practices in all designated areas. (8.21.20)

142. A select number of shorter-term residence hall housing will be maintained for students who develop influenza-like syndromes or COVID-19-related symptoms, require isolation and/or quarantine for medical reasons.

143. Develop and implement procedures to maintain physical distancing (including the use of face coverings) in all food service and campus dining facilities. Efforts to increase “take-out” services and “distanced” dining as well as responsibilities for surface cleansing and waste disposal should be addressed by food vendors. (8.21.20)

144. Increased surface and facility cleaning will be done with approved equipment

and materials by students, resident advisors and/or the personnel who are specifically trained and protected to perform these duties in all common areas and residential facilities.

145. Designated PPE and appropriate training in proper use will be provided for all residential life staff working in campus housing facilities.

146. Any student resident self-screening or testing positive or who develops symptoms will immediately self-isolate and contact the CalArts Student Health Center and their primary care provider/clinic.

### Business and Personal Travel Policy and Practice

147. Students, faculty, and staff should eliminate all nonessential business statewide, national and international travel. Sponsored institutional travel exceptions by employees must receive advance approval by an appropriate dean or vice president.

148. Students, faculty and staff coming to campus from higher-risk in-state counties, higher-risk national travel (as determined by CDC-confirmed surges in COVID-19 infections, hospitalizations, and/or deaths – see link below) and all international travel should be screened and if determined to be at elevated risk, are suggested (but not required) to be PCR tested prior to coming to campus. Individuals who have traveled outside of the State of California or who have traveled to CalArts from outside of the State of California will be asked to self-quarantine at home for a fourteen (14) day period. If no symptoms are present after fourteen (14) days they will be allowed to return to campus. For employees, they will be allowed to work remotely during that self-quarantine period if their position allows for that to occur; if remote working is not possible during that period employees should use accrued paid leave or should consult with Human Resources to make alternative arrangements if they have insufficient accrued paid leave. Please see <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>. To confirm high-risk areas nationally and internationally go to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html> (9.2.20)

149. Students returning to campus from outside of the United States must have quarantined for 14 days as recommended by the CDC, the State of California, and/or the LA County Department of Health before returning to campus.

150. Students, faculty and staff returning from higher-risk in state, higher-risk national travel (as determined by CDC-confirmed surges in COVID-19 infections, hospitalizations, and/or deaths) and all international travel will abide by all federal and local public health policies or restrictions prior to returning to campus facilities.

### Guidance for Protection at Home and in the Community

151. Provide information to students, faculty, and staff on self-monitoring for COVID-19 symptoms, preferably with mobile or web-based technology on a fixed schedule.

152. Prohibit all off-campus sponsored large gatherings, including any social, business, or other gatherings. The LA County Department of Health maintains maximum attendance numbers for different types of gatherings.

153. Provide information to students, faculty, and staff on safe physical distancing (including the use of face coverings) practices when off-campus, particularly at any personal social, business, or other gatherings. (8.21.20)

154. Provide information to students, faculty, and staff on necessary protective measures against COVID-19 when off-campus. Examples include:

- Handwashing and surface sanitizing procedures
- Staying home when sick or caring for family members if they are sick
- Avoiding contact with people who are sick

155. Student, faculty, and staff should be asked to follow guidance of local, state, and national public health officials on staying home and avoiding unnecessary trips outside of the home.

156. Encourage students, faculty, and staff to wear a face covering during transportation to and from campus to protect themselves and others.

157. Encourage students, faculty, and staff to dispose (one-time disposable masks) or clean used cloth masks at frequent intervals.

158. Provide educational materials for home cleaning of face coverings based on recommendations for approved equipment and materials by environmental safety professionals.

159. Encourage appropriate car travel, campus shuttle service (if available) and group travel. Encourage students, faculty, and staff to minimize carpooling when possible. (8.14.20)

160. In CalArts vehicles, limit the number of people per vehicle and spread out as much as possible.

161. Remind carpoolers of basic protective measures, cleansing contact surfaces frequently, masking, etc.

## Appendix “A”

Steps for Managing Exposure to 1,2, and  $\geq 3$  Confirmed COVID-19 Cases in Non-residential or Residential Congregate Settings Associated with Institutions of Higher Education

July 29, 2020

**Appendix A: Steps for managing exposures to 1, 2, and  $\geq 3$  confirmed COVID-19 cases in non-residential or residential congregate settings associated with IHE**

1 Case	<p>1) <i>Required</i>: IHE instructs the case to follow Home Isolation Instructions (a).  2) <i>Required</i>: IHE informs case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).  3) <i>Required</i>: IHE works with the case to identify IHE contacts with exposure.  4) <i>Required</i>: IHE notifies* identified contacts of exposure and instructs them to quarantine at home and test for COVID-19.  5) <i>Required</i>: IHE informs contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).  6) <i>Required</i>: IHE submits contact information for case and IHE contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.  7) <i>Recommended</i>: IHE sends general notification* to inform the wider campus community of the exposure and precautions being taken to prevent spread.  *Templates for exposure notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
2 Cases	<p>1) <i>Required</i>: Follow steps for 1 confirmed case.  2) <i>Recommended</i>: If the 2 cases occurred within 14 days of each other, IHE determines whether the cases have epidemiological (epi) links.* A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links.  *Epi links <u>do not</u> exist: IHE continues with routine exposure management.  *Epi links <u>exist</u>: IHE implements additional infection control measures.</p>
3+ Cases	<p>1) <i>Required</i>: If a cluster of 3 or more cases occurred within 14 days of each other, IHE report this to DPH at: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.  2) <i>Recommended</i>: Prior to notifying ACDC Team of cluster, IHE determines whether epi links exist for at least 3 cases. If epi links <u>do not</u> exist, continue with routine exposure management.  3) <i>Required</i>: DPH requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by IHE to determine if outbreak criteria have been met.*  *Outbreak criteria <u>not met</u>: IHE continues with routine exposure management.  *Outbreak criteria <u>met</u>: DPH Outbreak Management Branch (OMB) activated.  4) <i>Required</i>: IHE provides updates to OMB investigator until outbreak is resolved (at least 14 days since last confirmed case).</p>
(a)	<p>Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. IHE will provide isolation assistance to students/faculty if needed.</p>
(b)	<p>Health Officer Order, contacts directed to quarantine for 14 days since last exposure date to the case while infectious. IHE will provide quarantine assistance to students/faculty if needed.</p>