



STUDENT

Return-To-Campus Plan for the Pasadena Campus July - August 2021

Effective as of July 1, 2021

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Introduction

Guiding Principles

Pacific Oaks College's (POC) plan for returning to campus is rooted in safety for our faculty, staff, and students. POC's plan follows recommendations and guidelines local orders and ordinances of the City of Pasadena, Los Angeles County, as well as the State of California, the federal government, Centers for Disease Control and Prevention (CDC), Cal/OSHA, and Association of Independent California Colleges and Universities (AICCU).

This plan was developed by POC's local Return-to-Campus Task Force who are also members of the College's Safety and Risk Committee, and reviewed and supported by the system-wide TCS Return-to-Work Task Force, and POC's Executive Cabinet. The Return-to-Campus Task Force used the AICCU's "Recommendations for Spring Return to Independent Higher Education in California" checklists as a baseline for considerations and assessment of needs.

Because knowledge and understanding of the COVID-19 virus continue to evolve, POC's plan will be updated and redistributed as new information becomes available.

A Phased Approach

Pacific Oaks College has been utilizing a "phased approach" for returning to campus for operations. These timelines are based on California and LA County guidelines and phases. To ensure the safety of all, we have and will continue to adjust the dates to reflect current required and recommended safety protocols.

- **PHASE I:** February 22 – 28, 2021
- **PHASE II:** March 1 – June 30, 2021
- **PHASE III:** July 1 – 31, 2021
- **PHASE IV:** August 1 – 29, 2021
- **PHASE V:** Fall Semester August 30, 2021 *and Beyond*

Campus Expectations and Guidelines

All students are expected comply with all policies, protocols, and guidelines outlined in this document, posted on campus, and posted in the building. Failure to do so may result in being asked to exit campus.

PHASE III (July 2021) Campus Operations

Campus Hours of Operation

Effective July 1, 2021 for Phase III, the campus will be open from Monday through Friday from 9am to 5pm. This will be for a maximum of 25 students at any given time. Students are required to follow all posted signs, including wearing an appropriate cloth face covering, at all times, while inside any Pacific Oaks buildings.

Physical distancing is still strongly encouraged.

No large meetings are allowed, and common spaces such as the kitchens are closed until Phase IV (August 1, 2021).

Students will be required to utilize the web-based campus-space reservation system [Skedda](#). Please see section titled “Building Space Use” below for more information on [Skedda](#).

PHASE IV (August 1-29, 2021) Campus Operations

Campus Hours of Operation

Effective August 1, 2021 for Phase IV, the campus will be open from Monday through Friday from 9am to 6pm. At this time, ***in-person services may be scheduled with the various student-facing departments.*** Appointments are strongly encouraged to ensure the staff will be available. ***Common spaces including the Library Commons, Student Success Center, outdoor patios, etc. will be available for use as well.***

While masks will still be required, physical distancing will no longer be required.

Large group meetings are not allowed **without prior approval**. Please contact Dean of Students, Michael Lopez-Patton for assistance on this.

Students will be required to utilize the campus space reservation system [Skedda](#) if coming to campus to utilize space. If coming to campus for a meeting with a staff or faculty member, Skedda is not necessary but an appointment with the staff/faculty member is required.

PHASE V

(Fall Semester Starting August 30, 2021)

Campus Hours of Operation

Effective August 30, 2021 (for Phase V-Fall Semester Start), Pacific Oaks College will return to normal campus hours of operations. On-ground courses will meet in assigned classrooms and instruction will be in-person. The campus will be open from Sunday through Saturday, to accommodate evening and weekend course scheduling. At this time, in-person services may be scheduled with the various student-facing departments. Common spaces including the Library Commons, Student Success Center, outdoor patios, etc. will be available for use as well.

While masks will still be required, but physical distancing will no longer be required.

Proceed to make appointments with staff/faculty as usual.

The use of Skedda will **NO LONGER** be necessary.

Campus Management – PHASE III & IV

COVID-19 Campus Management

Campus Security will manage the modified day-to-day campus operational needs and respond to critical or emergent incidents. Campus Security will be present on campus and available to respond to incidents at all times during campus hours of operation.

Examples of when it may be necessary to reach out to Campus Security:

- Someone has been sick on campus
- There is a conflict concerning compliance with protective measures

Campus Security will take account of all students present, ensuring that any occupied space has been pre-reserved and approved.

The Facilities department will continue to open and close campus at the designated times.

If students have any other questions or concerns regarding Pacific Oaks College's COVID-19 response, guidelines, etc. please contact the Dean of Students, Michael Lopez-Patton at mpatton@pacificoaks.edu or (626) 529-8498.

Building Space Use – PHASE III & IV

- For Phase III of the RTC Plan, student services including academic and faculty advising will remain remote/virtual.
- All in-person face-to-face services for students will begin August 2, 2021 (marking the beginning of Phase IV of the RTC Plan).

Scheduling & Reserving Space on Campus

For Phase III and IV, the maximum building capacity has been set to 50%, and maybe less depending on local, state and federal guidelines. In order to ensure all health guidelines and requirements regarding social gatherings are adhered to ALL students must schedule their time on campus using the Campus' appointment scheduling system called [SKEDDA](#).

Students wishing to visit campus (for times outside of class attendance) must take the following steps:

1. Type POPasadenaCampus.skedda.com into your browser (or click this link). Do not put “www” in front of the address.
3. Look at the screen and identify the area you wish to visit.
4. Click time slot and drag down to cover the whole time you plan to be on-campus.
5. Click the green “Book” button at the top of the page.
6. Enter your Pacific Oaks College email, and continue to follow the remaining steps, and then confirm booking.

Should campus or space capacity limits be reached, students may be required to work from home.

Shared Office Spaces

Students with shared office spaces may, upon approval of the Department Manager/School Dean, use the reservation system ([Skedda](#)), resume use of the offices if they are large enough to maintain 6 feet of distance between individuals. If the office is not large enough to maintain proper distance, then a staggered schedule must be established so only one person is working in the office at a time.

If both individuals are in the space, then a face-covering or mask must be worn at all times.

Cubical Areas

Use of cubical areas may resume if seating assignments allow for a minimum of 6 feet between individuals. Checkerboard or every-other-cube seating is required. If full staffing is not possible with such a seating arrangement, then staggered schedules must be established for the area. Work schedules will be finalized and publicized two weeks in advance of the campus reopen date.

All physical distancing, Personal Protective Equipment (PPE), and sanitization rules as described in this document must be adhered to. Face-coverings or masks must be worn at all times while in cubical areas. Please see additional information about PPE throughout this document.

The reservation system ([Skedda](#)) must be used by all students who wish to use the cubical areas to identify when they intend to arrive and depart campus. In so doing, they are providing that information to campus leadership who will monitor the number of individuals anticipated to be on campus at any given time.

Meeting Spaces – For Phase III (July) & Phase IV (August 1st -29th)

For Phase III & Phase IV, rooms listed in the table below will be available for **SMALL** group meetings. The capacity of each room is provided. All meeting participants must wear a two-ply cloth face covering, and sanitization rules as described in this document and posted in the room must be adhered to. Failure to adhere to all rules may result in your being asked to leave the meeting or campus to ensure the safety of others.

The following table details which rooms may be reserved for learning/studying purposes. The highlighted rooms may be reserved using the existing room reservation process in Outlook. Reserving rooms does not take the place of the student making a reservation to be on-campus using the [Skedda](#) reservation system.

| Room Number | Former Capacity/Temporary Capacity |
|--------------------|---------------------------------------|
| 1 - Classroom | 22/ 11 people max for meetings |
| 2 - Classroom | 22/ 11 people max for meetings |
| 3 – Classroom | 22/ 11 people max for meetings |
| 4 – Classroom | 22/ 11 people max for meetings |
| 5 – Classroom | 22/ 11 people max for meetings |
| 6 – Classroom | 22/ 11 people max for meetings |
| 7 & 8 – Classroom | 44/ 20 people max for meetings |
| 9 & 10 – Classroom | 44/ 20 people max for meetings |
| 11 – Classroom | 22/ 6 people max for meetings |
| 12 – Computer Lab | 18/ 9 people max for meetings |
| 13 – Classroom | 22/ 11 people max for meetings |
| 14 – Classroom | 22/ 11 people max for meetings |

| | |
|------------------|-------------------------------|
| 15 – Classroom | 22/11 people max for meetings |
| 16 – Classroom | 22/11 people max for meetings |
| 17 – Classroom | 22/11 people max for meetings |
| 18 – Classroom | 22/11 people max for meetings |
| Huddle Room 1 | 1 person only |
| Huddle Room 2 | 1 person only |
| Telephone Room 1 | 1 person only |
| Telephone Room 2 | 1 person only |
| Computer Lab | 6 people max |

Common Area Space for Students

For the Summer and Fall semester, starting July 1, 2021 students will be allowed on campus for facility use such as Computer Lab, study areas, or classroom space. A Reservation for use of the space MUST be made AHEAD of time using **SKEDDA**.

Library

The Library space will open for use beginning August 2, 2021.

Student Success Center

The new Student Success Center will open for in-person usage beginning August 2, 2021.

Restrooms

Use of restrooms will be limited based on size. Capacity limits will be posted on the door, and markings within will designate which stalls and sink stations may be used. If the bathroom is at capacity, students must remain outside of the bathroom until someone leaves and capacity is once again free. While outside of the bathroom, students must adhere to all physical distancing and gathering rules. After use, wash hands thoroughly to reduce the potential transmission of the virus.

Department Staffing and Services – PHASE III & IV

For Phase III of the RTC Plan, student services including academic and faculty advising will remain remote/virtual.

All in-person face-to-face services for students will begin August 2, 2021 (marking the beginning of Phase IV of the RTC Plan).

Student Support

Student support services will remain accessible via remote options through Summer semester. In-person services will resume Fall semester. These departments include Student Services, CARE, Registrar's Office, Student Government, Financial Aid and Academic Advising.

Academic Departments and Faculty Advising

Academic departments and faculty advisors will remain accessible via remote options through the Fall semester. This includes Program Managers, Faculty, Deans, and Student Workers. In-person meetings may be available after the start of the Fall semester, but must be requested in advance as Academic Staff will need to reserve space to ensure physical distancing requirements.

Admissions

Admissions staff will remain accessible via remote options through the Summer semester.

Facilities

The facilities department will be staffed as usual during campus hours of operation to address facilities needs and requests.

Preparing to Come to Campus – PHASE III & IV

Please see previous section titled "Scheduling & Reserving Space on Campus".

Symptom Monitoring Requirement

Students who are will be on campus must conduct symptom monitoring before arrival. This process must be followed each time students will be on campus. Students must be free of ANY signs or symptoms beyond headache and fatigue that are potentially related to COVID-19 or submit proof of an evaluation and clearance by a medical professional that is reviewed and approved by Michael Lopez-Patton, Dean of Students. A list of known signs and symptoms at this time is provided below or can be reviewed [here](#). You may also review information on symptoms provided by the CDC [here](#) or utilize the Self-Checker tool provided by the CDC [here](#). Medical clearance documentation may be submitted to Michael Lopez-Patton, Dean of Students at mpatton@pacificoaks.edu.

At this time, COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing

- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore Throat
- Fatigue
- New gastro intestinal symptoms
- New loss of taste or smell
- Diarrhea
- Known close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days.

If any symptoms are present beyond fatigue and/or headache, or if the student has been in close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days, the student must not come to campus until:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- Improvement in respiratory symptoms (e.g. cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

If the student is not symptomatic, but has been in close contact with a person who has been lab confirmed to have COVID-19, the student is not permitted to be on campus until the end of a 14-day self-quarantine period which starts from the last date of exposure.

Public Transportation

If a student must take public transportation, the student should wear a face-covering or mask before entering the bus or train, and avoid touching surfaces with their hands. Upon disembarking, the student should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.

Entry and Exit of the Building – PHASE III & IV

Lobby Guidelines and Expectations

Guidance and expectations will be posted and can be reviewed when arriving to campus. All students are expected to adhere to posted guidance and expectations, as well as any instructions provided by building security, or front desk staff. Face coverings will be provided to

anyone upon their entry to campus, if they do not have them already. All students need to enter through the front door in building 45, or back door (Pacific Oaks entrance) in building 55.

While in the lobby wearing a face-covering or mask is required. When feasible, limit touching surfaces with exposed hands/fingers. Students should wash their hands or use hand sanitizer with at least 60% alcohol upon departing the lobby.

Campus Policies, Procedures, and Rules – PHASE III & IV

Gatherings

Large gatherings of any kind outside of the campus' meeting rooms are prohibited. This also includes gathering in hallways or other open campus spaces. Personal safety hygiene practices should be used at all times when navigating campus facilities.

Physical/Social Distancing

Physical distancing, also called “social distancing,” means keeping space between oneself and other people. When on campus, students are required to:

- Not gather in groups
- Stay out of crowded places and avoid gatherings
- A face covering is required outside of closed office areas

Keeping space between oneself and others is one of the best tools to avoid being exposed to the virus and slowing its spread. Limit close contact with others. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if the student and other person(s) have no symptoms.

Use and Care of Face Coverings

Face-coverings or masks must be worn by all students while in the campus facility. Appropriate use of face-coverings or masks is critical to minimizing risks to others. A mask or face-covering is not a substitute for physical distancing.

When putting on masks or face-coverings, the following steps should be followed:

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

When taking the face-covering/mask off, the following steps should be followed:

- Do not touch one’s eyes, nose, or mouth.
- Loop one’s finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately for a minimum of 20 seconds after removing the mask.

When caring for, storing, or laundering the face-covering mask, the following steps should be followed:

- Keep face-coverings/masks stored in a paper 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 each subsequent use.
- Cloth face-coverings/masks should be replaced immediately if soiled, damaged, or visibly contaminated.
- Disposable masks must not be used more than one day and should be placed in the trash after use or if soiled, damaged, or visibly contaminated.

Hand Washing

Thoroughly wash hands often with soap and water for at least 20 seconds especially after being in a common space, using tissue, coughing, sneezing, or touching one’s face.

If soap and water is not available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of both hands and rub them together until they feel dry.

Coughing/Sneezing Hygiene

If in a private setting and not wearing a face-covering/mask, students should always cover their mouth and nose with a tissue when coughing or sneezing. If they do not have tissue, they should use the inside of their elbow. If they use a tissue, they should throw it away in the trash immediately following use, and then wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, then they should clean their hands with sanitizer that contains at least 60% alcohol.

Accessing Help

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| <p>Questions Regarding This Plan</p> | <p>If you have questions regarding Pacific Oaks College’s Return to Campus Plan, please contact Dr. Bree E. Cook, Vice President of Academic Affairs & Chief Academic Officer at (626) 529-8204 or breecook@pacificoaks.edu .</p> |
| <p>If Symptoms Arise on Campus</p> | <p>Contract Tracing Protocol: If a student or student starts to experience any signs or symptoms of COVID-19 while on campus and are not in medical distress as defined below, then they should safely leave campus minimizing any contact with other individuals.</p> |

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|--------------------------|---|
| | <p>Student should then seek proper medical attention. After medical consultation/visit, the student can email the Dean of Students, Michael Lopez-Patton at mpatton@pacificoaks.edu and report the symptoms for which they left campus. The Dean will gather necessary information and follow up as needed per campus procedure.</p> |
| <p>Facilities</p> | <p>If a student has facilities related questions or needs, they can contact the facilities department by email at Facilities_Requests@pacificoaks.edu or phone at 626-529-8247</p> |
| <p>IT</p> | <p>If a student has IT related questions or needs, they may contact the IT department by email at [helpdesk@pacificoaks.edu] or phone at 800-747-8367</p> |