



## LACM Reopening Plan – 2020

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## INTRODUCTION:

As the State of California, Los Angeles County, and City of Pasadena, release further guidance and instruction regarding the ability to begin reopening following this time of campus closure due to the COVID-19 pandemic, Los Angeles College of Music (LACM) is planning for a multi-phase process now set to begin during the Fall quarter of 2020 (Phase One). It was previously hoped for this Phase One (Remote Instruction and Limited Campus Access) to begin in Summer 2020. However, the institution has not yet been granted permission to open the campus to students for any facility or instructional use at all. For this reason, **it has been determined that the Fall 2020 term will be conducted in a fully remote (online) learning format.** If and when the institution has been cleared to reopen, LACM will commence to allow access to the campus for facility use (rehearsal, studio sessions, etc.) on a limited capacity basis and with full safety guidelines implemented and strictly enforced. IF it seems appropriate and feasible to do so, there may be a possibility of select courses held on campus. This is not a determination that is possible to make at this time. **However, all students will have the ability to continue all coursework in a fully remote setting and physical presence in the area of Los Angeles/Pasadena is not required for the Fall 2020 term.**

The Winter quarter of 2021, assuming our ability to continue to proceed into the next phase, will constitute Phase Two, and Phase Three will begin as soon as the institution is authorized to lighten restrictions and reopen with a full campus course offering. The safety and wellbeing of the LACM community is the primary focus of this plan to reopen and will necessarily remain fluid and flexible to the guidelines of government and health agencies, as well as to the COVID-19 pandemic itself. Prior to the opening of campus for any use at all, full instructions and procedures will be disseminated to all community members in advance – students, faculty, and staff. All recommended safety precautions will be strictly enforced, for the safety of our community. The Reopening Plan Committee welcomes all questions, concerns, or feedback in response to this proposed plan.

As students return to campus, all community members must adhere to stringent safety guidelines. A detailed explanation of these guidelines can be viewed in the Reference Information Resources section at the end of this document, but the following procedures will be included: temperature readings prior to campus entry each day, completion of safety questionnaire prior to campus entry each day, social distancing of at least six feet at all times, the wearing of masks while on campus, adherence to the directional traffic arrows guiding movement on campus, ongoing sanitizing of surfaces and shared spaces throughout all open campus hours, as well as contact tracing and supervision of health protocols in the event of a suspected or confirmed positive COVID-19 case on campus. While every effort will be made to prevent the spread of the COVID-19 virus while on campus, LACM and the Reopening Plan Committee recognize the limitations of any plan and those who are in a high-risk group and unable to return to campus will be accommodated to the extent possible, and should contact those listed above in order to make necessary arrangements.

While this plan contains continued restrictions, it is the sincere hope of the institution and this committee that all community members understand the importance of remaining safe and healthy during this time and until a vaccine is widely available.

## Phase One: Remote Instruction and Limited Campus Access

Phase One of the reopening plan was scheduled to begin at the start of the Summer 2020 quarter term, on July 6, 2020, but the continued rise in case numbers prevented the portion of Phase One which included Limited Campus Access. As of the date of the writing of this updated reopening plan, Los Angeles County has still not achieved the required goal of less than 7 new cases per 100/000, currently at 13.1 but has achieved a less than 8% positive test rate, currently at 5%. (to be maintained for 14 days consecutively). <https://covid19.ca.gov/safer-economy/#affected-counties>

As such, we are hopeful that we will be able to open the campus on a limited basis during the Fall 2020 quarter.

Given the lack of certainty for a date in which we will be approved to reopen for an approximately 30% hybrid instruction (ratio of classes held on campus versus online), **it has been determined that courses will remain remote for the duration of the Fall 2020 quarter term.** If we are permitted to do so, we will open the campus for rehearsals, recording sessions, and perhaps select courses to be held on campus on a case-by-case evaluation. If it remains permitted to do so, LACM will extend the opportunity to conduct final performances and recitals on campus during the week of December 14-18, 2020. All students who wish to participate in final performances on campus should be prepared to return to the Los Angeles/Pasadena area in advance of this date. Further details regarding the hosting of live performances during the week of finals will be forthcoming, but strict social distancing and limited or no live audience will be enforced. All performances will be streamed live and students who are unable to return to campus will be given the option to participate remotely.

Once cleared to do so by all agencies previously noted, LACM will allow the campus facilities to be utilized on a limited basis and by appointment only, for recital performances, rehearsals, studio sessions, and access to computer labs. This date is yet to be determined. All students will be instructed how to set appointments to enter campus, and a strict adherence to schedule and access protocols must be enforced. LACM will evaluate at the time of approved reopening any classes which might be feasible to hold on campus. This is not a determination we are able to make at this time and we encourage every student and faculty member to plan for a fully remote course schedule for the duration of the Fall 2020 term. Those who wish to return to the Los Angeles/Pasadena area in order to participate in any campus opening of facilities, do so with the understanding that LACM is not recommending or guiding you toward making this decision. Again, all students will have the ability to continue all coursework in a fully remote setting and physical presence in the area of Los Angeles/Pasadena is not required for the Fall 2020 term.

During the Fall 2020 quarter, the majority of the LACM administrative staff will continue to work remotely or on a limited campus-based schedule. All advising appointments, counseling sessions, and business office appointments will be conducted remotely and by appointment only. The maintenance and security staff will be present on campus to insure adherence to safety protocols and an increased level of sanitization procedures.



All members of the community are requested to only come to campus for classes and pre-scheduled use of facilities (all use of facilities for practice, recording, computer labs, etc. must be approved in advance by using the Room Booker appointment system). Should any individual not follow the safety guidelines required, they will not be permitted further campus access for the remainder of the term.

Continued physical distancing during this time is essential to preventing the spread of virus, both on campus and off. While the primary responsibility of the institution is to ensure the safety of the campus and those on it, this committee would also strongly suggest that social distancing and the wearing of masks be complied with while off campus and social gatherings should be avoided. In addition, if any individual has had any known or suspected exposure to anyone infected with COVID-19, it is requested that they remain off campus and notify the administration as soon as possible. This will be absolutely vital to assisting us in keeping our entire campus community safe and protected.

## **Required Campus Safety Protocols for Fall 2020: (to be continued indefinitely through future terms)**

> All students, faculty, and campus staff will be required to show proof of negative COVID-19 test results dated within 7 days prior to first entry to campus (this date will be determined in future updates). This will provide a baseline of safety assurance as contact resumes on campus. Should there be any question at any time regarding the health status of any student, faculty, or staff member, each individual must agree to be retested upon request prior to reentry to campus. LACM will be providing testing on campus, for a fee to be determined, on designated days within 7 days prior to the Fall campus opening (date TBD). If preferred, testing can be done elsewhere as long as the negative test results are dated within 7 days of the first entry to campus.

Resources for free testing in the Los Angeles area can be found here: <https://covid19.lacounty.gov/testing/>

> All students, faculty, and campus staff must download the **#CampusClear** App (available on the Apple App Store and Google Play after June 19th) and complete access health questionnaire prior to entry each day. Results of questionnaire must be presented upon entry in order to gain access to campus.

<https://www.campusclear.com/>

> Each community member entering campus must have temperature checked via infrared “no touch” thermometer located at the front entry of the LACM North Building. If a temperature reading of 100.4 or above is showing, no campus access will be permitted. If a normal temperature reading returns, a wristband showing confirmation will be issued and will be required to be worn while on campus.

> Every student, faculty, and staff member must wear a mask at all times while on campus. Each person will be issued one LACM mask which features a four-layer design, complete with filter insert and carrying pouch. If this mask is lost or forgotten at any time, there will be limited masks available for purchase at the front desk. It is recommended that each person carries an alternate face mask at all times in order to prevent the need to

purchase. Under no circumstances will any person be allowed to enter campus without a mask. Anyone found to be non-compliant while on campus will be asked to leave immediately and may face further disciplinary action if non-compliance continues to be pervasive.

> All shared surfaces must be sanitized with anti-microbial spray supplied in each classroom between uses. Distance of at least six feet must be maintained between musicians in rehearsals, sessions, and performances. Masks must be worn at all times.

> LACM has also installed UV room air sanitization devices in each classroom, along with the provision of additional maintenance personnel to maintain advanced cleanliness standards throughout each day.

> Private lesson and DAW labs will only be permitted for use by one person at a time. Sanitization will occur between uses.

> Additional hand sanitizer stations will be provided on campus.

## Phase Two: Hybrid Opening of Campus

Phase Two will aim to commence at the start of the Winter 2021 quarter and will continue as long as deemed necessary by public health agencies.

Classes will be offered on the LACM campus, but a “hybrid” of on campus and online instruction will comprise each schedule. Due to the requirement for social distancing, and to ensure a limited number of individuals on campus at any one time during each day, class sizes will be significantly smaller and multiple sections per class will run. As a result, many courses will continue to be taught remotely via Zoom and Populi. This will allow for each student to be on campus for limited periods of time throughout each week.

Each class that is delivered on campus will also occur via Zoom, to accommodate students who may not be able or willing to return to campus for the Winter 2021 quarter (for health and safety concerns or travel restrictions) as well as in the event that a student becomes ill or needs to self-isolate following potential exposure, and cannot attend class in person.

In the event that a member of the community is discovered to have contracted COVID-19, all precautions will be taken to protect the campus. This will include thorough disinfecting of the campus, contact tracing to identify those who might have been exposed, and could also include a temporary campus closure to encourage self-isolation following potential exposure. Should it become necessary or recommended, LACM will also provide additional testing for community members throughout the term.

Students will have access to the campus for additional rehearsals, and use of equipment via appointment, but additional guests will not be permitted access and alumni also will not have access to the facility until we have fully entered Phase Three (full reopening of campus). This will limit the number of individuals on campus at any one time. Administrative appointments, including advising and counseling sessions, will either be conducted remotely or only where safe distancing can occur. Drop-in individual meetings will not be permitted and appointments must be made in advance. Masks and distancing will be required for any in-person contact and while on campus at all times.

While the Fall or Winter term(s) may allow increased campus access and the hosting of classes and performances in campus facilities, there will be a continued need for all individuals to be compliant with all safety protocols in place. This would also include the commitment to practicing distancing and protection protocols while in the community and off campus. Should any individual not follow the safety guidelines required, they may not be permitted further campus access for the remainder of the term.

All safety protocols noted for Phase One will also apply to Phase Two (projected to be Winter term). By working together to protect the health and safety of the LACM community, each can enjoy a return to the performances and collaboration so vital to the core mission of the institution.

## **Phase Three: Full Reopening of Campus and Continued Safety Restrictions**

Phase Three will commence when public health agencies permit the return to class sizes that are larger, allowing for a return to a campus schedule conducted fully on campus. It is not known at this time when this phase of the reopening plan will be possible.

When Phase Three is permitted to commence, LACM will continue to require safety protocols. While some of the rigorous procedures may be adjusted according to the recommendations, there will be a continued commitment to maintaining a clean and sanitized campus at all times. All members of the community will be required to continue practicing distancing as needed, along with a consistently high standard of personal hygiene. Details regarding the specific protocols that will be followed will be disseminated as we prepare to enter this phase.

Phase Three will continue until there is a verified and accessible vaccine to combat the spread of the COVID-19 virus. All community members should expect to be required to maintain social distancing, the wearing of masks, and any continued safety measures deemed necessary.



## Protocols for Responding to COVID-19 Exposure Incidents:

In order to prevent the spread of COVID-19 on the campus and within the community of LACM, the following protocols for reporting and responding to a potential exposure or confirmed case is outlined below. These protocols will be enforced and must be adhered to in order to respond quickly and thoroughly.

### Reporting

If any student, faculty, or staff member at LACM are informed of a COVID-19 exposure incident (including testing positive for the virus, testing positive for the antibodies, confirmed exposure to someone who is infected, or suspected COVID-19 based on CDC-published symptoms), a report must be submitted utilizing the Incident Report form found on Populi. [https://lacm.formstack.com/forms/incident\\_report](https://lacm.formstack.com/forms/incident_report)

### Responding

**POSITIVE OR SUSPECTED (SYMPTOMATIC) CASE:** As an initial response to the report of any member of the community who has tested **POSITIVE** for COVID-19, the following instructions will be given:

1. Immediately home-quarantine for 14 days.
2. Instruct individual to immediately inform any person with whom they have had close contact, to be tested. Testing Sites and Resources: <https://covid19.lacounty.gov/testing/>
3. In the event of symptoms of COVID-19 being evident, but without testing confirmation, the individual must immediately be tested and inform LACM of verified results prior to receiving access to campus.
4. Contact health care provider/physician for further care and instruction.
5. Contact Academic Advisors ([advising@lacm.edu](mailto:advising@lacm.edu)) for assistance with arranging for remote access to class instruction.
6. Communicate with all faculty members for additional assistance related to completing the requirements of the course(s) remotely.
7. Remain in contact with the Pasadena Public Health Department (<https://www.cityofpasadena.net/public-health/contact/>) or Los Angeles County Department of Public Health (<http://publichealth.lacounty.gov/contactus.htm>).
8. Continue to monitor symptoms carefully and seek immediate care if symptoms escalate.
9. Seek medical attention immediately if there is difficulty breathing or keeping fluids down.

LACM administrative staff will remain apprised of the condition of the individual who has tested positive, while also conducting contact tracing as possible and perhaps implementing a temporary campus closure for isolation and deep sanitization. Each case will be assessed quickly and a swift determination of the breadth of campus exposure will inform specific action steps, under the advisement of the Pasadena Public Health Department.

In the event of a suspected case, LACM will require a verified negative test result in order for the individual to regain access to campus.

## **Close Contact Defined**

A person is considered to be exposed when in “close contact” with a person with presumed or confirmed to have COVID-19 if:

1. The person was within six (6) feet of a person with presumed or confirmed COVID19 for more than 15 minutes.
2. Had unprotected contact with the body fluids and/or secretions, such as being coughed or sneezed on, shared utensils, shared saliva, or provided care without wearing PPE of a person with presumed or confirmed COVID-19.

A person with COVID-19 is considered to be infectious from 48 hours before their symptoms started until their isolation period ends. Asymptomatic persons with laboratory-confirmed COVID-19 infection are considered to be infectious from 48 hours before their test was taken until 10 days after their test was taken.

## **CENTER FOR DISEASE CONTROL (CDC)**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. <https://www.cdc.gov/coronavirus/2019-ncov/symptomtesting/symptoms.html>. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Reference Information Resources:**

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

[https://www.acha.org/documents/resources/guidelines/ACHA Considerations for Reopening IHEs in the COVID-19 Era May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cityofpasadena.net/public-health/news-announcements/information-on-covid-19/>

<https://publichealth.lacounty.gov/media/coronavirus/>

<https://www.campusclear.com/>



## FACILITIES STAFF SAFETY AND CLEANING PROTOCOL:

### Prior to campus entry each day –

1. Take temperature at home before traveling to campus (only travel to campus if below 100.3)
2. Answer the self-assessment in the #CampusClear app
3. If cleared for entry, take temperature again with infrared thermometer at the campus entrance

### Upon entry to campus –

1. Wipe down and sanitize the building entry door handles, alarm pad, and any surface touched (all door handles will be installed with Nanoseptic skins (<https://www.nanoseptic.com/>))
2. Wear mask on campus at all times
3. Sanitize workstation upon entry, using UV sanitizing wand and/or sanitizing wipes
4. Maintain a distance of 6' at all times
5. Wash hands for at least 20 seconds with soap and water, frequently throughout the day
6. Avoid touching face with hands

### Throughout each day –

1. Turn on room sanitization units in each classroom that will be used, 30 minutes prior to the first class beginning, and turn them off at the end of day prior to campus closure
2. Wipe down classroom and restroom door handles, staircase railings, frequently touched surfaces at least once per hour and always between class meetings
3. Sanitize each classroom between uses, utilizing the anti-microbial spray. Be sure to include all equipment, chairs, projector/tv, etc.
4. Wipe down water station spigot(s) at least once per hour (drinking fountains must be blocked for use) and also sanitize utilizing anti-microbial spray.
5. Spray and wipe restroom surfaces (faucets, flush handles, countertops) at least once per hour
6. Monitor hallways and common areas on an ongoing basis, enforcing social distancing and the wearing of masks at all times
7. Report any infractions immediately to Marco and submit an Incident Report via Populi
8. Ensure that all students and faculty leave campus following the end of their class and/or appointment time for rehearsing/recording/etc. (Follow the schedule in Celcat and Room Booker)
9. Ensure that main entrances to North and South building(s) remain closed and locked. Key card access will be required in order to prevent unauthorized visitors on campus.