



LACM Reopening Plan – 2021

REOPENING PLAN COMMITTEE (RPC):

Tom Aylesbury, President (tom@lacm.edu)

Erin Workman, EVP (erin@lacm.edu)

Kristin Barrios, Controller (kristin@lacm.edu)

Daniel Walker, Dean of Academic Affairs (daniel.w@lacm.edu)

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INTRODUCTION:

This pandemic has obviously lasted much longer than any of us could ever have anticipated. As a result, our initial hope to begin opening the campus for facility use and eventually classes has been delayed. However, we are very excited to see the rollout of the vaccine under way and LA County has moved into the Red Tier allowing us to finally plan for the return of students to campus!

<https://covid19.lacounty.gov/covid19-news/los-angeles-county-announces-red-tier-re-openings-to-begin-monday/>

<https://www.cityofpasadena.net/city-manager/news-releases/city-of-pasadena-moves-into-red-tier-effective-monday-march-15/>

<https://covid19.ca.gov/safer-economy/>

As the State of California, Los Angeles County, and City of Pasadena, release further guidance and instruction regarding the ability for higher education institutions to begin reopening at limited capacity (25%), Los Angeles College of Music (LACM) is planning for a multi-phase process now set to begin during the Spring quarter of 2021 (Phase One). We have thoroughly prepared for this reopening with advanced air filtering systems, reformatting of classrooms to ensure distance and safety, along with many other preparatory efforts noted in the remainder of this document.

Though the preparation has been thorough, there will be a need for a gradual reopening of campus catering to very small numbers of students, faculty, and staff on campus at any one time. For this reason, **it has been determined that the Spring 2021 term will be conducted in a fully remote (online) learning format.** However, 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 as of April 5, 2021 (the first day of the Spring quarter). **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 Spring 2021 term.** If you are living locally or would like to plan to return to the area, the campus facilities will be available to you by appointment and in compliance with the limited capacity requirements.

The Summer quarter of 2021, assuming our ability to continue to proceed into the next phase, will constitute Phase Two in which we will plan for a hybrid course schedule (all students enrolled in the Summer 2021 quarter should plan to return to the area by Tuesday, July 6, as it is the start of the quarter), and Phase Three will begin as soon as the institution is authorized to lighten restrictions and reopen with a full campus course offering. **We anticipate offering a fully on campus schedule by Fall 2021.** If any student is unable to return to campus

before Fall 2021 quarter begins, a fully remote class schedule will still be available. In order to protect the safety of our campus and ensure our continued ability to remain open, it is highly recommended and encouraged for each member of the LACM community to become vaccinated prior to returning.

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 (please download the #CampusClear app), 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 have not been vaccinated may pose a greater risk to the campus community. With your help and compliance, we can offer the best opportunity for us to continue to move toward a full reopening in Fall 2021 and protect the members of our community as they return to campus.

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 the vaccine is fully available to every adult who seeks to take advantage.

Phase One: Remote Instruction and Limited Campus Access

Phase One of the reopening plan will commence on April 5, 2021 with limited use of the campus facilities while all classes continue to be conducted remotely.

We are very excited to be able to open the campus for rehearsals, recording sessions, and equipment use. If it remains permitted to do so, LACM will extend the opportunity to conduct final performances and recitals on campus during the finals week of June 13-18, 2021. 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 (25% facility capacity will be the maximum possible). All performances will be streamed live and students who are unable to return to campus will be given the option to participate remotely.

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. All students will be instructed in how to set appointments to enter campus, and a strict adherence to schedule and access protocols must be enforced. As there may be adjustments made to the current guidelines and access level, which we would be mandated to comply with, it is entirely optional for any student to return to make use of this limited reopening during the Spring 2021 quarter. 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 requiring 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 Spring 2021 term.

During the Spring 2021 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 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 or protocols required, they will not be permitted further campus access for the remainder of the term. A warning is not guaranteed, as each infraction will be evaluated individually. It is our sincere hope that our entire community will understand the need to comply with all protocols and guidelines, to ensure our continued use of the campus during this time.

Continued physical distancing and the wearing of a mask at all times continues to be essential to prevent 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 large social gatherings should be avoided per the mandate.

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 (email our COVID-19 task force at health@lacm.edu). This will be absolutely vital to assisting us in keeping our entire campus community safe and protected as we hopefully move closer to seeing this pandemic near completion.

Required Campus Safety Protocols for Spring 2021: (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 or proof of vaccination dated within 7 days prior to first entry to campus. 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.

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

Resources for vaccination appointments:

<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>

> All students, faculty, and campus staff must download the **#CampusClear** App (available on the Apple App Store and Google Play) and complete access health questionnaire prior to entry each day until further notice. 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 South 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 wipes 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-C 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 Summer 2021 quarter and will continue as long as deemed necessary by public health agencies. However, if case numbers continue to decline and vaccination numbers continue to increase, it is anticipated that we will be able to fully open for on-campus instruction by Fall 2021.

For Phase Two, a limited number of 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 (25% capacity currently), 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 to return to campus for the Summer 2021 quarter (due to travel restrictions internationally) 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 temporarily. All students enrolled in the Summer 2021 quarter should plan to return before Tuesday, July 6.

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.

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 anticipated for Fall 2021) with no limited capacity requirements. This restriction of access to currently enrolled students only is necessary to limit the number of individuals on campus at any one time and ensure maximum access preference be given to current students. 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 Summer 2021 term 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 of this plan. 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 at full capacity, 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, but all indications are that we will commence Phase Three for the Fall 2021 quarter. We will continue to monitor the guidelines and requirements at all government levels.

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 and the wearing of masks 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 we receive information at the level of CDC, the State of California, LA County, and the City of Pasadena, which allows us to adjust accordingly. All community members should expect to be required to maintain social distancing, the wearing of masks, and any continued safety measures deemed necessary.

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:

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

Reference Information Resources:

<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>

<https://covid19.lacounty.gov/testing/>

<https://www.cityofpasadena.net/city-manager/news-releases/city-of-pasadena-moves-into-red-tier-effective-monday-march-15/>

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_HigherEducation.pdf

<https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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

FACILITIES STAFF SAFETY AND CLEANING PROTOCOL

Prior to campus entry each day:

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

Upon entry to campus:

- > 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/>))
- > Wear mask on campus at all times
- > Sanitize workstation upon entry, using UV sanitizing wand and/or sanitizing wipes
- > Maintain a distance of 6' at all times
- > Wash hands for at least 20 seconds with soap and water, frequently throughout the day
- > Avoid touching face with hands

Throughout each day:

- > 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
- > Wipe down classroom and restroom door handles, staircase railings, frequently touched surfaces at least once per hour and always between class meetings
- > Sanitize each classroom between uses, utilizing the anti-microbial wipes. Be sure to include all equipment, chairs, projector/tv, etc.
- > 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
- > Spray and wipe restroom surfaces (faucets, flush handles, countertops) at least once per hour
- > Monitor hallways and common areas on an ongoing basis, enforcing social distancing and the wearing of masks at all times
- > Report any infractions immediately to Marco and submit an Incident Report via Populi
- > 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)
- > 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.