

## IMPORTANT INFORMATION

**First Day of Campus Access:** April 5, 2021 (Monday)

**Hours of Campus Access:** 9:30am-5pm Monday through Friday

**Campus Availability:** LACM South Only; Café and Studio will remain closed until further notice

Currently Enrolled in SP21 Students only; no Alumni or Guests until further notice

Shuttle to and from the Cadence will be provided M-F beginning 4/5 @ 9am at the Cadence and the last pickup from campus will be at 5pm.

First come first serve parking access in the LACM South parking lot. Please only park in LACM designated parking spots and not in those reserved for Goodwill or DaVita. You will be towed!

## INSTRUCTIONS TO GAIN CAMPUS ACCESS:

1. Fill out Campus Access Survey: [https://lacm.formstack.com/forms/student\\_campus\\_access\\_survey](https://lacm.formstack.com/forms/student_campus_access_survey). You will be required to upload a photo. If you do not already have a campus access badge, one will be created for you once you fill out the survey. It will be waiting for you at the LACM South entrance when you arrive. You must be wearing your Campus ID badge in order to gain entry.
2. Download Campus Clear App and answer the Symptom Checker questions prior to accessing campus each time. Make sure to use your LACM email! (See instructions below).
3. Secure negative COVID-19 test result within 7 days of accessing campus for the first time (or proof of vaccination). An updated negative test result will need to be delivered once per month for those who are not vaccinated.
4. Utilize Room Booker to make your reservation for campus use. You will be limited to a total of 6 hours on campus per day, with a limit of 2 hours per room/location. ONLY those with an advance reservation will be permitted entry. See instructions below.
5. Bring the test result or proof of vaccination when you arrive to campus. You must also be wearing your LACM badge in order to gain entry.
6. At the door, you will need to show the test result/vaccination proof and will need to also show the Campus Clear access permission. You must also have completed the Campus Access Survey in advance to be placed

on the approved list. You will have your temperature taken and if it is 100.3 or higher, you will not be permitted access.

7. You must wear a mask at all times and maintain 6' distance from others. One LACM mask will be issued upon first entry per student (but please arrive wearing a mask already) and if lost or you'd like any others, they will be available for purchase for \$5 at the student entrance.

8. You must adhere to all directional markings designed to maintain distance and you may not utilize any location that you have not reserved in advance through the Room Booker system.

9. Failing to adhere to all protocols listed above may result in your access to campus being eliminated for the remainder of the quarter.

## ROOM AVAILABILITY

### (By advance appointment only via Room Booker)

The following is a list of rooms along with total numbers of students permitted in each room at any one time. If you are arriving with a band or group of students to use one room together, one student may book the reservation but must write in the “My Memo” notes section the names of those who also be utilizing the room. If this list of names is not included, those students will not be permitted entry. When booking your appointment, you can search for a room that has the capacity needed for your band or ensemble. Please also include your requests for equipment in the notes section, so that our staff can prepare in advance.

You will be issued a wristband once cleared for entry and you must wear it the entire time you are on campus.

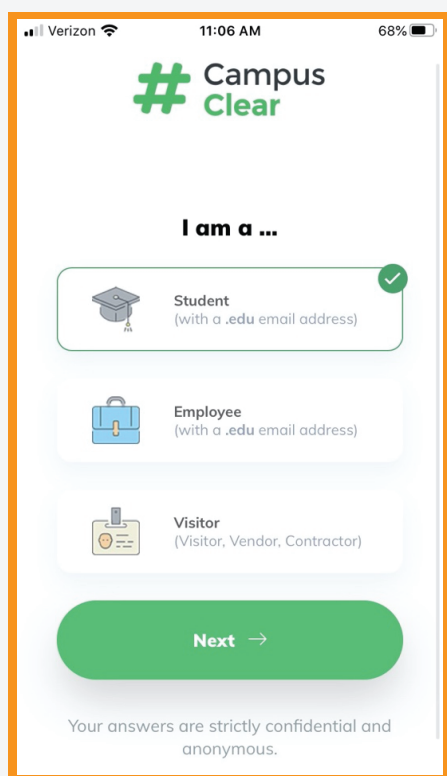
- > Total Capacity for entire LACM South Campus - 100
- > DAW/PL labs – only 1 person at a time
- > LACM South Studio – closed until further notice
- > 103/106 computer labs – maximum of 10 students per lab (you’ll be able to reserve an individual computer station in Room Booker; no walk-ins without reservations will be allowed)
- > 105 lab – 4
- > 101 – 6
- > 102 – 6
- > 104 – 6
- > 203 – 6
- > 205 – 4
- > 207 – 3
- > 218 - 3
- > PH – 4 (on stage); 20 (on floor)
- > Courtyard – open, maintain distance at all times; if too many gather in the courtyard at any time, you may be asked to disperse
- > Café – closed until further notice
- > Instruments/Equipment available for checkout at student entrance
- > Masks available for \$5 at student store

We want you to know that we are completely invested in and committed to ensuring the safety and sanitation of our campus at all times. We are sharing with you the protocols that our facilities staff will be following and we appreciate your cooperation!

## USING THE CAMPUS CLEAR SELF-SCREENING HEALTH APP (iOS, Android, website)

### DOWNLOAD APP (OR USE THE WEBSITE SCREENER) AND SET IT UP

1. Download the iOS or Android app OR on a computer, go to the website screener at <https://web.ivy.ai/app/campusclear>
2. Read through the Welcome to Campus Clear screens and follow the prompts
3. For **I am a...**, tap Student, Employee, or Visitor as applicable and tap **Next**



4. Enter your **@lacm.edu** email address and tap **Submit**

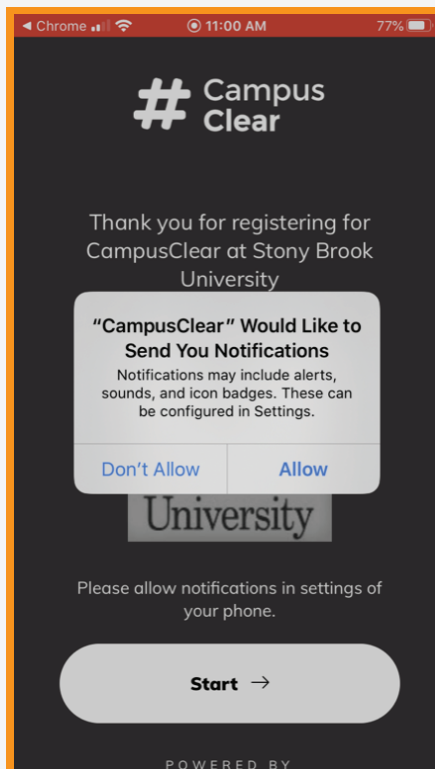
**You must use your @lacm.edu email address**

5. Check your email account for an email from the Ivy Team and tap **Confirm email**. **Outlook users, please check the Other tab within your Outlook Inbox**

6. When prompted, tap to **return to your app now**

7. If prompted to open CampusClear, tap **Open** (if the app doesn't open automatically, go to and reopen the app)

8. If prompted to allow notifications, tap **Allow**



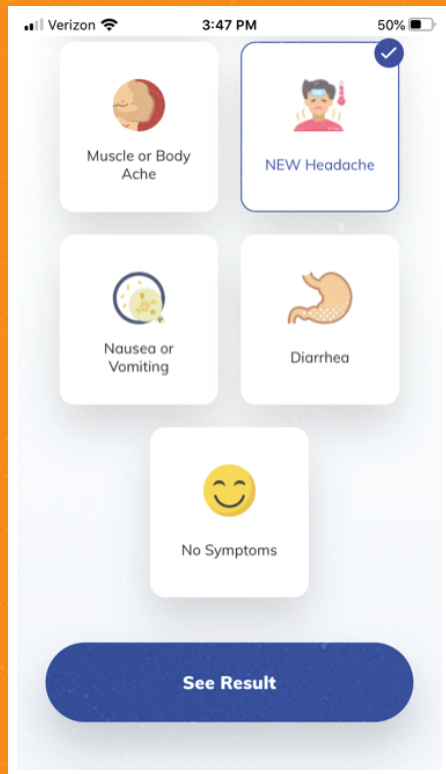


## COMPLETE DAILY SELF-SCREENING

9. Tap **Start**


10. Tap to select the icon(s) that represent how you are feeling today

11. Scroll to the bottom and tap **See Result**



12. Your result/fastpass displays. Scroll to view the complete result/message

13. If you make a mistake and need to re-do your self-screening that same day

- Tap  near the top-left corner of the result screen
- Tap **My Account**
- Tap **Logout** (or **Purge My Info & Delete My Account** if you chose the wrong status-Student, Staff, Visitor)
- Repeat from entering your email address or selecting your status as prompted (step 4 or 3 in the above section)

## SHOW RESULT FOR CAMPUS ACCESS

14. To show your fastpass result for access to an area of campus, re-open the app (or revisit the screening website (<https://web.ivy.ai/app/campusclear>) in the same browser you used for the initial screening), and the fastpass result will display\*

*(results reset every night, so complete the self-screening again if you don't see a result when you open the app)*

15. Complete the self-screening again the next time you come to campus or if the status doesn't display when you open the app

\*If you navigate from the fastpass to a link and can't get back to the fastpass, completely close the CampusClear self-screening app and then re-open it.

Campus Clear Website: <https://campusclear.com/>

For all inquiries and support using Campus Clear, please [contact iris@lacm.edu](mailto:iris@lacm.edu).

# CELCHAT'S ROOM BOOKER

**Step 1:** Follow link to the self-service room booking webpage.

<https://schedule.lacm.edu/>

**Step 2:** Select the *Room Booking* link to log in.



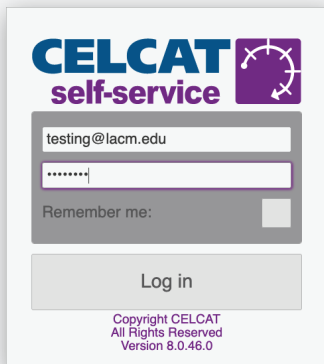
**Step 3:** Log in.

Your username is your LACM email address.

Your temporary password is:

**lacm1234**

(Must change this upon logging in)



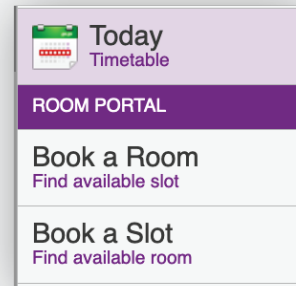
**Step 4:** Click here at the upper right-hand side of your screen.



**Step 5:** Choose an option.

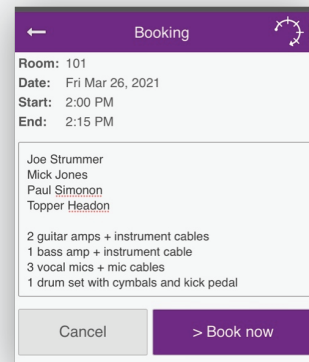
- a) *Book a Room* will show time slots in a particular room.
- b) *Book a Slot* will show rooms available in a particular time slot.

**\*\*\*TIME SELECTION IS IN 24-HOUR TIME FORMAT\*\*\***



**Step 6:** Add your guests and equipment needs.

**\*\*\*MANDATORY FOR GROUP REHEARSALS\*\*\***



\*Rooms and timeslots will not show up if they are already booked.

\*Rooms can be booked for up to 2 hours and up to one week in advance.

# 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.