



## LACM Reopening Plan - Summer & Fall 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)

05/31/2021

### INTRODUCTION:

We are pleased to remind you that we will be opening the LACM campus for hybrid instruction for the Summer 2021 term, beginning on Tuesday July 6, 2021. All students can view their schedule on Populi in order to determine how many classes will be on campus versus how many will remain via Zoom. It should be noted that not all students will be assigned to a class on campus. Due to the continued capacity restrictions and requirements for distance, we have needed to prioritize performance classes that require additional equipment. As a result, many classes will necessarily need to continue remotely at this time.

For continued updates in alignment with the State of California announcing additional restrictions to be lifted on June 15, this reopening plan may be adjusted accordingly.

<http://publichealth.lacounty.gov/phcommon/public/media/mediapubhpdetail.cfm?prid=3138>.

All students who have classes assigned on campus are able to return should make plans to do so immediately and before the start of the quarter.

If you are unable to return due to a circumstance beyond your control, you must indicate the reason when filling out the Student Campus Access Survey: [https://lacm.formstack.com/forms/student\\_campus\\_access\\_survey](https://lacm.formstack.com/forms/student_campus_access_survey). Circumstances beyond your control would include travel restrictions and the inability to secure a student visa in order to enter the US. Students with active SEVIS records and current F-1 visas should check your home country travel restrictions. New student visas are now being granted, but travel restrictions might prevent arrival before August 1st.. To research the status of your country's travel restrictions to the United States, please check the following site for ongoing updates:

<https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>.

If you are an international student, please communicate with the LACM International Office at [international@lacm.edu](mailto:international@lacm.edu) as soon as possible regarding your intended date of return and for all questions concerning your visa and travel arrangements.

ALL STUDENTS MUST FILL OUT THE STUDENT CAMPUS ACCESS SURVEY regardless of when you will return to campus, and no later than **Monday June 21 2021**. All students must also follow the Reopening Instructions cited in this document.

We intend to fully open campus for the Fall 2021 term. <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 a less restricted capacity, Los Angeles College of Music (LACM) intends to move into Phase Two of the reopening plan for the Summer 2021 term and Phase Three (full reopening) in the Fall 2021 term. 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 likely still be a need to limit capacity. For this reason, **it has been determined that the Summer 2021 term will be conducted in hybrid learning format.** All students with classes assigned to be on campus, who do not have a verified extenuating circumstance (i.e. inability to secure return visa) will be required to return by July 6. To notify LACM and verify your vaccination status, please fill out the Campus Access Survey form no later than June 21. [https://lacm.formstack.com/forms/student\\_campus\\_access\\_survey](https://lacm.formstack.com/forms/student_campus_access_survey).

LACM will expand campus access hours to 9am-9pm Monday through Friday, and 12-8pm Saturday and Sunday, for use of rehearsal and studio facilities, beginning July 6.

Should you need assistance securing housing for your return to campus, please contact [housing@lacm.edu](mailto:housing@lacm.edu). Short term housing is available at The Cadence.

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. For information on how to make an appointment to receive your vaccination, visit [www.VaccinateLACounty.com](http://www.VaccinateLACounty.com).

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. 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.

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.

## Phase One: Remote Instruction and Limited Campus Access

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

LACM will enter Phase Two beginning July 6, 2021 and all students who are able to return and have classes scheduled on campus must do so.

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](mailto: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.

## 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 (50% 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 below will 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.

## Required Campus Safety Protocols for Spring & Summer 2021:

> All students, faculty, and campus staff will be required to show proof of vaccination or negative COVID-19 test results 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.

> Any student, staff, or faculty member who is not fully vaccinated will be required to provide a weekly negative test result in order to access campus. This must be delivered by filling out this form before the start of each week: [https://lacm.formstack.com/forms/weekly\\_covid\\_19\\_test\\_results](https://lacm.formstack.com/forms/weekly_covid_19_test_results)

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

Resources for vaccination appointments: [www.VaccinateLACounty.com](http://www.VaccinateLACounty.com)

> 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. During hot days a temperature might be elevated and we ask the person to stand aside for 5 minutes. 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 have been provided on campus.

## **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 as needed, 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:**

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

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

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

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

<http://publichealth.lacounty.gov/phcommon/public/media/mediapubhpdetail.cfm?prid=3138>



# 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
- > Turn all HVAC systems to "Fan On", giving extra air circulation and filtration with installed MERV-13 air filters
- > 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