

## OVERVIEW

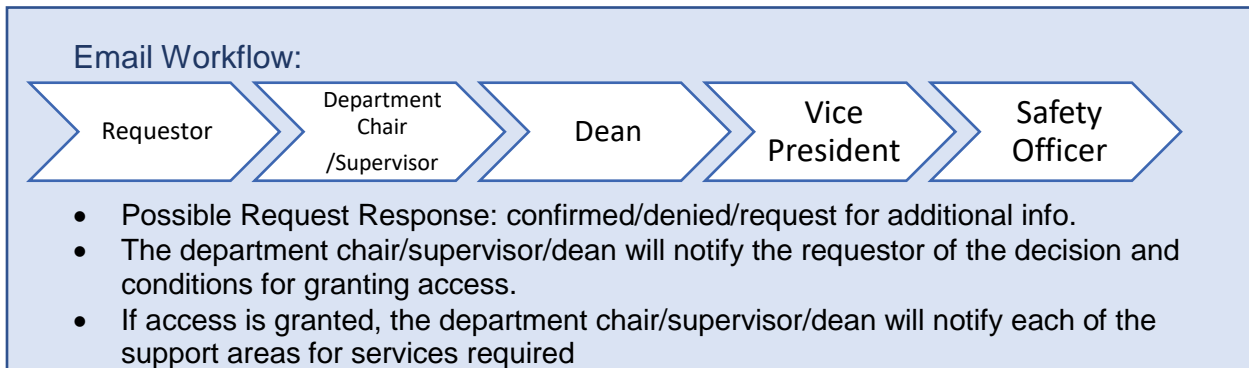
A key planning element is to identify and ensure the availability of the resources and capabilities needed to support operations. Due to the COVID-19 public health emergency, all colleges are operating under restrictive conditions. Therefore, there is limited pre-approved in-person classes/activities on campus during for Stage III.

## POLICY

All faculty, administrator, or staff member not scheduled to teach on campus in Stage 3, but who need access to their on-campus office or classroom(s) for supporting remote instruction, essential services, or other authorized in-person instruction, should comply with the instructions provided in “Protocol to Visit LACC Campus”. The initial step in protocol is to complete a “LACC Campus Access and Service Request Form” and submit it to their supervisor.

## SUPERVISOR/ADMINISTRATOR’S ROLE:

1. Ensure that once an email communication with the “LACC Campus Access and Service Request Form” is received, it is the responsibility of the supervisor to adhere to the following workflow:



2. Notify support areas: Spaces need to be cleaned/ sanitized and secured after each use.

<b>SUPPORT AREA</b>	<b>Who needs to be contacted</b>	<b>How they will be contacted. By whom?</b>	<b>How much time they need to complete the request?</b>
Campus room/facility (indicate which room(s). Custodial Support	Kahlil Harrington - Operations Robert Allen - Custodial Services	<i>Ask them</i>	<i>Ask them</i>

Additional technology needed	Huong/IT	IT Ticket (?); <i>Ask them</i>	<i>Ask them</i>
Security needed	Sheriff's Office	<i>Ask them</i>	<i>Ask them</i>
Other (Additional parking, public access)	As needed		

3. All approved access documents to be saved by the respective Dean/ Director and the campus Safety Officer.

For more LACCD information and updates on COVID-19 (Coronavirus):  
<https://www.laccd.edu/About/News/Pages/Coronavirus.aspx>.

**REPORTING PROTOCOLS FOR LACCD EMPLOYEES:** Any LACCD employee who receives a communication from another individual (employee, student, member of the public) who reports a COVID-19 incident relating to testing positive, testing positive for antibodies, suspected COVID-19 based on CDC-published symptoms, or exposure to individuals/situations of COVID-19 infection, must: Immediately report the incident to their respective College President (or Division Head as appropriate) with the student's LACCD identification number. If the individual is an employee include the full name of the employee and the employee's work location. If the communication was through email/Canvas, please forward that communication as well. For more information about LACCD COVID reporting protocols visit:  
<https://www.laccd.edu/About/News/Documents/Safety-Advisories/LACCD%20Protocols%20for%20Reporting%20COVID-19%20Exposure%20Incidents%20-%20June%205.pdf>