

Due to the COVID-19 public health emergency, all colleges are operating under restricted conditions with limited approved in-person classes for Stage III. Stage 3 conditions are in effect for the Fall semester, 2020.

If a faculty, administrator, or staff member not scheduled to teach on campus in Stage 3, but who needs 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 following LACCD policy:

<https://www.laccd.edu/About/News/Documents/Safety-Advisories/Safety%20Advisory%20-%20Faculty%20and%20Staff%20Guidance%20to%20Access%20Colleges%20or%20District%20Facilities%20Fall%202020.pdf>

LACC Procedures

Step 1 - Request to Come to Campus

1. Download the Stage 3 – Access and Resource Request form, complete and attach it to an email to your supervisor.
2. Your request will be forwarded through the approval chain and service area supervisors.
3. You will receive a follow up email when the review/ approval process is complete.

Step 2 - Before Coming to Campus (the same day of your scheduled visit)

Complete the LACCD COVID-19 Symptom Self Check

<http://laccd.edu/About/News/Pages/Self-Check-Survey-Landing.aspx>.

Step 3 - To Enter/Exit campus:

- You can enter the college from parking lot 4 on North Heliotrope Drive, or at the Sheriff's office located on North Heliotrope Drive at the breezeway of the Cesar Chavez building.
- Check-in/out with the Sheriff's office upon arrival and departure.
- Be prepared to present a picture ID.

Step 4 - While on Campus

- Time on campus should be limited to accomplishing a specific task.
- LACDPH and LACCD Safety Advisories and Protocols must be adhered to at all times, including:
 - Facial coverings .
 - Face shield (as required in a classroom setting) .
 - Disposable gloves (if requested) .
- Maintain social-distancing protocols at all times (a minimum of six (6) feet apart at all times).
 - Avoid locations and gatherings where more than 10 people are present.
 - Limit your foreseeable exposure in small enclosed areas:
 - Take stairs whenever possible. Use elevators with no more than one other person.
 - Be mindful of narrow corridors and portals; wait for others to pass.
 - Plan your routes in advance to the extent possible to avoid others.

- Restroom use should be limited to the pre-designated area only. Consider only one person at a time in restrooms, where possible.
- Keep work areas clean, including phones, desks, keyboards and other devices.
- If something must be distributed on campus, there can be no direct contact and the distributor-distribute must be at least 15 feet apart, such as one who drives up in a vehicle, pops the trunk open, and the distributor drops the pick-up in the trunk.
- If you are using equipment that is shared such as staplers or copiers, gloves are to be worn at all times.

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>

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