

TEMPORARY ACCESS PROTOCOLS THROUGH APRIL 18, 2020

Dear LACC Colleagues:

Following the “safer at home” order, we are establishing a temporary protocol that limits regular access to the campus to only those employees who are deemed [essential for business](#) continuity. However, some faculty and staff may need to get back into their offices to pick up necessary paperwork and instructional materials.

The Los Angeles Sherriff’s Department (LASD) will assist us in monitoring access. We will have LASD personnel at a designated entrance point from 7 a.m. to 5 p.m., Monday through Friday at least through April 18. We are working with our LASD team to identify where to enter and we will have more details developed by end of day, Monday, March 23, 2020.

If you are working remotely and coming to pick up or drop off items, the following protocol will be followed:

1. When you come to campus you must be checked in by LASD personnel at the entrance point.
2. You will need to identify yourself and the building you will enter entering.
3. Please limit your stay in your office to a maximum of one hour. If you must stay longer, please make arrangements with your supervisor, who will then confirm with the Sheriff’s Department. Please note that "staying longer" does not mean spending a regular work day in your office. The goal is for you to pick up your materials and immediately leave campus.
4. While you are in the building to quickly pick up materials, please refrain from using the restrooms. We are sanitizing the facilities and we do not want our custodians to have to do double the work.

Thanks for your adherence to this temporary protocol.