

Chan Division Guidelines for Returning to Campus & Accessing the Center for Health Professions (CHP) Building During the COVID - 19 Pandemic

As healthcare providers, researchers, educators, and healthcare professionals in training, it is our ethical responsibility to promote the safety of those around us during the pandemic. We have made the commitment as a Division to adhere to guidelines reflecting those established by the University, Los Angeles County, and the Centers for Disease Control and Prevention (CDC), to promote the safety of all people within our academic environment. Thus, the following guidelines must be followed by all faculty, staff, and students while on campus. For more information from the University, please visit: <https://we-are.usc.edu/>.

All individuals entering CHP must strictly adhere to the established parameters to mitigate risk to our community, including completing the vaccination requirement, the booster requirement, and completing the Trojan Check Wellness Assessment with every visit to campus. Other requirements and safety guidelines are outlined below. Please read this memo carefully, and adhere to all instructions. Updates are based on the [Provost's memo sent out to the USC community on Friday, March 4, 2022.](#)

Safety Guidelines Include:

- Students, staff, and faculty are instructed NOT to come to campus if they are feeling ill and/or have symptoms noted on the Wellness Assessment checklist.
 - Contact your instructor/supervisor by e-mail or phone if you are expected to be in class and cannot attend.
- All students, staff, and faculty are required to complete the latest version of the mandatory “Hygiene, Health, and Safety” training (due date was August 15, 2021). Trojan Check compliance will require completion of this course (even if you have already taken the earlier version) in order to provide valid entry to campus.
 - [HHS student edition](#)
 - [HHS employee edition](#)
- All students, staff, and faculty will complete the Trojan Check Wellness Assessment every day you come to campus. Students who do not pass Trojan Check will not be permitted to attend in-person classes.
- Beginning March 7, masking will no longer be required indoors in most locations on USC campuses. This includes classrooms, labs, offices, libraries, recreational facilities, dining facilities, and athletic facilities. Although masking is no longer required indoors, it remains strongly recommended. Surgical masks will still be available during check-in at the south entrance of the CHP building
 - Local, state, and federal guidance requires continued masking in health care facilities (including patient care building and testing sites) and on public transportation (including USC shuttles). Masking may also be required in certain circumstances, like in the event of an outbreak on campus.
 - Faculty/Instructors reserve the right to require masks and/or face shields during higher-risk activities, such as feeding/swallowing assessment or intervention

- Faculty, staff, and students in clinical settings should follow guidance for health care settings as determined by the facility
- Faculty and staff wishing to obtain N95 respirators for voluntary use, please ask for a supply from the receptionist in the CHP 133 main office at the front desk.
 - You are responsible for viewing this video on donning and doffing the N95 respirator: <https://youtu.be/RWaRZDWVGcs>
- Students interested in wearing N95 respirators can purchase them at cost at the Bookstore on UPC and HSC campuses or by using their USC Card via the USC Bookstore PPE Portal ([register here](#)).
- As of March 1, students who are up-to-date on their vaccinations (fully vaccinated; and have received a booster if currently eligible) are no longer required to test weekly.
- Unvaccinated or partially vaccinated students, faculty, and staff are required to complete ongoing testing every 72 hours in accordance with public health guidelines.
- Students who are vaccinated but have not received their booster vaccine when eligible are required to test twice per week.
- Staff and faculty who are vaccinated but have not received their booster vaccine when eligible are required to test once per week.
- The [USC Pop](#) Testing program is available for students, faculty, and university staff; please schedule through [MySHR](#).
- **Returning to Campus After Spring Break:**
 - All students are encouraged to pick up a [take-home antigen testing kit with instructions before returning to classes](#) from spring break.
 - All students must complete an antigen test 24-hours before returning to campus from spring break
 - All students who travel for spring break must follow-up with Pop Testing 3-5 days after travel.
 - Faculty and staff who will travel during the spring break should also test 3-5 days after travel and consider using an [antigen test](#) before returning to campus.
 - If you are traveling, please remember that masking is required on public transportation and that hand hygiene remains strongly recommended as an ongoing infection prevention measure.
 - If you are an international traveler, you should test within 24 hours after arrival to the United States.
 - If you are unvaccinated:
 - Get tested 1-3 days before travel, and 3-5 days after travel
 - After travel, self-quarantine for 7 days, no matter what your test results were, per the [State of California Public Health guidance](#).
 - If you are vaccinated:
 - After travel, self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

- You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months.

Immunizations & Vaccinations

- All USC students will be required to complete their required immunizations, including influenza
 - <https://studenthealth.usc.edu/immunizations/>
- If an individual has received a COVID vaccination (either first dose, or both doses), current safety protocols must continue to be followed, until additional changes in recommendations from the CDC or Los Angeles Department of Public Health (LADPH) indicate otherwise.
- Keep up with the current factual evidence on vaccines at: <http://coronavirus.usc.edu/>
- International students should refer to the [latest travel guidance](#) for information specific to their situation, including quarantine requirements. In addition to the FDA-approved vaccines, USC recognizes [WHO-approved vaccines to fulfill the requirements](#).
- For Pop Testing frequently asked questions:
<https://studenthealth.usc.edu/poptestingquestions/>
- To schedule an appointment for Pop Testing 3.0:
<https://studenthealth.usc.edu/pop-testinghours-and-locations/>
- To upload test results to USC Student Health:
<https://studenthealth.usc.edu/uploadinginstructions/>

COVID-19 Vaccine Policy

- Compliance with the University's COVID-19 [vaccine policy](#) is mandatory. Faculty, staff, and students are required to update their vaccination and booster status in [MySHR](#). If you have received a vaccination at any USC Pharmacy, healthcare facility, or clinic, submission of vaccination should automatically be entered into MySHR.
- The University requires booster doses for all students, faculty and staff. If you are currently eligible, you should arrange to receive a booster.
 - If you completed the booster outside of the USC, please upload the documentation into your [mySHR](#) record.
 - Faculty and staff who are working on campus and are eligible for a booster but have not yet received one are required to test weekly.
- Any unvaccinated person, including those with an approved religious or medical exemption, will be subject to additional requirements, and to participate in regular testing.
- A religious or medical exemption form must be completed by a faculty member, staff, or student, and submitted to [MySHR](#). Please allow 14 days for your religious or medical exemption form to be reviewed and approved.
 - [Religious](#) Exemption for Required COVID-19 Vaccination
 - Medical [Exemption](#) Request for Required COVID-19 Vaccination
- All medical information submitted for the COVID-19 Vaccination Program will be kept in a separate confidential file.

If a Person Tests Positive for COVID

- Call the COVID-19 hotline at 213-740-6291 or email covid19@usc.edu if you test positive
 - The COVID-19 Hotline operates 7 days/week.
 - Contact tracing will be initiated
 - Individual will provide their 10-digit USC ID number, date of birth, and mobile number to healthcare provider representative from USC
 - Contract trace case interviewers are available in English and Spanish
 - University can arrange for isolation accommodations for those who test positive for COVID or who have been exposed to someone who tested positive for COVID
 - Arrangements are made following a medical evaluation from a USC Student Health provider.
 - Costs are the responsibility of the employee except in cases where transmission is due to a workplace exposure.
 - If you test positive for COVID, you may be advised by USC Student Health that you can return to campus on Day 6 if symptoms are improving, you have been fever-free for 24 hours, AND a specific diagnostic testing (antigen, NAAT, or LAMP, if available) is negative. You must continue to exercise caution and wear a well-fitted mask for 10 days and monitor for symptoms for the full duration. See [chart for updated quarantine and isolation requirements](#). The revised [isolation period](#) is a minimum of 5 days from onset of symptoms.
 - Upload a photo or scan the results into [MySHR](#) and complete the contact tracing form
 - Uploading your positive result, or a photo of your home testing kit results, and completing the contact tracing form will automatically exempt you from surveillance testing for 90 days, once reviewed. This ensures your Trojan Check will permit you to access campus.
 - Helpful Links:
 - [Post COVID-19 Diagnosis and Recovery](#)
 - [Isolation instructions from LADPH](#)
- Individuals who have tested positive for COVID-19 should not take a COVID test within 90 days of their positive test, and are automatically exempted from the testing requirement if their testing is through USC Student Health. If you have results that are from outside of USC Student Health, please upload them to [MySHR](#) .
 - If you cannot re-test due to a previous COVID-19 infection, please obtain a “90 day exemption” letter from your health care provider.
- If you receive a contact-tracing email notification from USC Student Health that you are believed to have had a COVID-19 exposure, you are recommended to test even if you are fully vaccinated.
 - Vaccinated individuals do not have to quarantine and may go to work, class, and other activities if they do not have any symptoms.
 - Unvaccinated (including not fully vaccinated individuals) should quarantine and test

Hygiene, Personal Protective Equipment, and Cleaning/Disinfecting

- If bodily fluids or open wounds will be managed, a surgical mask, face shield, gown, and gloves must be worn.
 - For more information please see the USC Environmental Health and Safety Guidelines at <https://ehs.usc.edu/files/COVID-19-Surgical-Mask-Use-Quick-Guide-final.pdf>
 - Training on how to properly use face coverings and/or PPE is available on the Environmental Health and Safety website: [EH&S website](#).
- All students, staff, faculty, and visitors should wash and sanitize their hands frequently per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
 - There will be bottles of hand sanitizer in each classroom at the podium
 - There are wall-mounted hand sanitizers outside of the classrooms and in the hallway leading into the classrooms
- Restrooms will be cleaned in alignment with the Environmental Protection Agency (EPA) and CDC guidelines:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Classrooms/learning spaces will be cleaned frequently, including at a minimum daily cleaning (including mats, plinths, chairs, armrests, door knobs...).
 - Cleaning will be completed in between lab/class sessions and schedules will be modified to allow for a minimum of 20-60 minutes between lab sessions for cleaning of the room, depending on room size.
 - Disinfectants registered by the EPA will be used to disinfect all surfaces that could be contaminated through touch or respiratory droplets.
 - EPA-registered disinfectant specific for use against SARS-CoV-2 (the virus that causes COVID-19) can be found here: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
 - Hospital-grade sanitized linen will be provided for use by students when needed in lab simulations.
- If using the computer/technology in the CHP classrooms, all faculty, staff, and students will use the cleaning (Clorox) wipes before and after handling the keyboard/screens.
 - There will be a box/canister of wipes at each podium
 - There will also be a keyboard protector at each computer
- In the CHP Patio area, all students, staff, faculty, and/or visitors will adhere to posted signage.
- Individuals will report anyone who is not adhering to these guidelines while on campus.

When Entering the CHP Building for Scheduled In-Person Class:

- Enter the CHP building through the South Main Entrance door (double doors facing Zilkha/Broad Lawn) as the primary entrance to the building. Exit through the west-facing door closest to CHP room 113.
- A screener will greet you at the double doors in the CHP lobby and do the following:

- Verify that the Trojan Check Wellness Assessment/QR code is valid for that day. A QR code reader will be used to scan each student's Trojan Check to prevent sharing of snapshots/screenshots of the QR code image.
- Provide a Wellness Assessment sticker (with the printed date on the sticker) to each person who is cleared to enter the building.
- If there is no screener at the door, please report to the main OT office (CHP 133). You will be screened and given a Wellness Assessment there and receive a sticker.
- Faculty and staff will scan classrooms to ensure students are cleared.

Faculty and Staff Responsibilities While Working in CHP:

- Follow the above guidelines.
- Use disinfectant wipes to clean microwave and photocopier control pads/panels before and after each use
- Faculty have permission to ask a student to leave if these guidelines are not being followed.

Student Responsibilities While Learning in CHP:

- Follow University signage regarding health and safety requirements on campus.
- Follow USC guidelines listed at <https://we-are.usc.edu/2020/08/07/8-7-behavioralexpectations-for-students/> and briefly outlined below for your review.

If the University receives a report of students and student organizations who are not complying with these measures, or otherwise behaving in a way that poses intentional or unintentional health risks to the larger community, these individuals and organizations will be held accountable in the following ways:

- Students may be barred from accessing University premises for the rest of the semester.
- Tuition refunds will not be granted to students whose coursework is affected as a result.
- To the extent failure to comply with this guidance constitutes a violation of the University's Student Code of Conduct, students may be subject to disciplinary sanctions, including probation, suspension or expulsion, and student organizations may lose their recognition.
- If the failure to comply with this guidance also implicates County or City rules, students may be, separately, found responsible by government authorities, and subject to monetary fines.

Community Mentors, Patient Models, and Classroom Visitors' Responsibilities While Interacting at CHP:

- Community mentors, patient models, and scheduled classroom guests will need approval to come to campus.
- Guests are expected to read the updated "Health, Hygiene, and Safety" document prior to completing the Trojan Check Wellness Assessment using the following link: <https://trojancheck.usc.edu/login#/consent>.
- Visitors are required to show proof of vaccination or a negative COVID-19 test.

- Community mentors, patient models, and scheduled classroom guests must show the course instructor (or screener in the CHP lobby) the completed Trojan Check Wellness Assessment/QR access code upon entering into the classroom/building

We expect all students, staff, faculty, and scheduled classroom guests to follow all guidance issued by USC for safely returning to campus. The public health situation continues to evolve rapidly, and although we will do our best to send updates as quickly as we have them, everyone should monitor the University and Los Angeles County websites and adhere to policies and guidelines provided. Please commit to protecting yourself, your peers, your clients, and the entire Trojan Community. Thank you for your cooperation and care for our Chan Community.

For additional information and quick reference:

- <https://we-are.usc.edu/phases-and-guidelines/phases/> (USC is currently in Phase 5)
- *Resources at USC:*
 - USC's Project Restart: <https://coronavirus.usc.edu/campus-information/project-restart/>
 - USC's Research Ramp-Up Website: <https://research.usc.edu/coronavirus/>
 - USC Environmental Health and Safety Website: <https://ehs.usc.edu/>
- *Other Resources - Local, State and National*
 - California COVID-19 Website: <https://covid19.ca.gov/>
 - Safer LA: <https://corona-virus.la/SaferLA>
 - City of Los Angeles Coronavirus Site: <https://corona-virus.la/>
 - CDC's COVID-19 Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - CDC's Guidelines for Higher Education: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
 - AOTA: <https://www.aota.org/Practice/Health-Wellness/COVID19/decision-guides.aspx>