



# Institutional Requirements for WesternU

Updated as of 5-13-2022 with changes highlighted in **YELLOW**.

## CAMPUS GUIDANCE

These guidelines may change based on future local, state, or federal guidance or in response to community outbreaks.

### Mandatory Annual Training for All Students and Employees

All employees and students must complete the **COVID-19 Infection Prevention and Control (IPC) training** each year.

#### NON-CLINICAL

#### CLINICAL/PATIENT CARE SETTINGS

#### Face Coverings



##### Indoors:

Required for all, regardless of vaccination status.

##### Outdoors:

Masking outdoors is optional with limited exceptions for those under isolation or quarantine orders.

Required indoors for all, regardless of vaccination status.

N95s or other PPE usage will be determined by the patient care setting as needed.

**Please Note:** Medical-grade surgical masks or N95 respirators are **required** for all individuals while indoors or in patient care delivery areas. Cloth masks alone are not acceptable but may be worn *over* a medical-grade surgical mask or N95 respirator.

*For more detailed mask information, please see [page 4](#).*

#### Daily Screening Survey



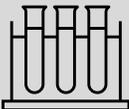
Required for all employees, students and vendors or visitors. Must be completed via **Qualtrics** each day prior to arriving on campus. You must receive the green "PASS" screen prior to arriving on campus.

**If you are experiencing symptoms, please stay home and get tested.**

Additional guidance can be found [here](#).

You can also contact [COVIDTracing@westernu.edu](mailto:COVIDTracing@westernu.edu) for assistance.

#### Testing



**COVID-19 testing is available on both campuses for all students and employees.**

If you are experiencing **symptoms** or have had a known **COVID-19 exposure**, you **must** receive a COVID-19 test before coming to campus.

If you test positive, you must begin self-isolation **for at least 5 days** and submit a **COVID-19 Report Survey**.

If you end isolation before the full 10-day period, you **MUST** submit a **time/date stamped COVID-19 test here**. Please contact [COVIDTracing@westernu.edu](mailto:COVIDTracing@westernu.edu) for assistance.

Visit the [COVID-19 Testing webpage](#) for current testing information.

\*\*Surveillance testing may be required by individual colleges, departments, or clinical sites. Please follow this guidance if provided to you.

**Healthcare workers in the state of California who are not "up-to-date" with their COVID-19 vaccine, must continue to participate in weekly surveillance testing until further notice.**



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## Mandatory Training for All Students and Employees

All employees and students must complete the **revised Infection Prevention and Control (IPC) training** related to COVID-19, as well as take and pass the quiz.

Upon passing the quiz, a certificate can be generated showing you have completed this mandatory training. Save it, as you may need to provide a copy to your supervisor or college.

## Physical Distancing

Physical distancing and room capacity limits are no longer required on campus, with limited exceptions in patient care areas, break rooms or designated eating areas, or in the event of COVID-19 outbreaks.

**Clinical Settings/Patient Care Areas:** Physical distancing will continue in waiting rooms/common areas and seating will be arranged such that patients/visitors can sit at least 6 feet apart, as recommended by public health authorities.

See [Workplace Guidance for Employees](#) for more information about sharing offices, breakrooms, meetings, etc.

## Visitors and Vendors

Visitors and Vendors coming to a WesternU campus or affiliated site must:

- Complete the [Daily Screening Survey](#) each day they visit campus.
- Comply with the current [University Mask Mandate](#).
- Provide proof of COVID-19 vaccine or negative COVID-19 test to the operating unit.
- See the [Vaccine Verification Guide](#) and the [Test Verification Guide](#) for step-by-step instructions on verifying proof.
  - Testing must be performed within the last 2 days (if PCR/NAAT) or 1 day (if antigen).



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## University Mask Mandate

**Please Note:** The **University Mask Mandate** information applies to the entire WesternU community and remains in effect until further notice. Individual colleges or departments may opt to have a more stringent mask-related policy.

### WesternU Mask Requirements

WesternU's **University Mask Mandate** applies to all individuals. The wearing of an appropriate mask to reduce the possibility of COVID-19 transmission is required when inside any building on campus and everyone must comply with the following conditions:

- Medical-grade, surgical masks or N95 respirators are **required** for all individuals while indoors on campus. Cloth masks alone are not acceptable but may be worn over a medical-grade surgical mask or N95 respirator. N95s or other PPE usage may be determined by your college, department, or patient care setting as needed. You must comply with any additional PPE requirements that are communicated to you.
- Masks are now optional while outdoors, unless required for those under **quarantine or isolation orders**.
- N95 respirator masks are available to all students, faculty, and staff members when requested for campus or clinical usage. Please contact your college or department to obtain a mask. Guidance on reusing N95 masks can be found [here](#). **How to Properly Put on and take off a Disposable Respirator**.
- Masks must cover the nose, mouth, and chin.
- Masks are required whenever two or more individuals are present in the same room or within 6-feet of each other.
- The use of NIOSH approved N95 respirators, or equivalent masks, is **strongly encouraged** in the following situations:
  - All unvaccinated individuals while on campus and indoors.
  - All individuals regardless of vaccination status participating in hands-on curricular activities and/or labs.
  - Acceptable alternatives to NIOSH approved N95 respirators are international equivalents such as FFP2, KN95 and KF94 masks.
  - Masks with valves are not acceptable.
- Patient care areas will follow their own established respiratory protection program guidelines.
- An individual requesting an exemption from mask wearing on campus or an accommodation related to masking requirements must submit documentation to the appropriate department (Center for Disability and Health Policy [CDHP] for students, Human Resources for employees) and must remain in compliance with the university's written policy until an exemption or accommodation is approved.
  - For those who may be hearing impaired, accommodations will be provided upon request from CDHP (Students) or Human Resources (Employees).



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## Eating and Drinking

### WesternU Onsite Eating and Drinking

***Eating and Drinking*** is allowed in group settings; however, it is recommended to maintain as much physical distancing as possible while eating.

**Please Note:** If food will be provided at a university event, physical distancing should be provided to persons who feel it necessary.

- Eating and drinking in a private office of single occupancy (including small group/breakout rooms) with the door closed is also allowed if the individual is alone.
- Be sure to wipe down all areas you touch and whenever possible do not eat with other people sitting directly across from you, as this could increase your risk of exposure while eating.

## Personal Protective Equipment (PPE)

To ensure the University has sufficient PPE supplies, the following process has been established and will be in place until further notice:

- Individual colleges/departments have a designated contact person and back up for PPE requests.
- The approved contact person may submit a [PPE Request form](#), which is then automatically routed to EH&S.
- Face masks and N95 respirators will be made available to all students, faculty, and staff members when requested for campus or clinical usage; however, the use of the N95 mask in non-clinical settings is optional unless otherwise directed. Please have your college or department's PPE contact person email [EHS@westernu.edu](mailto:EHS@westernu.edu) to request an N95 for campus or clinical usage.

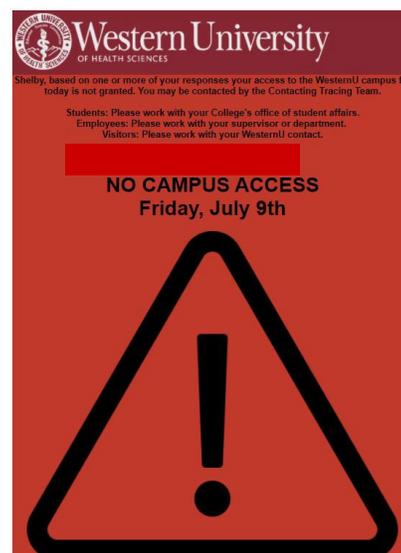
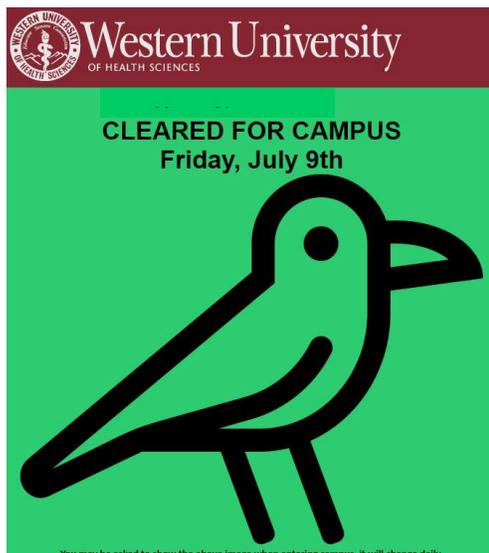


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## Daily Screening Survey

- **All employees, students, vendors, and visitors must** complete the Daily [Qualtrics Screening Survey](#) and be cleared before coming to campus.
- **Must be completed via Qualtrics each day prior to arriving on campus. You must receive the green “PASS” screen prior to arriving on campus.**
  - If you made an error on the survey, you may retake and correct your responses.
  - If you have been exposed to a known COVID-19 case, please follow the [exposure guidance](#).
  - If you are experiencing a recent onset of COVID-19 symptoms, regardless of vaccination status, you should stay home until your symptoms improve and follow the [symptoms guidance](#).
- Patient care areas may verbally ask patients screening questions when they arrive to the patient care area.
- The Daily Screening Survey can be accessed through the LiveSafe app, from the [WesternU COVID-19 Information page](#), or using this [direct link](#).
  - [Read more about the LiveSafe app and how to download it.](#)
  - [Read more information on how to fill out the Daily Screening Survey.](#)





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## Isolation and Quarantine Protocols

Please contact [COVIDTracing@westernu.edu](mailto:COVIDTracing@westernu.edu) if you have any questions about exposures, symptoms, or positive test results. Healthcare personnel should follow [Infection Prevention Guidance for Healthcare Personnel](#).

## Symptoms

If a person has **symptoms** of COVID-19 get a COVID-19 test\* right away and stay home<sup>1</sup>.

- If you test positive for COVID-19 or a doctor tells you that you have COVID-19, follow the [Isolation Instructions for People with COVID-19](#) below.
- If you test negative for COVID-19 or your doctor says you do not have COVID-19, stay home until you have been fever-free without the help of medicines for at least 24 hours.

\*If you tested positive for COVID-19 less than 90 days ago, you may return to campus once your symptoms improve without testing.

If you were exposed to a known COVID-19 positive case, you must follow the [exposure guidance](#) listed below.

## Isolation Instructions for People with COVID-19

If you have COVID-19, you must<sup>2</sup>:

- Submit a [COVID-19 Report Survey](#),
- Begin isolation,
- Wear a mask indoors and outdoors for 10 days, and
- Tell your [close contacts](#) that they could be infected.

Submitting the [COVID-19 Report Survey](#) will initiate the contact tracing process and you will receive guidance regarding isolation, testing, and other return-to-campus instructions. Please notify your supervisor and/or faculty/college that you will not be allowed on campus. Employees can contact Human Resources ([HR@westernu.edu](mailto:HR@westernu.edu)) for questions about time off and COVID-19 leave benefits.

**You must isolate off campus for at least 5 days** and should wear a highly protective mask around others, even in your own home. You may end isolation after Day 5 **ONLY** if you follow the guidance below for [ending isolation](#).

Students who are on clinical rotations may follow guidance provided from your clinical site to return. This may include a shorter isolation period as directed by state and local public health authorities.

See next page for instructions to [end isolation](#).

<sup>1</sup> LACDPH, [COVID-19: Learn About Symptoms & What To Do If You Are Sick](#) (2/15/22)

<sup>2</sup> LACDPH, [Instructions for People with COVID-19](#)



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## Ending Isolation

<p><b>If you have symptoms and test positive for COVID-19</b></p> <p><i>Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.</i></p>	<p><b>If you test positive for COVID-19 and you never develop symptoms</b></p> <p><i>Day 0 is your first day you test positive for COVID-19. Day 1 is the first full day after your first positive test.</i></p>
<p><b>Isolation can end after Day 5 ONLY if <u>all</u> of the following criteria are met:</b></p> <ul style="list-style-type: none"> <li>You have a negative COVID-19 test** that was collected on day 5 or later <b>and</b></li> <li>You have not had a fever for at least 24 hours without the use of fever-reducing medicine <b>and</b></li> <li>Your symptoms are improving <b>and</b></li> <li>You contact <a href="mailto:COVIDTracing@westernu.edu">COVIDTracing@westernu.edu</a> for guidance to end isolation early.</li> </ul> <p>-OR-</p> <p><b>Isolation can end after Day 10 if <u>both</u> of these criteria are met:</b></p> <ul style="list-style-type: none"> <li>You have not had a fever for at least 24 hours <b>and</b></li> <li>Your symptoms are improving</li> </ul>	<p><b>Isolation can end after Day 5 if:</b></p> <ul style="list-style-type: none"> <li>You have a negative COVID-19 test** collected on day 5 or later, <b>and</b></li> <li>You never got symptoms of COVID-19 <b>and</b></li> <li>You contact <a href="mailto:COVIDTracing@westernu.edu">COVIDTracing@westernu.edu</a> for guidance to end isolation early.</li> </ul> <p>-OR-</p> <p><b>Isolation can end after Day 10 if:</b></p> <ul style="list-style-type: none"> <li>You never got symptoms of COVID-19.</li> </ul> <p><b>Important:</b> if you develop symptoms, you must follow the ending isolation instructions for persons with symptoms. Your new Day 0 is the day your symptoms began. See above.</p>
<p>**The test must be an <b>FDA-authorized</b> COVID-19 viral test such as an antigen or NAAT/PCR test. <u>An antigen test is preferred.</u></p> <p><b>Self-tests are acceptable, but must be submitted <u>here</u> with a time and date stamped photograph.</b> For more information, please contact <a href="mailto:COVIDTracing@westernu.edu">COVIDTracing@westernu.edu</a> .</p> <p><b>Please Note:</b> Employers may require their employees/contractors to complete the full 10 days of isolation before returning to in-person work. Employees should discuss returning to work with their employer.</p>	



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## Quarantine and Other Instructions for Close Contacts

### What is a Close Contact?

You are a “close contact” if you shared the same indoor airspace with someone with COVID-19 for a total of 15 minutes or more over a 24-hour period while they were infectious.

### Instructions for Close Contacts<sup>3</sup>

<b>If you are exposed to someone with COVID-19 , regardless of your vaccination status:</b>
<p><b>You do not need to quarantine if you are ASYMPTOMATIC, but must:</b></p> <ul style="list-style-type: none"> <li>• Wear a highly protective mask indoors and outdoors around others for 10 days.</li> <li>• Get tested* 3-5 days after you were last exposed. <ul style="list-style-type: none"> <li>○ If you test positive, stay home and follow <b>isolation instructions</b>.</li> </ul> </li> <li>• Monitor your health for 10 days. <ul style="list-style-type: none"> <li>○ If symptoms develop, stay home and get tested.</li> </ul> </li> </ul>
<p><b>*Note:</b> Day 0 is the day of your last contact (exposure) with the infected person. Day 1 is the first full day after your last exposure.</p> <p>*The test should be an <b>FDA-authorized</b> COVID-19 viral test such as an antigen or NAAT/PCR test. Self-tests are acceptable, but must be submitted <b>here</b> with a time and date stamped photograph. For more information, please contact <b>COVIDTracing@westernu.edu</b> .</p> <p><b>If you work in a healthcare setting</b>, you must follow the guidance below:  <b>California:</b> <b><u>Work Restrictions for Asymptomatic Healthcare Personnel with Exposures.</u></b>  <b>Oregon:</b> <b><u>Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure</u></b></p> <p><b>Students on clinical rotations</b> must follow any requirements from their sites.</p>

<sup>3</sup> LACDPH, [Quarantine and Other Instructions for Close Contacts](#)  
Updated: 05/13/2022



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## COVID-19 Vaccination Program Policy

- WesternU's **COVID-19 Vaccination Program Policy** requires that **all** faculty, staff, residents, trainees, and students are to be fully vaccinated\* against COVID-19 **and** up to date\*\* including booster(s), subject to limited exemptions discussed within the policy, **regardless of whether they are on-site, or attending class**.
- Documentation, including a COVID-19 vaccine record with booster dose, or approved exemption form, must be submitted to [stu-emphealth@westernu.edu](mailto:stu-emphealth@westernu.edu).
- Please refer to the **CDC COVID-19 Vaccine Boosters** for current recommendations. WesternU FAQs are available [here](#).
- If you are not yet eligible for the booster dose based on the current CDC recommendations, you will need to be in compliance within 15 days of becoming eligible.
- This is in alignment with requirements and/or recommendations from state and local public health authorities to mandate COVID-19 vaccination and boosters for health care workers, staff, and students.

## Exemption Forms

- [COVID-19 Vaccination Medical or Disability Exemption Form](#)
- [COVID-19 Vaccination Religious Exception Form](#)
- [COVID-19 Vaccination Pregnancy Deferral Form](#)
- [Post Covid-19 Infection Booster Deferral Request](#)

## Verification of COVID-19 Vaccination or Declination

Submit a photo of your vaccine card and email it to [stu-emphealth@westernu.edu](mailto:stu-emphealth@westernu.edu). In the subject line, write COVID Vaccine.

- Students, please include COVID-19 vaccine and your college and class year in the subject line.
- Employees, please include COVID-19 vaccine and your department in the subject line.

## COVID-19 Vaccine Definitions

\*You are considered **fully vaccinated** against COVID-19 2 weeks after:

- You got a Johnson & Johnson (J&J)/Janssen COVID-19 vaccine, or
- You got a second dose of a Pfizer or Moderna COVID-19 vaccine, or
- You finished a COVID-19 **vaccine series** that has been listed for emergency use by the World Health Organization.

\*\*You are considered **"up-to-date"** if you have received 3 doses of the Pfizer or Moderna COVID-19 vaccine, and Johnson & Johnson recipients should receive a second dose, preferably of Moderna or Pfizer.

CDPH, [Health Care Worker Vaccine Requirement](#) (2/22/22)



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## COVID-19 Testing

- COVID-19 Testing is available on both campuses for students and employees. Additional information regarding COVID-19 testing on campus can be found [here](#), including current hours of operation, testing locations, and current [WesternU COVID-19 Testing Policy](#).
- Off-campus and self-administered home test results can be reported [here](#).
- **Please Note:** If you test positive, you **must** begin [self-isolation](#) at home and submit a [COVID-19 Report Survey](#).

## Mandatory Surveillance Testing

**ALL healthcare workers in California** who are **not** **“up to date”** with their COVID-19 vaccine **and** booster will need to continue participating in weekly testing when coming to campus, for any reason (and for any length of time). Please refer to [previous page](#) for definition of “up to date” and booster eligibility.

- **Starting Monday May 16th, 2022, weekly surveillance testing is no longer required for students and employees who are not designated healthcare workers in California. Students on clinical rotations may be required to test per the requirements of their clinical site. Please contact your clinical rotation site for more information.**
- Your proof of [COVID-19 vaccine and booster](#) **must** be on file with Student-Employee Health Office (SEHO).
- For more information about testing, please refer to the [WesternU COVID-19 Testing Policy](#). This is in alignment with requirements and/or recommendations from state and local public health authorities to require testing for health care workers, students, and staff who are not up to date with their COVID vaccination status.<sup>4,5</sup>

## Off-Campus Testing

- If you are unable to come to campus for testing, you can go to one of the links below to find a testing center near you.
  - Pomona Campus: <https://covid19.lacounty.gov/testing/>
  - Oregon Campus: <https://govstatus.egov.com/or-oha-covid-19-testing>
  - All COVID-19 weekly surveillance tests conducted off-campus, **must** be reported [here](#) and include the test report with your full name and date of collection.

<sup>4</sup> CDPH, [Health Care Worker Vaccine Requirement](#) (2/22/22)

<sup>5</sup> LACDPH, [Guidance for Institutions of Higher Education Requirements and Best Practices](#) (3/11/22)



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## Travel Guidance

Follow the CDC [Domestic](#) and [International](#) Travel Guidance. **Delay travel until you are up to date with your COVID-19 vaccines.** Do NOT travel if you were **exposed to COVID-19, you are sick, you test positive for COVID-19**, or you are waiting for results of a COVID-19 test.

For information related to travel in general, check your airline's website to see what they require you to do or provide in order to fly, then go to [Travel in the US](#) or [After Travel Precautions](#). All travelers are advised to closely monitor the [US State Department Travel Advisories](#) website for any travel restrictions and the [local public health requirements](#) for returning to work or school around the anticipated travel dates. (See [Travel Advisory and Guidance](#) for LA County. Oregon follows CDC guidelines.)

## Domestic and International Travel

### Employees

- University-related travel is permitted in the US and internationally provided that the University's usual travel policies and authorization processes are followed. University business travel would include conferences, training, travel to and from any WesternU location (including travel between the Lebanon and Pomona campuses), and meetings.
- If your travel is not approved, the university will not be responsible for reimbursing any expenses should you still choose to go as it will not be university sanctioned travel.

### Students

Students whose clinical rotation schedules require traveling out of the area around the campus or out of state, are advised to check the COVID-19 infection rate and adhere to all infection prevention and control measures for the area where they will be going.

## International Travel Considerations for all Travelers

- Border closures could occur in other countries with little notice.
- Purchasing travel insurance should be considered when traveling internationally.
- Contingency plans should be made in advance if a traveler is not able to return due to a positive COVID-19 test.
  - Employees should ensure that their supervisor and department head are aware of the travel plan and that adequate coverage can be provided in the event they are not able to return to work on the expected date and time.
  - Students should be referred to their rotation coordinators for scheduling of international travel and any scheduling interruptions or academic implications.



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## Activities and Events

All co-curricular events require CRT review and approval. These requests will be reviewed on case-by-case basis and decision factors will include current COVID-19 infection rates and federal, state, county, and local health, and safety mandates. All University COVID-19 related information and updates can be found on the [WesternU Coronavirus Information website](#).

If possible, please consider shifting all co-curricular activities (especially regularly occurring events like general club meetings) to virtual/online platforms to help reduce the risk of COVID-19 transmission within our communities.

All off-campus, student-organized co-curricular (club/SGA) activities no longer require CRT review and approval. As we all know, now almost two years into the pandemic, the situation is always fluid and if requirements change a communication will be sent. **Please Note:** Until further notice, the CRT will continue to review and approve submitted Activity Questionnaires for on-campus events. Student co-curricular on-campus activities must first go through University Student Affairs.

### University Student Affairs Co-Curricular Activity Chart: Updated February 2022

All CRT Activity Questionnaires must be submitted to [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) - do not submit directly to CRT.

Activity	Requirements to Organize
<p><b>Virtual co-curricular activity</b></p> <p><i>Example: Virtual guest speaker or online fundraising.</i></p>	<p>Submit an event reservation form: <a href="#">Pomona Club Presidents</a>   <a href="#">Lebanon Club Presidents</a>. This will assist USA and COMP-Northwest OSA in supporting your event with any necessary requests or documentation.</p>
<p><b>Non-clinical off-campus, in-person activity</b></p> <p><i>Including but not limited to: Volunteering at a local shelter, tutoring at a K-12 school</i></p>	<p><b>No need to submit CRT Activity Form if event is after March 1<sup>st</sup>.</b></p> <ol style="list-style-type: none"> <li>1. You are required to follow the venue and <a href="#">Institutional Requirements for WesternU</a> guidelines.</li> <li>2. Please keep a WesternU attendee list in case contact tracing is needed.</li> </ol>
<p><b>Clinical off-campus, in-person activity</b></p> <p><i>Including but not limited to: Health screening event like a vaccine clinic, health fair, or sports physical event.</i></p>	<p><b>No need to submit CRT Activity Form if event is after March 1<sup>st</sup>.</b></p> <ol style="list-style-type: none"> <li>1. Pomona students: Please email <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a> to schedule a 30-minute Zoom appointment with Christy Ho or Jessica Kersey. There is a protocol and required paperwork for off-campus clinical events. This meeting must be held at least <b>four weeks</b> before the scheduled event date.</li> </ol>



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	<ol style="list-style-type: none"> <li>WesternU Oregon students: Please contact COMP-Northwest Student Affairs <a href="mailto:studentaffairsOR@westernu.edu">studentaffairsOR@westernu.edu</a> to schedule a 30-minute meeting with <a href="#">Dr. Mirabelle Fernandes Paul</a> or <a href="#">Shauna Detweiler</a>.</li> <li>You are required to follow the venue and <a href="#">Institutional Requirements for WesternU</a> guidelines.</li> <li>Please keep a WesternU attendee list in case contact tracing is needed.</li> </ol>
<p><b>On-campus, in-person activity</b></p> <p>Any combination of WesternU students or off-campus guests - both small and large-scale.</p> <p><i>Including but not limited to: Guest speakers, club workshops, and club meetings.</i></p>	<ol style="list-style-type: none"> <li>Complete the <a href="#">CRT Activity Questionnaire</a> and submit to <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a>. USA will submit to CRT on your behalf for review and approval. Do not submit to CRT directly.</li> <li>Once approved, please submit an event reservation form: <a href="#">Pomona Club Presidents</a>   <a href="#">Lebanon Club Presidents</a>. This will assist USA in supporting your event with any necessary requests or documentation. The room reservation form is for Club Presidents only; SGA events are reserved by your college student affairs team.</li> <li>Assuming your event has been approved by CRT, after your event, send an email to Student/Employee Health at <a href="mailto:stu-emphealth@westernu.edu">stu-emphealth@westernu.edu</a> and include the name, location, date and time of the off-campus activity, and the list of WesternU attendees with contact information.</li> </ol> <p><i>If serving or selling food, in addition to the process outlined above, food must be purchased (not homemade) and should be in single-serving sealed packages. Please refer to page of the <a href="#">University Institutional Requirements</a>. SGA events must submit a <a href="#">food permit request</a>.</i></p>
<p><b>Student travel (USA and Canada only)</b></p>	<p>Students are currently approved to travel. If you, or your fellow club members, plan to receive funding from a University-held account such as club or SGA class funds they are required to complete the <a href="#">travel notification form</a> prior to traveling. Travel restrictions may change suddenly – be sure to check the <a href="#">WesternU COVID-19 information page</a> frequently.</p>



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## Guidance for All Persons at Any WesternU Location

### Best Practices

#### Single Occupancy Office Usage

- A face covering is not required if you are working alone in a confined office space (does not include partitioned/cubicle work areas in a large open environment).
- Eating and drinking is allowed with the door closed.

#### Shared Office Space Usage

- Although physical distancing is no longer required, if possible, when working in a shared space, try to maintain at least 6-foot distance from others.
- Always wear a face covering, unless eating and drinking.

#### Cleaning/Disinfection

- Housekeeping services are provided by the University.
- Employees should be prepared to wipe down their work areas at the beginning and end of their shift.
- Commonly used surfaces and any shared space (i.e., counters, shared desks, tables, light switches, doorknobs, etc.) should be wiped down or disinfected throughout the day (i.e., morning, noon, and end of day).
- Cleaning and disinfectant products are provided by the University. Please contact your college/department's PPE coordinator to obtain needed supplies.
- **Please Note:** When cleaning IT-related equipment, limit cleaning products to non-bleach, non-hydrogen peroxide, and only 75% alcohol wipes (i.e., Lysol or Clorox disinfectant wipes). Please gently use wipes across keyboards and other external surfaces (including microphones, touch panels, and other audio-visual equipment). **Important:** Please avoid moisture in any opening, do not submerge IT products in cleaning agents, and do not use alcohol-based products on monitors or laptop screens. Monitor- and laptop-friendly cleaning wipes are available through office supply retailers (i.e., Amazon or Office Depot). If these need to be purchased, please follow University-approved purchasing standards through University Procurement.



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## Best Practices (cont.)

### Air Ventilation

- Effective **ventilation** is one of the most important ways to control small aerosol transmission. In the first few months of the pandemic, University HVAC systems were upgraded and/or modified to increase the quantity of outside air, ventilation, and filtration. When working conditions allow, increase ventilation by opening doors (non-fire break only). Windows can also help where they can be opened. Please note: the upgrades and modifications were completed for ventilation safety of our indoor areas knowing most windows are fixed closed.

### In-Person Meetings

- When feasible, meetings should be held remotely (i.e., Zoom, Microsoft Teams, telephone, etc.).
- If in-person meetings are necessary, all attendees must:
  - Wear a face covering, unless eating and drinking.
  - Food and drink allowed, provided physical distancing of at least 6-feet from each attendee can be maintained.
  - **Please Note:** Food and drink should be pre-packaged per each individual.
  - Please disinfect the meeting space after usage with university-approved cleaning supplies.
  - **Please Note:** Colleges and Departments are responsible for using their own disinfectant to clean after meeting space usage.

### Lunch/Break Room Usage

- When feasible, eating outside is preferable.
- When eating with others inside, the following guidelines are recommended:
  - Wear a face covering, unless eating and drinking.
  - If eating or drinking with others in the room, try to maintain physical distancing of at least 6-feet from each other.
  - Please either wipe down or disinfect the space before and after usage with university-approved cleaning supplies.

## Important Note

**Please Note:** Telecommuting-related information and questions should be directed to your supervisor or the Office of Human Resources.



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## Resources

- WesternU COVID-19 Information: <https://www.westernu.edu/covid-19/>
- CDC, [COVID-19](#)
- All COVID-19 Resources, including masks, treatment, testing, and vaccines: [www.covid.gov](http://www.covid.gov)

## California

- California Department of Public Health, [COVID-19 Guidance](#)
- Cal/OSHA [COVID-19 Guidance and Resources](#)
- Los Angeles County Public Health Department, [Institutes of Higher Education COVID-19 Toolkit](#)
- Los Angeles County Public Health Department, [Guidance for Businesses and Employers](#)

## Oregon

- Oregon Health Authority, [COVID-19 Updates](#)
- Oregon Health Authority, [Interim Investigation Guidelines](#)
- Oregon OSHA, [COVID-19 Pandemic Response as it Relates to Workplace Safety and Health in Oregon](#)