



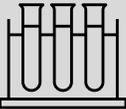
# Institutional Requirements for WesternU

Updated as of **11-8-2022** 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.

**Failure to adhere to the directives contained in this document may be considered a violation of university policies and procedures and result in a referral to the Student Performance Committee (for students) or Human Resources (for employees).**

<p><b>Face Coverings</b></p> 	<p><b>The following mask guidance is effective Saturday October 1<sup>st</sup>, 2022:</b></p>	
	<p><b>Masks* remain a requirement:</b>  <small>*Medical-grade, surgical masks or N95 respirators are <u>required</u>. Cloth masks alone are not acceptable but may be worn over a medical-grade surgical mask or N95 respirator.</small></p> <ul style="list-style-type: none"> <li>• Inside ALL health care settings, including:             <ul style="list-style-type: none"> <li>○ Entire Patient Care Center (PCC) building                 <ul style="list-style-type: none"> <li>▪ Dental Center</li> <li>▪ Eye Care Institute – Pomona</li> <li>▪ Foot &amp; Ankle Center</li> <li>▪ Medical Center</li> <li>▪ Pharmacy</li> </ul> </li> <li>○ East Valley Spay/Neuter Center</li> <li>○ Eye Care Institute – Los Angeles</li> <li>○ Pet Health Center</li> <li>○ Oliver Station - Portland</li> <li>○ We Care Dental – Rancho Mirage</li> </ul> </li> <li>• Inside ALL curricular labs and any clinical-based activities or simulations.</li> <li>• Any interactions with patients or simulated patients, including health clinics or fairs whether indoors or outdoors.</li> </ul>	<p><b>Masks are now strongly recommended, but not required:</b></p> <ul style="list-style-type: none"> <li>• Inside any non-health care settings or non-curricular lab/clinical areas on campus, including:             <ul style="list-style-type: none"> <li>○ Lecture halls/classrooms</li> <li>○ Offices</li> <li>○ Research labs</li> <li>○ Conference or meeting rooms</li> <li>○ Study rooms</li> <li>○ Break rooms/dining areas</li> <li>○ Common areas</li> </ul> </li> </ul>
	<p>Please note: Respirators may be required in certain areas or activities on campus.  <b>Your college/department may have more restrictive mask requirements suitable for your activities that you must follow.</b>  <i>For more detailed mask information, please see <a href="#">page 4</a>.</i></p>	
<p><b>Daily Screening Survey</b></p> 	<p><b>The Daily Screening Survey is no longer required.</b></p> <p>If you are experiencing <b>symptoms</b> or have had a known <b>COVID-19 exposure</b>, you <b>must</b> follow the guidance provided on pages 5 and 7 of this document.</p>	
<p><b>Testing</b></p> 	<ul style="list-style-type: none"> <li>• If you test positive, you must isolate for at least 5 days <b>and</b> submit a <b>COVID-19 Report Survey</b>.</li> <li>• If you end isolation before the full 10-day period, you <b>MUST</b> submit a time/date stamped COVID-19 test here. Please contact <a href="mailto:COVIDTracing@westernu.edu">COVIDTracing@westernu.edu</a> for assistance.</li> <li>• Effective Saturday September 17<sup>th</sup>, 2022, weekly surveillance testing is no longer required for California Workers in Healthcare Settings who are <b>not</b> "<b>up to date</b>" with their COVID-19 vaccine <b>and</b> one booster.</li> </ul>	



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

## Table of Contents

- University Mask Mandate ..... 3
  - Masking Exemptions ..... 4
- Personal Protective Equipment (PPE) ..... 4
- Visitors and Vendors ..... 4
- Eating and Drinking ..... 5
- “Smart” Celebrations: Considerations for Potlucks and Gatherings ..... 5
- Daily Screening Survey ..... 5
- Isolation and Quarantine Protocols ..... 6
  - Symptoms ..... 6
  - Isolation Instructions for People with COVID-19 ..... 7
    - Ending Isolation for People with COVID-19 ..... 8
    - Quarantine and Other Instructions for Close Contacts ..... 9
      - What is a Close Contact? ..... 9
      - Instructions for Close Contacts ..... 9
- COVID-19 Vaccination Program Policy ..... 10
  - Exemption Forms ..... 10
  - Verification of COVID-19 Vaccination or Declination ..... 10
  - COVID-19 Vaccine Definitions ..... 10
- COVID-19 Testing ..... 11
  - COVID-19 Testing Resources ..... 11
    - Find a Testing Site ..... 11
  - Mandatory Surveillance Testing for California Workers in Healthcare Settings ..... 11
- Mandatory Training for All Students and Employees ..... 11
- Travel Guidance ..... 12
  - Domestic and International Travel ..... 12
    - International Travel Considerations for all Travelers ..... 12
- Activities and Events ..... 13
- Best Practices for All Persons at Any WesternU Location ..... 14
  - Cleaning/Disinfection ..... 14
- Resources ..... 16



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

## 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.

**Effective Saturday October 1<sup>st</sup>, 2022, WesternU relaxed its indoor mask mandate for certain settings and activities on campus.**

**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.**

<b>Masks* remain a requirement:</b> *Medical-grade, surgical masks or N95 respirators are <u>required</u> . Cloth masks alone are not acceptable but may be worn over a medical-grade surgical mask or N95 respirator.	<b>Masks are now STRONGLY RECOMMENDED:</b>
<ul style="list-style-type: none"> <li>• Inside ALL health care settings, including:               <ul style="list-style-type: none"> <li>• Entire Patient Care Center (PCC) building                   <ul style="list-style-type: none"> <li>○ Dental Center</li> <li>○ Eye Care Institute – Pomona</li> <li>○ Foot &amp; Ankle Center</li> <li>○ Medical Center</li> <li>○ Pharmacy</li> </ul> </li> <li>• East Valley Spay/Neuter Center</li> <li>• Eye Care Institute – Los Angeles</li> <li>• Pet Health Center</li> <li>• Oliver Station - Portland</li> <li>• We Care Dental – Rancho Mirage</li> </ul> </li> <li>• Inside ALL curricular labs and any clinical-based activities or simulations.</li> <li>• Any interactions with patients or simulated patients, including health clinics or fairs whether indoors or outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>• Inside any non-health care settings or non-curricular lab/clinical areas on campus, including:               <ul style="list-style-type: none"> <li>○ Lecture halls/classrooms</li> <li>○ Offices</li> <li>○ Research labs</li> <li>○ Conference or meeting rooms</li> <li>○ Study rooms</li> <li>○ Break rooms/dining areas</li> <li>○ Common areas</li> </ul> </li> </ul>
<p>Please note: N95 Respirator masks may be required in certain areas or activities on campus.</p>	

- **Masks remain a requirement in the following instances:**
  - If you test positive and end isolation PRIOR to Day 10 (with a negative test on Day 5 or later), you must wear a highly protective mask around others while indoors and when in close contact with others while outdoors through Day 10,
  - If you have been exposed to a COVID-19 case, you must wear a highly protective mask around others while indoors and when in close contact with others while outdoors through Day 10,
  - If you are experiencing symptoms, even if you receive a negative COVID-19 test, you should wear a highly protective mask around others while indoors and when in close contact with others while outdoors until your symptoms resolve.



# Institutional Requirements for WesternU

Updated as of **11-8-2022** with changes highlighted in **YELLOW**.

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- **Medical masks:** Also called surgical, medical procedure, disposable, or dental masks. These include various types of loose-fitting disposable masks.
  - Look for a mask that has a nose wire and at least three layers of non-woven or spun bound fabric and melt-blown fabric, which are often made of polypropylene.
  - Improve the fit of the mask by either knotting its ear loops and tucking in its sides (see video) or by using a mask brace.
  - Improve both the fit AND filtration of the mask by wearing it UNDER a cloth mask (see Double masking).
- 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. **How to Properly Put on and take off a Disposable Respirator**.
- Masks must cover the nose, mouth, and chin.
- Patient care areas will follow their own established respiratory protection program guidelines.

## Masking Exemptions

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.

## 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.

## Visitors and Vendors

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

- Comply with the current **University Mask Mandate**.
- Follow current COVID-19 isolation and quarantine orders from the local public health authorities for each campus.



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

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## 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. If food will be provided at a university event, physical distancing should be provided to persons who feel it necessary. Individuals who are serving food should wear gloves and masks while serving.

- 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.

## “Smart” Celebrations: Considerations for Potlucks and Gatherings

To help protect yourself and those around you, here are some considerations for in-person gatherings:

- If possible, host gatherings outdoors or in larger indoor areas with better ventilation.
- If gathering indoors, open doors and/or windows to improve ventilation.
- Have food set in clearly designated areas away from where individuals are eating.
- Try to encourage physical distancing while eating.
- Promote hand hygiene and do not attend a gathering if you are experiencing symptoms.
- Consider your risk tolerance when choosing events or activities to participate in.
- If you feel sick or were exposed to a COVID-19 case, do not go.
- The longer the party, the higher the risk.
- Wash hands and wear a mask.

## Daily Screening Survey

The Daily Screening Survey is no longer required. Individuals experiencing **symptoms**, **exposure to a known COVID-19 case**, or who **test positive** must follow the guidance listed in this document.



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

## 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 you have **symptoms**, stay away from others and get a COVID-19 test.

- 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 and other symptoms are improving.
  - If your negative result is from a rapid antigen test or an over-the-counter self-test, continue to stay away from others and retest in 1-2 days.

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

### Symptoms of COVID-19

*This list does not include all possible symptoms of COVID-19.*

- |  |                        |                      |
|--|------------------------|----------------------|
| • Fever or chills                          | • Fatigue              | • Sore throat        |
| • Cough                                    | • Runny or stuffy nose | • Nausea or Vomiting |
| • Shortness of breath/difficulty breathing | • Muscle or body aches | • Diarrhea           |
| • New loss of taste or smell               | • Headache             |                      |

People with COVID-19 have had a wide range of **symptoms** ranging from mild to severe illness. Some people with COVID-19 have no symptoms. Symptoms may appear 2-14 days after exposure to the virus, but it may not be possible to know when or how a person got infected.

Find testing resources here: <https://www.covid.gov/tests>

Self-administered COVID-19 Rapid Antigen test kits are available at WesternU from your College/Department. Please contact [COVIDTracing@westernu.edu](mailto:COVIDTracing@westernu.edu) if you need assistance finding a test.



# Institutional Requirements for WesternU

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## Isolation Instructions for People with COVID-19

If you have COVID-19, you must<sup>1</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](#).**

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<sup>1</sup> LACDPH, [Instructions for People with COVID-19](#)  
Updated: 11/08/2022



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

## Ending Isolation for People with COVID-19

<p><b>If you test positive for COVID-19 and you have symptoms</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, without a negative test, if <u>both</u> 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 only 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, without a negative test, if:</b></p> <ul style="list-style-type: none"> <li>You never got symptoms of COVID-19.</li> </ul> <p><b>Important:</b> <i>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.</i></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>Self-tests to end isolation after Day 5, are acceptable but must be submitted to <a href="mailto:COVIDTracing@westernu.edu">COVIDTracing@westernu.edu</a> with a time and date stamped photograph.</p> <p><b>Please Note:</b> <i>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.</i></p>	



# Institutional Requirements for WesternU

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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>2</sup>

<b>If you are exposed to someone with COVID-19, regardless of your vaccination status:</b>
<b>You do not need to quarantine if you are ASYMPTOMATIC, but must:</b> <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 <a href="#">isolation instructions</a>.</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>
<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.
<b>*The test should be an <a href="#">FDA-authorized</a> COVID-19 viral test such as an antigen or NAAT/PCR test. Self-tests are acceptable but must be submitted <a href="#">here</a> with a time and date stamped photograph. For more information, please contact <a href="mailto:COVIDTracing@westernu.edu">COVIDTracing@westernu.edu</a> .</b>
<b>If you work in a healthcare setting, you must follow the guidance below:</b> <b>California:</b> <a href="#">Work Restrictions for Asymptomatic Healthcare Personnel with Exposures</a> . (6-1-2022) <b>Oregon:</b> <a href="#">Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure (2-18-2022)</a>
<b>Students on clinical rotations must follow any requirements from their sites.</b>

<sup>2</sup> LACDPH, [Quarantine and Other Instructions for Close Contacts \(6-21-2022\)](#)  
Updated: **11/08/2022**



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

## 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 one booster, 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](#)

## 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, Moderna, or Novavax 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, Moderna, or Novavax COVID-19 vaccine, and Johnson & Johnson recipients should receive a second dose, preferably of Moderna or Pfizer.



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

## COVID-19 Testing

- Current information regarding COVID-19 testing can be found [here](#).
- If you test positive, you **must** begin [self-isolation](#) at home and submit a [COVID-19 Report Survey](#).

## COVID-19 Testing Resources

Free at-home COVID-19 tests are [available to order](#). No-cost testing is also available nationwide at health centers and select pharmacies.

### Find a Testing Site

- California: <https://myturn.ca.gov/testing.html>
- Oregon: <https://govstatus.egov.com/or-oha-covid-19-testing>

## Mandatory Surveillance Testing for California Workers in Healthcare Settings

Effective Saturday September 17<sup>th</sup>, 2022, weekly surveillance testing is no longer required for California Workers in Healthcare Settings who are **not** ["up to date"](#) with their COVID-19 vaccine **and** one booster.<sup>3,4</sup> Please refer to [previous page](#) for definition of "up to date" and booster eligibility.

\*Healthcare workers include anyone working for WesternU Health's, Dental Center, Eye Care Institute, Medical Center, Foot & Ankle Center, Pharmacy, Oliver Station, and Pet Health Center. This is regardless of their actual designation as a healthcare worker (includes those in admin, billing, etc.) 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>5,6</sup>

## Mandatory Training for All Students and Employees

All employees and students must complete the revised 2022-2023 [Infection Prevention and Control \(IPC\) training](#) related to COVID-19, as well as take and pass the quiz. **Training must be completed by August 30<sup>th</sup>, 2022.**

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.

<sup>3</sup> CDPH, [Public Health Leaders End Weekly Testing Requirements for Workers](#) (09/13/22)

<sup>4</sup> LACDPH, [Health Care Worker Vaccination Requirement](#) (09/16/22)

<sup>5</sup> CDPH, [Health Care Worker Vaccine Requirement](#) (2/22/22)

<sup>6</sup> LACDPH, [Guidance for Institutions of Higher Education Requirements and Best Practices](#)



# Institutional Requirements for WesternU

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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.



# Institutional Requirements for WesternU

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## Activities and Events

As of July 1<sup>st</sup>, 2022, co-curricular events no longer require CRT review and approval. All events should be submitted through previously established processes with University Student Affairs.

<b>University Student Affairs Co-Curricular Activity Chart: Updated July 2022</b> <i>CRT Activity Forms are no longer required for in-person, co-curricular activities.</i>	
Activity	Requirements to Organize
<b>On-campus, in-person AND virtual co-curricular activities</b>  <i>Examples: Lunch lectures, food fundraisers, virtual guest speaker events, or online fundraising.</i>	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.  All <a href="#">Institutional Requirements for WesternU</a> guidelines must be followed.
<b>Clinical off-campus, in-person activity</b>  <i>Including but not limited to: Health screening event like a vaccine clinic, health fair, or sports physical event.</i>	<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> <li>2. 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 Lieu</a>.</li> <li>3. You are required to follow the venue and <a href="#">Institutional Requirements for WesternU</a> guidelines.</li> </ol>
<b>Non-clinical off-campus, in-person activity</b>  <i>Including but not limited to: Volunteering at a local shelter, tutoring at a K-12 school</i>	You are required to follow the venue and <a href="#">Institutional Requirements for WesternU</a> guidelines.
<b>Student travel</b>	Students are currently approved to travel domestically and internationally*. 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.  *International club travel requires extensive paperwork. Please email <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a> to schedule an appointment to discuss your international plans.



# Institutional Requirements for WesternU

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## Best Practices for All Persons at Any WesternU Location

### 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.



# Institutional Requirements for WesternU

Updated as of 11-8-2022 with changes highlighted in YELLOW.

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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

- If in-person meetings are necessary, all attendees must:
  - 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

- 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](#)