



Returning to the Workplace

A GUIDE FOR FACULTY AND STAFF

COLBURN



SCHOOL

Guiding Principles

This is a general guideline that provides a pathway for the resumption of work activity on the Colburn School campus during the COVID-19 pandemic. Our strategy is guided by the following principles

Health and Safety

The Colburn School's utmost priority lies in the health and safety of its staff, faculty, students and families, and visitors. Our policies and protocols will be aligned and consistent with local orders and ordinances of the County of Los Angeles, as well as the State of California's Reopening Protocols and recommendations from the federal government, Centers for Disease Control and Prevention (CDC), and California Department of Public Health (LACDPH).

Continuing the Path Towards Excellence

Our faculty and staff are dedicated in their mission to maintaining the quality of the Colburn experience. While these times are unprecedented and a challenge for all, we see it as an opportunity to focus ever more on excellence and the development of artistry, curiosity, and humanity for our students.

Information and knowledge regarding the COVID-19 pandemic continues to rapidly evolve, and the Colburn School is working to create a robust plan that includes a thorough exploration of potential contingencies. The Colburn School's policies and protocols will be updated as details become available, and the School will provide timely updates on the incidence of COVID-19 in the community while safeguarding details to protect private health information.

Workplace Expectations and Guidelines

All Colburn School employees are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.

A complete list of institutional protocols is available on the Returning to Campus section of the website under Reopening Protocols for K-12 Schools: Appendix T1.

Symptom Monitoring

Employees who have been requested to return to the workplace must conduct symptom monitoring everyday before reporting to work and be free of **any** symptoms potentially related to COVID-19 to be eligible to report to work.

Prior to traveling to work, employees are required to complete the [LiveSafe health screening application](#). If, after answering all questions, the application clears the employee for work, he/she should report to work. If not cleared for work, he/she should not come to work and report their condition(s) to their supervisor and Human Resources department.

Employees cleared to work should show that they have been cleared on the application to the Security Guard on duty at the Olive Building Security Desk or the entrance to the parking garage. In addition, the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms>).

[html](#)) reports that individuals with COVID-19 have reported a wide range of symptoms—ranging from mild symptoms to severe illness. Employees who have any symptoms of illness (apart from those attributable to seasonal allergies or a diagnosed chronic medical condition) should contact their health care provider for assistance and self-isolate per their health care provider and/or public health guidelines.

At this time, symptoms of COVID-19 include one or more of the following:

- Fever or chills
- Repeated shaking with chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees who report symptoms of illness, a positive test for COVID-19, and/or direct exposure with a confirmed case of COVID-19 are required to stay home, report their condition(s) to their supervisor and Human Resources department, and seek guidance from their healthcare provider. In accordance with the Los Angeles County Department of Public Health, employees exhibiting any of the symptoms above should stay home until at least 10 days have passed after the symptoms first appeared and at least 1 day after they have recovered. “Recovery” means that their fever has resolved for 24 hours without the use of fever-reducing medications and their respiratory symptoms (e.g. cough, shortness of breath) have improved. Even if their COVID-19 test results are negative, employees showing any symptoms must remain at home for the full time, to prevent spreading their illness to others.

A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until 10 days after their test.

Close Contact: A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:

- Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period.
- Having had unprotected contact with the infected person’s body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for covid-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose covid-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose covid-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.

Employees who feel that they may have been exposed to COVID-19 while at work should report their condition(s) to their supervisor and Human Resources department, seek guidance from their healthcare provider, and go home.

According to the CDC, older adults and people (aged 65 years and older) who have severe underlying medical conditions such as heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. The CDC has noted that these conditions may include:

- HIV
- Chronic lung disease or moderate-to-severe asthma
- Diabetes
- Serious heart conditions
- Chronic kidney disease undergoing dialysis
- Severe obesity
- Being immunocompromised

Employees who have been instructed to return to work on campus and have concerns (including any of the following) should contact the Human Resources department for assistance:

- a medical condition that places them in a higher risk group
- being pregnant
- a request for ADA Reasonable Accommodations related to returning to the workplace

The Colburn School has leave policies that support employees to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies can be found in the Company drive under the “HR” folder, and are as follows:

- Vacation Policy for Full Time Staff (see staff handbook under “HR Policies” and “Handbook” folders)
- Sick Leave Policy for Full Time Staff (see staff handbook under “HR Policies” and “Handbook” folders)
- Sick Leave Policy for Faculty and Part Time Staff (see “Paid Sick Leave for Faculty and Part Time Staff” under “HR Policies” folder)
- Employee Medical and Family Care Leaves/FMLA and California Family Rights Act (see faculty and staff handbooks under “HR Policies” and “Handbook” folders)
- Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act (see “FFCRA Poster – Paid Leave” under “HR Policies” folders)

Phased Staffing

The Colburn School will return employees to campus over time in a gradual and coordinated manner.

The Colburn School will assess expanded staffing based on the following:

- Essential or critical operations
- Ability to control and manage specific work environments
- Necessity to access on-site resources

These decisions, once approved, will be communicated through the respective deans and department heads, Provost, and/or President.

The need to reduce the number of people on campus to meet physical distancing requirements will continue for some time. Employees who can continue to effectively work remotely will likely continue to do so until restrictions are eased for increased occupancy.

Expanded staffing will be tightly controlled and coordinated to reduce risks to employees, as well as the communities we serve. No academic unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the respective deans or department heads. Once decisions to increase campus staffing in certain areas have been made, employees should follow this guide for returning to work on campus.

Employees who are already providing essential functions or those who have been approved to work on-site already will continue to do so without the need to seek additional approval through this process. However, they should be considered in the population density evaluation and the decision made by each academic unit or department.

This plan will evolve as necessary in response to the public health conditions in California and/or Los Angeles County, as well as guidance from the federal government, State of California, LACDPH, and the CDC. We fully expect that, over time, the plan will allow more employees to return to campus. Updates will be posted at <https://www.colburnschool.edu/on-campus/returning-to-campus>.

Staffing Options

Once employees have been instructed to return to work on-site, there are several options that academic units and departments should consider to maintain required physical distancing measures and reduce population density within buildings and workspaces. Employees who are not comfortable returning to on-site work should discuss their concerns with their supervisors and/or Human Resources.

Remote Work

Employees who can work remotely to fulfill some or all of their work responsibilities should continue to do so to help reduce the number of individuals on campus. These arrangements, which should be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, academic units and departments may schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large shared workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Supervisors may stagger reporting and departure times for employees by at least 30 minutes to reduce traffic in common areas and meet physical distancing requirements.

Health and Safety Guidance

Personal Safety Practices

Face Coverings

Employees are required to wear face masks or face coverings inside campus buildings or in close proximity to others while outside. Face coverings are required for all lessons, rehearsals, and performances involving more than one person. This requirement extends to wind and brass players, who should use masks specially designed for these instruments. Face coverings may be removed for the purpose of online meetings if others are more than 6 feet/2 meters away and all surfaces and equipment are sanitized after use. (Note: Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement.)

Appropriate use of face coverings is critical in minimizing the spread of large respiratory droplets and helping to prevent the spread of disease. The face covering is not a substitute for physical distancing.

The Colburn School will provide two disposable face coverings per employee per day upon their return to on-site work. Employees may request to be provided with a KN-95 mask. The face coverings can be picked up at the Olive Building Security Desk. Employees are encouraged to obtain their own face coverings to ensure that they have an ample supply for everyday use and individual fit. Disposable face coverings may only be worn for one day and then must be placed in the trash.

Use and care of face coverings

Putting on the face covering:

- Wash hands or use hand sanitizer prior to handling the face coverings.
- Ensure the face covering fits over the nose and under the chin.
- Situate the face covering properly with nose wire snug against the nose (when applicable)
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering.

Taking off the face covering

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage, and laundering

- Keep face coverings stored in a paper (not plastic) bag when not in use.
- Cloth face coverings should be used for no more than one day; they should be washed between each use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. They should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable face coverings must not be used for more than one day and should be placed in the trash after your workday ends or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Physical Distancing

Keeping space between you and others is one of the best risk control measures to slow the spread of disease. Avoid physical contact with others (including shaking hands). Since individuals can spread the virus before they know they are sick, it is important to always practice physical distancing even if you have no symptoms or illness. Employees working on campus should follow the physical distancing practices below:

- Stay at least 6 feet/2 meters (about 2 arm's length) from other people at all times.
- Do not gather in groups or congregate in common spaces.
- Stay out of crowded places and avoid mass gatherings.
- Avoid in-person meetings. If you must meet, do so in a large office or conference room where you can keep 6 feet/2 meters distance between you, and limit the amount of time individuals are together in an enclosed space. If possible, keep doors and windows open to increase airflow.

Handshakes

Employees should not shake hands or engage in other forms of greeting that break physical distancing requirements.

Hand Sanitizer

Hand sanitizers containing at least 60% alcohol is available to all employees and visitors in all lobbies in both the Grand and Olive buildings.

Handwashing

Soap and water is available to all employees and visitors in the restrooms located throughout the Grand and Olive buildings. Employees should wash their hands before, throughout, and at the end of the workday. They should wash their hands frequently with soap and water for at least 20 seconds, especially after they have been in a public place, blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer containing at least 60% alcohol should be used. All surfaces of the hands should be covered and rubbed together until they feel dry. Any touching of the eyes, nose, and mouth should always be avoided, and employees should wash their hands before touching their face.

Gloves

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing of the hands is often considered the best practice for common everyday tasks.

Goggles/Face Shields

Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

Personal Disinfection

While custodial crews will continue to clean offices and workspaces based on CDC guidelines, additional care should be taken to wipe down work areas and commonly used surfaces. Before starting work and before leaving any room in which employees have been working, employees should wipe down their work areas with an Environmental Protection Agency (EPA)-approved cleaning solution. EPA-approved solutions will be provided by the School. This includes any shared-space locations, equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, desks and tables, light switches, door knobs, etc.) and office supplies (staplers, hole punches, etc). As much as possible, employees should avoid sharing tools, equipment or workspaces. Where items or workspaces must be

shared, they should be cleaned between uses. These cleaning practices are considered work duties and employees should include the time spent on cleaning and disinfecting their workspace on their record of time worked.

Coughing/Sneezing Hygiene

Employees are required to wear face coverings at all times when in campus buildings. When outside, in a private office with a closed door, or other situations when individuals may not be wearing a face covering, employees should always cover their mouth and nose with a tissue (or use the inside of their elbow) when they cough or sneeze. Used tissues should always be thrown in the trash. Hands should be washed for at least 20 seconds immediately after episodes of coughing/sneezing. If soap and water are not readily available, a hand sanitizer containing at least 60% alcohol should be used.

Guidance for Specific Workplace Scenarios

Enter/Exit Control of Buildings

Entry to buildings will be regulated and monitored. Colburn School badges are required for entry to both the Grand and Olive buildings. Individuals should not hold or prop open exterior doors for any other person. Reporting and departure times for employees may be staggered by at least 30 minutes to reduce traffic in common areas and meet physical distancing requirements.

Parking and Bicycle Commuting

Employees may park in designated parking lots and spaces provided they maintain 6 feet of physical distance from other individuals using the parking areas.

Commuting via bicycle is encouraged and adequate capacity for bicycle storage exists in the parking lots.

Fitness Center

The Fitness Center is closed for use by any employee.

Public Transportation

Employees who take public transportation should wear face coverings before entering the bus or train and avoid touching surfaces with their hands. Upon disembarking, they should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible, and before removing their face coverings and entering campus.

Working in Office Environments

Employees who work in an office with an open floor plan should maintain at least 6 feet/2 meters from co-workers. If possible, there should be at least one workspace separating one employee from another. Employees should wear face coverings at all times while in a campus building. When outside, in a private office with a closed door, or in other situations when individuals may not be wearing face coverings, employees should always cover their mouth and nose with a tissue (or use the inside of their elbow) when they cough or sneeze.

Open work environments and meeting rooms will be assessed in order to implement measures to physically separate and increase distance between employees, faculty, students, families, and visitors, such as:

- Visual cues such as floor decals, colored tape, or signs will be placed to indicate where individuals should stand while waiting in line.

- One-way directional signage will be placed in large open workspaces or areas with multiple throughways to increase distance between employees moving through the space.
- Physical distancing and cleaning protocols will be set for areas where individuals may commonly gather or use shared resources.
- Interior stairways will be designated for up and down traffic as building space allows.

Digital Files

Use of digital files rather than paper formats (e.g. documentation, invoices, forms, timesheets) is encouraged.

Pianos/Keyboard Instruments

Employees are prohibited from using any type of wipes, disinfectants, liquids, gels, sprays, etc. on any part of a keyboard or instrument case. All of these products are harmful to the instrument and can damage both the keys and action components, as well as the furniture or case. Employees should wash their hands thoroughly before and after using any keyboard instrument, and are required to wear a suitable face mask or face covering while playing a school keyboard instrument. The Piano Technician team will clean and sanitize pianos on a regular basis to reduce the spread of viruses and risk of exposure to occupants and workers by following the CDC recommendations and guidance. If additional cleaning or sanitizing is required, employees should contact pianotech@colburnschool.edu or call 213-621-1037.

Restrooms

Use of restrooms will be limited based on size to ensure at least 6 feet of distance between individuals. Employees should wash their hands thoroughly afterward to reduce the potential transmission of the virus and wear their face coverings at all times.

Elevators

Please follow the posted signs and/or floor decals indicating approved occupancy. Employees should use the stairs whenever possible, but those using the elevators should wear their face coverings and avoid touching the elevator buttons with their exposed hand/fingers, if possible. Upon disembarking, employees should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible.

Meetings and Congregating in Groups

In-person meetings and congregating in groups in common areas are strongly discouraged, as convening in groups increases the risk of viral transmission. Communication between individuals is encouraged to take place via email, instant message, telephone, Zoom, or other available technology rather than face-to-face.

Attendees must always maintain 6 feet/2 meters of social distance and wear their face coverings during meetings.

Visitors

To the extent possible, visitors are by appointment only and are registered in a visitor log that includes the visitor's name, phone number, address and email address. Visitors should be instructed to come to their meeting alone. If the visitor must be accompanied by another visitor, the additional visitor must also be recorded in the visitor log.

Visitors should be met at the Security Desk. The movement of visitors while on the Colburn School campus is limited to the specific areas required to conduct their business with the School and to the restrooms.

Visitors are required to wear face masks or face coverings inside campus buildings or in close proximity to others while outside. Face coverings may be removed for the purpose of recording, filming or online meetings, if others are more than 6 feet/2 meters away and all surfaces and equipment are sanitized after use. (Note: Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement.)

All visitors are bound by the restrictions of local, state and federal orders, and they must be able to maintain 6 feet/2 meters of separation to comply with physical distancing requirements.

Hand sanitizers, tissues, and trash cans are available for visitor use in the lobbies of the Grand and Olive buildings. Soap and water for handwashing is available in all restrooms.

Meals

Before and after eating, employees should wash their hands thoroughly to reduce the potential transmission of the virus. The faculty/staff lounge has been reconfigured to allow for social distancing and a maximum of two people are allowed to be in the lounge at one time.

When dining on campus, employees should wear their face coverings until they are ready to eat and replace them afterward. The Colburn Café is now open to the Colburn community and employees are required to maintain at least 6 feet/2 meters of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office areas or eat outside, weather permitting.

Sharing of communal food is prohibited.

Breaks

Employees should stagger their break times to ensure that physical distancing can be maintained in the faculty/staff lounge or other areas where employees relax during their break time. Employees may take extra break time as necessary to wash their hands throughout the day.

Mental and Emotional Wellbeing

Eligible full-time, part-time regular and part-time employees may participate in the Colburn School's employee assistance program after completing their introductory period.

The Employee Assistance Program/Life Assistance Program (EAP/LAP) helps eligible staff members and their immediate families with a wide range of matters. Situations addressed by the EAP/LAP include marriage, family, emotional, and financial struggles; alcoholism and alcohol abuse; drug abuse and dependency; and compulsive gambling and eating disorders. All conversations and records are strictly confidential. The administrative cost of this program is fully paid by the School.

Additional information regarding this program is available at www.signalap.com or by calling 1-800-538-3543. Complete details of this program may be obtained from the Human Resources department.

Facilities

We have reconfigured our facilities and spaces to reduce the risk associated with virus transmission. We have installed ultraviolet (UV-C) lighting to disinfect the air circulating within our buildings. UV lighting has been known to vastly improve Indoor Air Quality (IAQ) by reducing bacteria, viruses, and mold that either grow or pass through the air handling systems, reducing the risk of cold, flu, allergies, and other illness associated with air handling systems.

The Colburn School's heating, ventilation, and air conditioning (HVAC) systems are designed to meet all required ventilation standards and building codes by allowing enough fresh outdoor air to control contaminant levels in buildings.

In line with public health guidance, our buildings will not be at full occupancy for the time being, and all occupants must adhere to physical distancing measures.

Custodial

Custodial staff will clean and sanitize buildings on a regular basis to reduce the spread of viruses and risk of exposure to occupants and workers by following the CDC recommendations and guidance. Additionally, custodial employees are trained on cleaning procedures to disinfect facilities when necessary. Cleaning frequency will increase as campus spaces are re-occupied and the Custodial department returns to full strength:

- High-traffic areas and frequently touched surfaces: cleaning and sanitizing will be performed once per day (tabletops, doorknobs, light switches, countertops, handles/rails, vending machine buttons, shared printers and copy machines, elevator button/panels and stairwells).
- Base Building Restrooms: cleaning and sanitizing once per day (toilets, partitions, sinks, faucets, countertops, handles, light switches), and checking and replenishing dispensers.
- Soft and porous materials: carpets and upholstered furniture will be vacuumed once per week and sanitized with EPA-approved cleaner.
- Hard floors: floors will be swept and wet mopped once per week with an EPA-approved cleaner.
- Classrooms and large studio spaces (used for group instruction): cleaning and sanitizing once per day if the classroom or studio is being used or between Stable Groups if used by different Stable Groups in a single day.

Vendors

To the extent possible, visits by vendors are by appointment only. Visitors will be registered in a log that includes the vendor's name, phone number, address and email address, and will be required to sign a COVID-19 waiver form prior to starting their scheduled project(s). Visitors will also be required to complete and be cleared on the LiveSafe health screening application prior to coming on campus.

Vendors are checked in by Security upon arrival in the loading dock area. Walk-ins can be checked in at Olive Building Security Desk. Their movement while on the Colburn School campus is limited to the specific areas required to conduct their business with the School and to the restrooms.

Vendors are required to wear face masks or face coverings inside campus buildings or in close proximity to others while outside. (Note: Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement.) All vendors are bound by the restrictions of local, state and federal orders, and they must be able to maintain 6 feet/2 meters of separation to comply with physical distancing requirements.

Hand sanitizers, tissues, and trash cans are available for visitor use in the lobbies of the Grand and Olive buildings. Soap and water for handwashing is available in all restrooms.

Questions

Individual academic units and departments may choose to develop protocols specific to their areas, but are expected to refer to this document as their primary resource guide. Employees who have any questions regarding these protocols or other matters pertaining to their work or working environment should contact their dean, department head, manager, or a representative of the Human Resources department.