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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 continues to develop and explore potential contingencies as conditions evolve. 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 working on campus must conduct symptom monitoring every day before reporting to work and be free of any symptoms potentially related to COVID-19.

Prior to traveling to work, employees are encouraged 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 should report their condition(s) to their supervisor and the Human Resources department.

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 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 or a positive test for 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.

Testing

Employees who are on campus during hours when testing is taking place are strongly encouraged to be tested for Covid-19 on a weekly basis. A testing team is on campus Monday through Friday from 9:00 A.M. to 5:00 P.M. Days and hours of testing are subject to change.

Close contacts

- Those employees who are close contacts (http://publichealth.lacounty.gov/acd/nco/ncorona2019/covidquarantine/#) of someone with Covid-19 (defined as having 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) are required, per the Los Angeles County Department of Public Health, to: wear a highly protective mask around others for 10 days; get tested 3-5 days after they were last exposed; if the test result is positive, isolate.
Isolation

- If you have COVID-19, you must self-isolate regardless of vaccination status, previous infection, or lack of symptoms [http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf]. You must isolate for at least 5 days. How long you have to isolate depends on whether you have symptoms and if you get a negative follow-up viral test on Day 5 or later. If you test on Day 5 or later, it is better to use an antigen test because NAAT/PCR tests are more likely to stay positive after you are no longer infectious. If you have symptoms and test positive for COVID-19 or if your doctor thinks that you have COVID-19, isolation can end after Day 5 ONLY if all of the following criteria are met: • You have a negative COVID-19 test (test must be an FDA approved Covid-19 viral test) that was collected on Day 5 or later, and • You have not had a fever for at least 24 hours without the use of fever-reducing medicine, and • Your symptoms are improving. -OR Isolation can end after Day 10 if you have not had a fever for at least 24 hours without the use of fever reducing medicine. If you do have a fever, continue isolation until 24 hours after your fever resolves.

- Even if you have a negative test after Day 5, a mask must be worn through Day 10.

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)
- 2022 COVID-19 Supplemental Paid Sick Leave

Phased Staffing

The Colburn School resumed in-person, on-campus instruction in the 2021-2022 academic year, and many staff members have resumed working on campus either on a full time or part time basis. As conditions improve, more staff members will return to work on campus. Priority for on-campus work is being given to employees who support:

- Essential or critical operations
- Customer service and support for on-campus instruction
- Necessity to access on-site resources
- Necessity to interact with other employees, departments or units of the School
These decisions, once approved, will be communicated through the respective deans and department heads, Provost, and/or President.

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.

Health and Safety Guidance

Personal Safety Practices

Face Coverings
Employees may, but are not required to wear face masks or face coverings inside campus buildings or in close proximity to others while outside. Faculty may require that masks be worn in teaching spaces, and meeting conveners may require that masks be worn in a meeting.

Individual decisions to wear or not wear a mask are to be respected.

The Colburn School will continue to provide disposable face coverings upon request. Employees may request to be provided with a KN-95 mask. The face coverings can be picked up at the Olive Building Security Desk.

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).

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.
Disinfection of Surfaces
Custodial crews will continue to clean offices and workspaces based on CDC guidelines.

Guidance for Specific Workplace Scenarios

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
Employees should wash their hands thoroughly to reduce the potential transmission of the virus and wear their face coverings at all times.

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 by calling 1-800-538-3543. Details of this program may also 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.

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.

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.