



CREATE & CARE

Protect the Nest

TIS
COLLEGE
OF
ART
AND
DESIGN

REOPENING GUIDELINES FOR STUDENTS

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OTIS COLLEGE OF ART AND DESIGN

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CREATE & CARE

As members of the Otis College of Art and Design community we commit to **Create & Care** and uphold the following:

We will

- Adhere to all safety standards and protocols, such as wearing a mask, keeping our spaces clean, and physically distancing ourselves from others;
- Support our community and provide a safe space to learn and grow during this unprecedented time;
- Actively participate in all required training and COVID-19 education;
- Use the daily screening app, Coverified*, as recommended by the College;
- Be open and flexible as the College responds to local, state, and national guidance;
- Hold others in our community accountable when they do not follow safety standards and protocols;
- Act as a community of care for each other.

**Only students who are NOT vaccinated against COVID-19 are required to complete the CoVerified Daily Report prior to coming onto campus. Students will receive an e-mail with a link to download the CoVerified application onto their phone.*

How Were the Guidelines Developed?

Considerations for reopening Otis are *first* guided by the health and safety of our community of faculty, staff, and students, with the goal that our physical environment is safe for occupancy.

Otis's plans is aligned and consistent with local, state, and federal laws, regulations, and guidance, including the State of California's Reopening Plan , protocols and guidance set forth by the Los Angeles County Department of Public Health, and recommendations from the Centers for Disease Control and Prevention (CDC). We have been consulting with organizations such as the American College Health Association, Association of Independent Colleges of Art and Design (AICAD), and our institutional risk management partners to identify best practices. Employees and students will be guided towards proper behavior through multiple channels of on-campus communication, including strategically placed signs and directions throughout the buildings that promote social- distancing. For the safety of the community, all students and employees must abide by these directives.

Is There Required Training and Education That I Need to Complete?

All members of the Otis Community share the responsibility of keeping themselves and others safe while on campus. In support of this, Otis will provide information and training to ensure that all public health protocols are shared, understood, and observed. This education plan will be an ongoing effort, providing up-to-date and reliable information, with an emphasis on campus community health.

Required COVID-19 Training Videos to Watch:

- [Understanding COVID-19 and How to Stay Safe](#)
- [How to Wear a Fabric Mask Safely](#)
- [How to Protect Yourself Against COVID-19](#)

All new, returning, and transfer students will be required to sign the [Informed Consent Form](#) which includes a virtual training before students begin classes. The training will contain basic information about COVID-19, social distancing expectations at Otis, hygiene practices, compliance with screening and testing, and the code of conduct related to public health behaviors. All formal student leaders (Resident Advisors) will be trained on public health practices, conduct policies, and other pertinent procedures. Additional information will be shared on the following website: otis.edu/otis-forward.

All students also will be required to sign the [Informed Consent Form](#) acknowledging the ethical responsibility to follow public health guidelines related to COVID-19 prevention, and agreeing to comply with Otis College health and safety protocols and procedures, as described in training and policies. Informed Consent form is also accessible and available on the Student Dashboard.

What Happens If I Don't Adhere to Campus Guidelines?

The safety of our campus community as a whole is our first priority. As students return to campus they will be expected to follow all guidelines, policies, protocols, and procedures put in place to ensure safety and compliance. Failure to do so will follow Student Code of Conduct policies, and students will be formally reported to the Dean of Student Affairs, parent/family contact will be initiated to report this health and safety concern, and an administrative mandatory meeting will take place with the possible risk of being removed from campus.

Will Self-Monitoring Be Required of Students?

All students coming onto campus must conduct symptom monitoring every day before physically arriving on campus. You must be free of **ANY** symptoms potentially related to COVID-19 before coming to campus. Symptoms of possible COVID-19 infection include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever greater than 100.4F/38C
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion (including sneezing)
- Muscle pain/aches
- Headache
- Sore throat
- Fatigue
- Gastrointestinal problems (diarrhea, vomiting)
- Loss of taste or smell

If you have any symptoms, **do not come to campus**. You must remain at home and contact either the [Student Health and Wellness Center \(SHWC\)](#) or your primary care provider immediately. You should also wear a face covering to avoid possible virus transmission to others when out in public.

According to the CDC, individuals with certain criteria/conditions may have a higher risk for severe COVID-19 infection, such as:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Obesity

- Being immunocompromised
- Being pregnant

If you fall into any of these categories, please contact either your primary care provider or a provider at the SHWC to discuss your COVID-19 risk before coming onto campus.

What is the College' Policy regarding the COVID-19 Vaccine?

With the COVID-19 vaccine becoming more readily available across the nation, Otis College will require the COVID-19 vaccine for all currently enrolled students. Whether a student is living in Otis College sponsored housing or not, all students must show proof of having received one of the three currently available COVID-19 vaccine that has emergency use authorization (EUA) through the U.S. Food and Drug Administration (FDA), or an acceptable equivalent of those vaccines administered outside of the US. The college will accept medical, religious and philosophical exemptions on a case by case basis.

What Is the Daily Screening App That I Am Required to Use?

In order to help protect students and the entire Otis College community, every student, faculty, and staff member who is NOT vaccinated against COVID-19 and will be coming to campus is required to complete a daily "symptom check" to assess their risk of having COVID-19. Prior to coming on campus every day, individuals are expected to self-screen at home by checking their symptoms through the mobile health app Coverified*.

**Students will receive an e-mail with a link to download the CoVerified application onto their phone.*

What If I Become Ill and Have COVID-19 Symptoms?

If at any point a student becomes ill and is symptomatic of COVID-19, they should not come to campus. They should contact the [Student Health and Wellness Center \(SHWC\)](#) as soon as possible so that a telehealth medical evaluation can be conducted to determine whether a COVID-19 test should be performed. The student should **NOT** go to class and should follow direct instructions from the SHWC.

If any student has been in contact with someone who has a confirmed case of COVID-19, or

may be experiencing COVID-19 symptoms, they should contact the SHWC by calling them directly at 310-846-5738. Do not walk into the SHWC unannounced.

A student who has been in contact with someone with a confirmed COVID-19 case is defined as follows:

- Being within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period.
- You had unprotected contact with body fluids and/or secretions from someone with COVID-19.
- Living in the same household as someone who has a confirmed case.

How Is Otis Ensuring That Buildings and the Campus Are Safe for Students' Return?

Enhanced cleaning measures have been implemented across the campus that include frequent cleaning of bathrooms, lounges, common spaces, classrooms, labs, shops, studios, break rooms, and elevators. We have developed extensive safety protocols and procedures for a safe return to campus that heed the recommendations of the Los Angeles County Department of Public Health (LACDPH) and the CDC.

Before students return to campus, the College will have completed a variety of pre-return tasks and assessments to ensure a safe and healthy environment. These include:

- Anyone cleaning or preparing our buildings will be provided with appropriate PPE (gloves, masks, eye protection);
- Reviewing and maintaining our inventory of cleaning chemicals and supplies;
- Determining which areas require heavy cleaning due to higher traffic and/or heavy usage, such as common areas and bathrooms;
- Treating all surfaces using CDC-approved disinfectants;
- Encouraging staff to utilize UCx Phone services through their laptop, Zoom, and Microsoft Teams; to make and receive phone calls rather than office or conference room phones;
- Installing acrylic shields in public-facing departments or offices;
- Thoroughly inspecting all areas that have been shut down due to vacancy. All equipment and supporting services of the building will be assessed:
 - HVAC systems
 - Water systems

- College vehicles
- Potable water; flush faucets
- Fire Life Safety Systems
- Ensure open site drains will be inspected and traps will be primed

Once campus has re-opened, Facilities will continue with the following cleaning protocols:

- Enhanced cleaning measures will be undertaken every day before 6:00 a.m. by a cleaning company. The cleaning company will follow strict guidelines for enhanced cleaning provided by LADPH.
- Specialized cleaning (deep cleaning) of a space will be undertaken if the space was occupied by a person suspected or confirmed positive for COVID-19.
- Day porter/s will be undertaking cleaning between 11:00 a.m. to 5:00 p.m. during the day—cleaning door handles, entrance doors, emptying trash cans, cleaning the restrooms, and refilling toilet paper, soap, towel papers, etc. as needed.
- Cleaning supplies, including hand sanitizer and wipes, will be provided in all classrooms. Trash cans in every classroom will be emptied during the day. These cleaning supplies will be checked and replenished daily by the cleaning company.
- There will be disposable, one-time masks available at Campus Safety on demand. All students at the start of the semester will be given Otis-branded cloth masks.
- For elevators and high touch surfaces, we will install [NanoSeptic Self-Cleaning Buttons](#) and NanoSeptic Self Cleaning Sleeves for ADA/tubular/square/push bars door handles and restrooms fixture handles. All these self-cleaning products will be replaced every three months.

Will There Be Signs Around Campus?

Campus occupants are expected to follow signage on traffic flow through building entrances, exits, elevators, classrooms, studios, labs, shops, the library, and similar common use areas.

Are Face Coverings and Physical Distancing Required of Everyone on Campus?

Distancing, Hygiene, and Sanitation (DHS) and the use of face coverings will be **mandatory** measures to ensure the safety of faculty, staff, students, and the communities we serve.

Physical Distancing: Everyone on campus is required to maintain a minimum of six-feet of physical distance from other individuals wherever possible at all times. No exceptions will be made since COVID-19 can spread without a person showing symptoms or feeling sick. Based on guidelines set forth by the LACDPH, gatherings, shows and the like MAY BE permitted; however, the overall number of attendees will be based on capacity based on the tier that LA County is currently in. At this time, gatherings for events, shows, and the like are not permitted.

Face Coverings: Face coverings must be worn by all students while on campus when in the presence of others and in public settings (e.g. elevators, common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face coverings (disposable, cloth, or other types) is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not show symptoms or feel sick. **Face coverings are not a substitute for physical distancing, but are used in addition to physical distancing.**

Otis College will make cloth masks available to students. Please be aware that these masks are non-surgical, not medical-grade, and are not FDA-approved. The masks are NOT a direct substitute for N95, surgical, or procedural masks and/or social distancing. The masks should not be placed on children under age two, or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How to properly use and care for face coverings (disposable, cloth, or other types):

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

Note: If you wear glasses, to prevent steaming, you may want to try putting a tissue inside of your face covering.

How to properly take off a face covering (disposable, cloth, or other types):

- 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 of face coverings (disposable, cloth, or other types):

- Keep face coverings stored in a disposable bag when not in use.
- Cloth face coverings may not be used more than once a day and must be washed after each use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day's use. Cloth face coverings should be replaced immediately if they become soiled, damaged (e.g. ripped or punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your visit to campus or if it is soiled, damaged (e.g. stretched ear loops, torn or punctured material), or visibly contaminated.

Exceptional Circumstances: If you are unable to wear a face covering due to health reasons, please contact the Student Health and Wellness Center at studenthealth@otis.edu.

Face Masks Dos and Don'ts:

Face masks are only effective for protection if they are handled, worn, stored and disposed of properly. Experts continue to strongly urge everyone to maintain at least 6 feet of social distancing when possible—even with the use of face masks.

- Do practice proper hand hygiene. Before and after handling the mask (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. The outside of the mask is considered dirty.
- Do mark the outside of the mask in some way so you can easily identify which side is the outside of the mask, and handle it accordingly. Some individuals mark the outside with their initials in permanent ink.
- Do keep a paper bag handy for storing the mask every time you take it off; an open plastic Ziploc-style baggie is an alternative if a paper bag is not available. Always store a mask in a clean place. Never store it in a purse or pocket.

- Don't touch the outside of your mask while it is on your face.
- Don't pull your mask below your chin while you are wearing it. Leaving the mask dangling or improperly fitted to your face creates opportunities for cross-contamination.

What Additional Hygiene Measures Can I Take to Minimize My Exposure to COVID-19?

Coughing/Sneezing Hygiene: If you are in a private setting and are not wearing a face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Then throw the used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Hand washing: Everyone must maintain the strictest hand hygiene protocol by washing their hands thoroughly with soap and warm water for 20 seconds. A useful timing guide is singing the entire alphabet song. Ring your hands in a circular motion, cleaning arms up to the elbows, and underneath the fingernails. Use hand sanitizer frequently if there is no access to soap and water. Hand washing for at least 20 seconds should be conducted after any time you come into contact with a public surface/environment, whether it's a campus computer, elevator button, after you leave a campus room and/or building, before and after eating, etc.

What Should I Do If I Use Public Transportation to Come to Campus?

If you take public transportation, wear a mask before entering the train or bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizer with greater than 60% alcohol as soon as possible and before removing your mask.

Are There Any Considerations for Using the Restrooms On Campus?

Restrooms will be frequently cleaned per our current sanitation schedule. Please do not overcrowd in restrooms, keeping in mind six feet of physical distancing. If a restroom is highly occupied, please wait outside or come back later if you can. Avoid going to restrooms on various floors so as to limit your access to a variety of locations. Upon exiting a restroom, please follow hand washing hygiene practices.

Are There Any Considerations for Using the Stairs On Campus?

All buildings on campus will have clearly marked signage demarking a separate point of entrance into a building, and a separate point of exit from a building, thereby keeping the traffic one-directional. This will help maintain social distancing when entering and exiting the building by keeping throughways separate. Additionally, the hand rails on the stairs will be covered with [NanoSeptic Self-Cleaning product options](#), and these self-cleaning products will be replaced every three months. These plans for entrance and exit to and from buildings have also been vetted with our architects' plans to provide the best option for social distancing for an entry/exit strategy.

Are There Any Considerations for Using the Elevators On Campus?

Elevators will have limited capacity, with either two or four riders allowed at one time, depending on the size of the elevator and allowing for six feet physical distance between riders. If possible, please use the stairs whenever possible. Elevator capacities will be marked and physical distance floor markers will be used. If you are using an elevator, wear your face covering. [NanoSeptic Self-Cleaning Buttons](#) will be installed on all elevators and these self-cleaning products will be replaced every three months.

If I Am Eating Meals On Campus, What Should I Be Aware of?

Before and after eating, students should wash their hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, students should wear their mask or face covering until they are ready to eat and then replace it afterward. Students should not sit facing one another and should allow at least six feet of distance between each individual.

Dining Services will be fully open for students, staff, and faculty. Dining services will limit indoor seating to maintain social distancing guidelines, and will expand outdoor seating. Students, staff, and faculty will have the opportunity to pre-order their meals using an online app to minimize waiting and lines. All self-service stations will be closed, and dining staff will be preparing all meals behind the counters and packaging them to go. Our dining staff will go through daily temperature checks, wear masks and gloves, and clean frequently to maintain an optimal environment to maintain health and safety. All students, including commuter students, can purchase a meal plan. If you are a commuter student and would like a meal plan, please

contact the One Stop at onestop@otis.edu.

What Are the Guidelines for Use of Labs, Shops, Studios, Library, and Other Public Work Spaces?

Shared Classroom and Studio Spaces: The same safety and hygiene protocols for the rest of the campus apply in all classrooms on both campuses, and to all studios on the main campus. This includes maintaining social distancing, wearing face coverings, and frequent hand washing.

Access to labs, shops, studios, the library, and other spaces will be based on the capacity of the spaces when meeting 6' physical distancing requirements.

Only **one student** may occupy each desk or workstation. Students must adhere to their department's scheduled studio use, when that is indicated. Even though Facilities is making sure the entire campus is cleaned on a frequent, regular basis, students still must wipe down commonly-used surfaces before and after they've used them with products made available in all classrooms and on campus. Students must also wipe down tables, tools, and equipment after they've used them. Antimicrobial and multi-purpose alcohol wipe dispensers are located in select areas for your convenience. Avoid sharing supplies or materials. When sharing is required, disinfect the supplies with antimicrobial and multi-purpose alcohol wipes and wash your hands immediately afterwards.

Students must abide by—and not physically alter—established room configurations, as posted and demarcated with signage. Students must follow established traffic flows and signage in all classrooms and studio spaces.

Personal Studio Space at Culver City: 6' social distancing is required throughout the building. Only two people may occupy the student studio spaces at one time in Culver City. When exiting a personal studio, students should ensure that there is enough social distance from anyone who is passing in the hallway. Students must follow established traffic flows in the hallways and classrooms. Face coverings must be worn everywhere in the building, but are not required in a student's personal studio space.

What are the guidelines for use of the Commons and Bobrow Green?

The Commons and Bobrow Green have been reconfigured and marked for your use and enjoyment, while ensuring safety. Please stay centered within the markings to allow for sufficient social distancing. Walk around and not through the circles when moving across the green spaces. Markings may not be moved.

What If I Have to Travel?

Travel increases the risks of exposure to COVID-19 for you and the community. The CDC has issued new guidelines for travelling within the US and to/from outside of the US. Instructions and guidelines for travel will depend on your vaccination status against COVID-19. Governments worldwide have issued similar warnings and [entry restrictions](#), which can change without advance notice. For more information, please visit the [CDC travel site](#) which is updated regularly.

Any student intending to travel should be aware of the risks of such travel, including, but not limited to:

- Contracting COVID-19;
- Being potentially stranded due to government travel restrictions and/or subject to a federally mandated quarantine when the student returns from travel;
- Not being allowed to leave a location if a travel ban to/from that location were to be issued;
- Being placed into mandatory quarantine because the student shows symptoms of COVID-19 or because they have traveled—potentially even if only for a connecting flight—from a location that is considered at-risk;
- Being subject to in-country quarantine (for international travel) or other disease control measures (for domestic and international travel) that are beyond the control of the College.

Students who may need to travel for personal reasons are urged to review the State Department's [Travel Advisories](#) and the [CDC Travel Notices](#), and to carefully consider whether the value of the travel to them outweighs the risks faced as a result of this travel, or the inconvenience of quarantine upon return. Per the current [LACDPH guidelines](#), any student who is not fully vaccinated arriving in or returning to Los Angeles County from other states or countries must:

- Quarantine for 7 full days after travel if they get tested and get a negative COVID-19 viral test result from a specimen collected 3-5 days after their arrival.

- Quarantine for 10 full days after travel if they did not get tested with a COVID-19 viral test after their arrival.

Students who are subject to quarantine may continue their coursework remotely if it is feasible or appropriate. Students must communicate with their faculty if there are any disruptions to their class attendance, including moving to remote learning, due to isolation or quarantine. Please see the Isolation/Quarantine Policy (below) for more details.

What If I Have to Isolate or Quarantine?

If a student is required to be in isolation (any student that has tested positive for COVID -19) or quarantine (any student that came into close contact with a student who tests positive for COVID-19), they must follow all directives given to them by the Student Health and Wellness Center staff. Directives may include being **quarantined in their room** or place of residence for 14 days or until they are cleared to return to classes, or **being moved to another room for isolation purposes** until they are cleared to return to their room and classes.

What If Someone I Am Living with Tests Positive for COVID-19?

If a member of your household becomes symptomatic or has a confirmed case of COVID-19, you are required to self-quarantine for 10 days (or longer if you become symptomatic), and are advised to get tested for COVID-19. If at any time during your quarantine period you start to feel symptomatic, please alert the SHWC or your primary care provider. You do not need to quarantine if you are fully vaccinated for COVID-19 and have no symptoms.

How Do I Isolate/Quarantine If I Am a Residential Student?

Quarantined and isolated residential students living on campus or in affiliated housing will receive specific instructions on how to isolate and/or quarantine, along with information on access to food, laundry services, staff, and other necessary functions until they are cleared to return to campus.

Residential students who require isolation will be placed in a separate room designated for this purpose. Residence Life and Housing staff will communicate with students on how to access support and services.

Any student who requires quarantine or isolation will be assigned to a case management team

who will be checking in with them regularly and monitoring their progress. Case management teams consist of a medical provider from the SHWC, a counselor from Student Counseling Services, and a Residence Life and Housing staff member.

Students required to isolate or quarantine may not return to classes until they are cleared to do so by SHWC staff. Any student resisting or refusing to isolate/quarantine will be documented through the student conduct process and will go through a formal hearing process. The College reserves the right to remove any residential student from housing who refuses to abide by all the recommendations and requirements set forth by the Student Health and Wellness Center.

How Do I Isolate/Quarantine If I Am a Commuter Student?

Quarantined and isolated commuter students living off campus will receive specific instructions on how to isolate/quarantine at their local residence.

Any student who has tested positive for COVID-19 will be monitored by a medical and mental health provider through the Student Health and Wellness Center, who will be checking in with them regularly and monitoring their progress.

Commuter students required to isolate or quarantine cannot return to campus or classes until cleared by SHWC staff. Clearance by SHWC staff means that the student is no longer symptomatic, has completed the appropriate amount of days in isolation or quarantine or other measures are met.

If any student who is required to isolate/quarantine returns to campus or classes prior to being cleared, they will be removed immediately and asked to return home. Any student resisting or refusing to isolate/quarantine will be documented through the student conduct process and will go through a formal hearing process. The College reserves the right to remove any residential student from campus who refuses to abide by all the recommendations and requirements set forth by the Student Health and Wellness Center.

Will Counseling Services Be Available?

Student Counseling Services will be fully operational for the fall semester.

- Appointments will be conducted virtually and will resume in person when county guidelines deem it safe.
- Rooms will be available upon request for students who may require a private space for their virtual appointment, when on campus.

- Crisis/same-day appointments remain available for students. Please call the SHWC at 310-846-5738 to consult on any student who is in crisis.

What Testing Is Available in the Student Health and Wellness Center?

The Otis College COVID-19 testing plan is in accordance with recommendations and guidelines set forth by the CDC, California Department of Public Health, and the Los Angeles County Department of Public Health. We will continue to monitor for any changes to the guidelines and update our policy as needed.

The SHWC is planning on offering free COVID-19 testing to all currently enrolled students.

COVID-19 testing needs for students will fall into three categories:

- Students presenting with symptoms of possible COVID-19 needing evaluation and testing;
- Unvaccinated students “screening positive” on their daily self-screening and who are in need of testing;
- Students who are asymptomatic and require testing because of potential close contact with a confirmed case of COVID-19.

Surveillance Testing at Otis College of Art and Design

Otis College will be conducting surveillance testing of its unvaccinated campus population. All asymptomatic, unvaccinated staff, faculty and students will be tested on a periodic basis throughout the semester. Testing will be conducted on campus and will be scheduled; walk in testing will not be provided.

What Is the Contact Tracing Program at Otis?

Contact tracing is the process of identifying people who came into contact with a confirmed COVID-19-positive person, and is done to help diminish the spread of the disease. Otis College will conduct contact tracing, if required, under the supervision and guidance of the LACDPH.

In the event of a known positive test result reported to Otis, the College will notify the LACDPH immediately. Otis will also notify those college community members who were identified as having had close contact with the infected person. Notification of contacts will not disclose the infected individual’s identity without their consent.

If Human Resources has been told of any positive test in a faculty or staff member, HR will lead contact tracing to identify other faculty and staff who could be a close contact of the infected

individual. HR will also alert the SHWC of the positive case, so that SHWC can identify close contacts in the student population.

If a positive student case is diagnosed at the SHWC, the SHWC will notify the LACDPH immediately. The SHWC will begin contact tracing and notify any students who have been identified as a close contact with the infected person. Close contacts will receive further instructions regarding quarantining, testing, and follow-up care. Any faculty and staff member who has been identified as a possible close contact of the student will be notified by HR.

What Will the College Do If an Outbreak Occurs On Campus?

An outbreak is a sudden rise in the number of cases of a disease. While we hope that the measures outlined in these guidelines will mitigate any widespread outbreak of COVID-19, we are prepared for various scenarios in which an outbreak might occur and have planned how we should respond.

Otis may need to tighten restrictions on a temporary basis to assess an imminent threat to public health, to conduct testing or expand cleaning due to an outbreak, or to address a significant violation of social distancing. Tightening restrictions could include limiting gatherings, limiting student activities, or moving to remote learning for a specific length of time. Remote learning does not necessarily mean the closure of the campus. Depending on the nature of the situation that precipitates a cessation of in-person teaching, it may not be advisable for all students to travel home.

The decision to shift the entire campus to remote learning will be determined by the following factors:

- Otis cannot satisfactorily meet the PPE, testing, tracing, treatment, or operational needs of the community;
- Otis and the Los Angeles Department of Public Health identify a public health risk on or near campus that cannot be adequately contained;
- Potential executive order by the Governor of the State of California.

RESIDENCE LIFE AND HOUSING GUIDELINES

Residence Life and Housing will be opening the on campus Residence Hall and affiliated apartments at Park West at double occupancy, meaning 2 students to a bedroom and 4

students to a shared apartment/suite. Appropriate cleaning in the common spaces of the buildings (hallways, lounges, elevators) and physical distancing measures are planned to ensure the health and safety of residential students. The following guidelines are specific to students living in residential housing owned by or affiliated with Otis College.

Do I Need to Wear a Face Covering Outside of My Room?

Students are required to wear a face covering when leaving their assigned room, including in the hallways of their building, lounges, elevators, stairwells, etc. Students who are in their own private space do not have to wear a face covering while they are in that space. Residential students must adhere to the face coverings policy (see above).

Are Guests Allowed to Visit Me While I Am Living in Housing?

Residential students will be allowed to visit other residential students. We are asking that no outside guests or visitors, including other Otis College students who don't live in housing, enter the Residence Hall or affiliated Park West Apartments. If students

are found to have outside guests in their buildings or residential spaces, the guest will be asked to leave immediately, and the student will be addressed through the [Student Code of Conduct](#).

Are There Additional Cleaning Measures Being Provided?

Common areas (hallways, elevators, lounges) in both the Residence Hall and Park West will continue to be cleaned and disinfected regularly. Students will receive a cleaning kit to assist with the cleaning and disinfecting of their own suites/apartments.

Is There a Limit to the Amount of People Who Can Be in the Elevators at One Time?

All elevators in residence buildings are limited to four people at one time. We are encouraging students to take the stairs in these buildings when available and able.

Are Community Spaces Open and Available?

Residence Hall

All communal spaces in the Residence Hall, including the lounges, studio space, and kitchen will be open at a limited capacity. Students should adhere to the posted occupancy numbers.

Students will still have access to the laundry room on each floor and are encouraged to use the [WASH app](#) to see the machine availability before entering the space.

Park West

We will follow the guidelines and directives from the property manager in regards to the rules and expectations of the community spaces. This includes, but is not limited to, the rules outlined for the pools, fitness center, common spaces, etc. As we have a better understanding of how these areas will be managed, including closures, maximum capacities, and/or other precautions, we will notify the students living at Park West.

What If I Become Ill and Have COVID-19 Symptoms?

1. Do not leave your room, attend class, or visit public spaces. Stay in your bedroom and avoid common areas as much as possible.
2. Call the Student Health and Wellness Center at 310-846-5738. The SHWC will be open for calls between the hours of 9:00 a.m.–4:30 p.m., and will direct you on your next steps.
3. If you begin to feel symptomatic after hours, stay in your room and call the SWHC first thing in the morning.
4. If you begin to feel symptomatic over the weekend, call a local urgent care facility (two are listed below) for a telehealth appointment.
 - a. Exer Urgent Care: 9:00 a.m.-6:00 p.m., 6020 S Seabluff Dr.#1, Playa Vista, CA 90094. Phone: 310-862-0400.
 - b. Cedars Playa Vista Urgent Care: 12:00 p.m.-9:00 p.m., 12746 W Jefferson Blvd 2nd Floor, Playa Vista, CA 90094. Phone: (424) 315-2220.

What If I Test Positive for COVID-19?

If a residential student is identified as testing positive for COVID-19, the following will occur:

1. Residence Life and Housing will be notified by the SHWC for isolation/quarantine procedures to commence.
2. Housing will relocate the student, as needed, to ensure the safety of the community.

How Do I Manage My Emotional Support or Service Animal If I Test Positive for COVID-19?

If the student has an Emotional Support Animal (ESA) or Service Animal, the student is still responsible for the care and maintenance of the animal. Animals belonging to students who are isolated or quarantined are to be kept away from other animals in the Otis Community during this time.

Students with a ESA/Service Animal will be given the following choices for relieving their animal during this time:

1. If quarantined for two weeks, have a family member pick up the animal for that period.
2. A student may choose to board the animal during a two-week quarantine period. There are animal support services to assist with this, check your area for availability.
3. If the student does not want to leave their service animal with family or a friend, and the animal requires being taken outdoors for bathroom/walking breaks, etc., then the following must occur:
 - The student must take their animal out for bathroom relief and be fully dressed in PPE (which will be provided by housing staff/SHWC).
 - The student can use the gate closest to the Residence Hall to access the nearest grassy area for relieving their dog. The student is responsible for cleaning up after the animal.
4. If a student has an animal they can easily care for within their unit/apartment, such as a cat, bird, etc:
 - The animal must be kept with the resident, including being moved to an isolation unit with them for care.
 - Animal waste is to be secured in trash bags provided by the College.
 - The cleaning crew will come by the student's assigned room once a day to pick up the animal waste for disposal; trash coordination will be addressed by housing staff.
 - The animal owner is responsible for cleaning the common space of their unit and their bedroom.

For more information on COVID-19 and the care of your animal, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/pets.html>

What If I Disagree With Any of the Policies Outlined Above?

All members of the Otis Community must comply with the Otis policies established to create a safe and respectful community during our response to COVID-19. Students who fail to observe COVID-19 guidelines may be subject to disciplinary procedures in accordance with the Student Code of Conduct including the possibility of being removed from Housing or from the campus.

CONTACT LIST

All questions regarding the above should be directed to one of the following individuals:

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