

	Policy Title: COVID-19 Safety Procedures		
	Issuing Department: Administration Policies		
	Policy Number: C19-0001	Version: 1	Effective Date: 12/6/2021
	Approved By: Dr. Ellen Lee	Approval Date: 12/6/2021	Review Date: 11/1/2023
Policy References: CDC COVID-19			
Web Links: https://www.cdc.gov/coronavirus/2019-ncov/index.html			

Background

According to the Center for Disease Control and Prevention (CDC), symptoms of the COVID-19 may appear between two and fourteen days after exposure to the virus. The virus spreads mainly from close contact person-to-person through droplet exposure from talking, coughing, or sneezing. In some circumstances, the droplets and particles may contaminate surfaces. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Even individuals who are asymptomatic can still spread the virus. Therefore, practicing personal prevention such as handwashing and staying home when sick, social prevention such as being six feet from people, and environmental prevention such as cleaning and disinfection are important principles are strongly encouraged.

I. PURPOSE

Stanton University is implementing procedures and guidelines on how to handle the COVID-19 for the safety of its students, faculty members, and staff as it gradually resumes on-campus classes at Garden Grove and Los Angeles campuses.

II. POLICY STATEMENT

It is policy that members of Stanton University (students, faculty, and staff) and visitors must adhere to the established guidelines that support and protect their health.

III. GENERAL PROVISIONS

SCOPE: All persons in the classrooms, offices and facilities at the Stanton University campuses.

IV. HEALTH SAFETY GUIDELINES

The following guidelines shall apply on all Stanton University classrooms, offices, and facilities:

- Must be wearing a face mask, regardless of vaccination status, when in the presence of an individual or a group at Stanton University.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Follow social distancing guideline as recommended by the CDC.
- All vaccinated faculty members, staff, students, and guests must submit their vaccination record.
- All unvaccinated faculty members, students, staff, and guests must submit a weekly COVID-19 test with negative results before entering class or campus office.
- Should an individual not comply with faculty or staff, they are to leave the premises immediately.
- When an individual has signs and symptoms of the virus, they will need to self-quarantine by staying off-campus for 10 days. The Health Department may set a different quarantine period. If they do, follow their instructions to the letter and email Campus Health at campushealth@stanton.edu for instructions before returning to campus.

Protocol for Positive COVID-19 Cases

- If a member of Stanton University or guest tests positive, those test results are sent to Campus Health, who contacts the individual to determine the infectious period, the places on campus the individual has been and which students, staff, and faculty they have been in contact with during that time.
- Once the individual's locations and contacts on-campus have been determined, an announcement email will be sent out to the entire faculty, staff, and students stating the following
 - The number of students, faculty, and staff affected.
 - Any required action(s) to take.
 - List of resources.
- If the student or faculty member was directed to isolate or quarantine by Campus Health, the individual should not participate class and instead will be excused after providing a doctor's note.
- If applicable, the area the individual has been will be disinfected.

V. ON-CAMPUS CLASSES

The following guidelines shall apply to students and faculty members who are participating in classes that are held on-campus.

- Regardless of vaccination status, students must wear masks when attending class or visiting one of the campus offices. Faculty members, if they are at least 8-feet away from students, do not need to wear a mask to teach their classes.
- Do not come to the school if you are experiencing symptoms related to COVID-19, which includes a cough; temperature of 100°F (37.8°C) or above; chills; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; sore throat; congestion or runny nose; or have been in contact with someone who has tested positive for COVID-19. A potential exposure means being a household contact or having close contact—within 6 feet—of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. It is required for you to stay home and self-quarantine per CDC and local health department guidance.
- Per CDC guidance, if you have been infected with the COVID-19 virus, you will be exempted from weekly testing for a period of 90 days. Please contact Campus Health at campushealth@stanton.edu for instructions in providing a copy of your COVID-19 test results if you are seeking this exemption.
- While the COVID-19 vaccines are not mandatory, the University encourages everyone to be vaccinated as soon as possible.
- A non-vaccinated individual with an exemption, including those working offsite but who come in contact with students or Stanton employees, must complete the weekly COVID-19 testing (or once per week for those accessing campus once weekly) to maintain access to campus facilities.
- Faculty are not allowed to ask about the student's vaccination status.

VI. RESOURCES

The following links are to help you understand the severity of COVID, information about testing and vaccine.

- COVID-19
 - Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - How to Protect Yourself & Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 - Information about Testing: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
 - More information about COVID-19 by county
 - Orange County: <https://occcovid19.ocaliforniahealthinfo.com/>
 - Los Angeles: <https://covid19.lacounty.gov/testing/>
- Testing
 - Both Orange County and Los Angeles:
 - CVS: <https://www.cvs.com/minuteclinic/covid-19-testing>
 - Orange County:
 - Atom, located inside AR Galleria: 9618 Garden Grove Blvd. #127 Garden Grove, CA 92844. Hours about 10:30am to 5pm.
 - 360 Clinic: <https://360clinic.md/>
 - Anaheim Locations: <https://www.anaheim.net/5652/Testing>
 - Los Angeles:
 - COVID-19 testing site with Crestview Clinical Laboratory, located in the Wilshire Park Place. Hours about 11am to 5pm.
 - County of Los Angeles Locations: <https://covid19.lacounty.gov/testing/>
- Vaccines
 - Information about Vaccines: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/>
 - Find Vaccine Near You: <https://www.vaccines.gov/>
 - Locations and Information:
 - CVS: <https://www.cvs.com/immunizations/covid-19-vaccine?icid=rx-home-cb2-covax>
 - Orange County: <https://occcovid19.ocaliforniahealthinfo.com/covid-19-vaccine-resources>
 - Los Angeles: <https://coronavirus.lacity.org/Vaccine>