

Pepperdine Restoration Plan



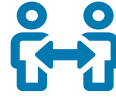
Test



Treat



Trace



Separate



Operate



Clean



Deliver Excellence

Introduction

Especially in these unprecedented times, Pepperdine's unwavering foundational commitments remain: the highest standards of academic excellence and Christian values and the recognition that our students must be at the heart of the educational enterprise. All members of our community are highly valued and viewed holistically, and their safety and well-being are of critical importance. To that end, this plan concentrates on safeguarding the health and safety of our community. Be assured, these measures will be implemented in ways that prioritize the quality of the student experience. We are a community filled with brilliant scholars and creative professionals, many of whom view their work as a ministry. Their collective effort and ingenuity, coupled with their genuine care for our students, will ensure the remarkable Pepperdine experience while taking prudent precautions to maintain the health and safety of our community.

With comprehensive emergency preparation and a pandemic plan in place, Pepperdine is well-positioned to address and respond to the COVID-19 outbreak. As soon as the virus hit the news, we activated our Emergency Operations Committee and the Infectious Disease Task Force, and immediately gathered a consultative team of experts to supplement our on-campus medical professionals. After navigating the initial outbreak and adapting to health restrictions, the University's Steering Team developed Pepperdine's reopening plan to return students to campus.

This comprehensive plan is built upon research, benchmarking, industry guidance, and official mandates, and it prioritizes the health and safety of our community and our commitment to the student experience. Implementation of this plan will be tailored for each of our campuses in accordance with local public health guidance. To ensure a safe and elevated experience for our students, faculty, and staff, we will test, treat, trace, operate, separate, clean, and deliver excellence this fall.

Test

1. In line with current, best scientific practices, Pepperdine will prioritize diagnostic testing and will continue to follow the development of antibody testing for potential use.
 2. Pepperdine will procure an ample supply of testing kits and processing units to serve our in-person and on-ground community population.
 3. In line with prevailing guidance and the advice of our medical and infectious disease specialists, Pepperdine will execute a confident screening and testing strategy that mitigates community spread through early identification.
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Treat

1. Pepperdine's Student Health Center has capacity to address COVID-19 and routine health concerns as well, with expanded medical staff to provide appropriate campus coverage.
 2. The University will provide tests for COVID-19 coordinated through the Student Health Center.
 - The Student Health Center will add medical personnel to the existing full-time medical staff to assist with treating COVID-19 matters as well as routine medical needs.
 - The Counseling Center will provide services for students experiencing COVID-related anxieties and other mental health concerns.
 - Staff will continue to update the Student Health Center's COVID-19 Treatment Plan regularly as more is learned about the coronavirus, how best to treat it, and how to prevent its further spread.
 3. Pepperdine will continue to closely monitor developments in treatments and vaccines for COVID-19, securing adequate supplies when appropriate therapeutics become available.
 4. Pepperdine will enhance its customary focus on influenza:
 - Pepperdine will treat individuals with influenza-like illness at the Student Health Center.
 - Annual flu shot clinics for the community will be expanded and marketing campaigns conducted to encourage all members of the community to receive the annual influenza vaccine.
 - The Student Health Center has ordered an extra supply of flu vaccines to prepare for the upcoming season.
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Trace

Pepperdine will establish a contact tracing team and framework, utilizing all relevant departments (including Registrar, Human Resources, Student Affairs, Student Health Center, and Campus Dining), and the technology best

suited for our campus. This team will be trained and available to respond at all times.

Separate

1. **Classes** will incorporate appropriate social distancing, reducing density to increase physical space between students, utilizing face coverings, and following practices conducive to effective contact tracing.
 - Large lecture classes may transition to smaller sections. Instructional accommodations will be offered for vulnerable populations, and those requiring quarantine or isolation.
 - Because social distancing reduces classroom capacity, the University will identify additional spaces for academic use; increase the number of sections; and utilize other creative solutions to satisfy health officer orders and academic requirements.
2. **Housing** will be modified to comply with public health orders.
 - Residence hall common areas, shared community spaces, and fitness rooms may be modified to account for social distancing guidelines.
 - Adherence to social distancing guidelines within residence facilities will be required.
 - Pepperdine will manage scaleable isolation and quarantine spaces for residential students, sufficient to handle different scenarios.
 - Pepperdine will house suspected and positive COVID cases in pre-arranged locations, while providing for cleaning, academic, and nutritional needs.
3. **Gatherings and events** will comply with public health orders, including appropriate limitations on the number of participants or attendees at athletics competitions and performing arts events.
 - Fitness areas and other common area gathering spaces may have limitations subject to public health orders.
 - Pepperdine's Malibu campus has ample outdoor spaces on campus, allowing for recreation to be spread out and not contained solely in indoor venues.
 - External groups will be closely managed, if allowed on Pepperdine's campuses at all.
 - Many of Pepperdine's events are small by nature already because of school size.
4. **Dining** will be available in a grab and go format only at the university's main cafeteria, at least initially, with limited indoor seating, until public health guidelines recommend otherwise.
 - Catering services will eliminate family-style delivery and focus on individual servings.
 - The University is also arranging for alternative food service options, including food truck appearances (e.g., In-N-Out, etc.) and allowing food delivery (e.g., Door Dash, Uber Eats, etc.).
5. **Workspaces** in large part utilize individual offices and cubicles with walls high enough to create individual workspaces.
 - Workspaces will be evaluated to ascertain whether designated one-way walking paths will decrease contact.

- Supervisors and Human Resources will promote remote working where possible and will consider staggered or alternating work schedules on campus (e.g., Team A works Monday, Wednesday, Friday on campus; Team B works Tuesday, Thursday on campus).
 - The University will encourage use of virtual meetings rather than using conference rooms.
6. **Physical spaces** will include markings denoting appropriate spacing for social distancing (e.g., elevator capacity, retail lines, waiting areas).
 7. **Technology and innovation** will remain a University focus as we seek to implement best practices across all facets of our campuses.
 8. **Guiding policies and practices** will accompany changes in operations.
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Operate

1. **Classroom technology** is being upgraded to accommodate recording and/or Livestreaming for remote learning as necessary.
2. **Campus housing** is all apartment- and suite-style living. Even at full capacity, no more than eight students (two per room) live in a suite/apartment with a double bathroom.
3. **Housing and Residence Life** provides a structure and personnel to manage and enforce social distancing measures. Pepperdine has a high ratio of staff to students with resident and spiritual life advisors, resident directors, and professional staff on campus.
4. **Performing Arts** will resume when safe to do so, and casts and performances will be evaluated individually, pending the development and application of a specialized control plan targeted to address all relevant factors.
5. **Athletics** will resume when safe to do so, and teams will be evaluated on an individual basis, pending the development and application of a specialized infection control plan targeted to address team size, sport contact, practice and competition, travel, and other relevant factors.
6. **Hand sanitizer** will be available at numerous locations across campus including in no-touch community dispensers, large pumps for office use, and smaller bottles for personal use by community members.
7. **University policies and practices** will be adapted in response to COVID-19:
 - Policies will adjust to accommodate sick students and employees staying home, address vulnerable populations, allow for added breaks for hygiene, use of break rooms/elevators/conference rooms, etc.
 - Access to Pepperdine's Malibu campus will be managed at the two entrances staffed by Public Safety officers (stop each car, request basic identification information, and conduct a basic screening, while also providing reminders such as face covering requirements while in proximity to others). Graduate campuses will follow protocols established by each building's property management.
 - The University has an interim face covering policy requiring campus community members to wear a face covering. This policy will remain in place until Public Health lifts its recommendation on face coverings. Additionally, each campus occupant (student, faculty, or staff) will be provided with a face covering and instructions for proper use and care.
 - Pepperdine will maintain a clean desk policy and increase the availability of sanitation options.
 - Mail services and package handling will continue to be managed in accordance with CDC guidelines.

- Retail operations will reduce or eliminate in-person operations, with a preference for pick-up/delivery until public health guidelines recommend otherwise.
 - Educational materials about infection control, social distancing, hand washing, covering coughs/sneezes with elbows, and staying home for work/class will be distributed to the community at the beginning of the semester.
 - Enforcement of interim policies will continue by or through:
 - Public Safety officers who staff the campus entrance gates and patrol the campus, addressing policy violations.
 - Supervisors for departmental compliance.
 - Housing staff including resident directors and resident advisors. Initial violations might be given a warning, and repeat offenders would be sent through the University's student disciplinary procedures for violating University policy.
 - LiveSafe, a campus safety/security app is available to all community members so they themselves can report violations for follow up from Public Safety.
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Clean

1. **Supply chain management and supplies procurement** is a high and ongoing priority for the University.
 2. **Enhanced cleaning**, with an emphasis on high-touch areas, will exist across campus.
 - The University will implement enhanced cleaning/disinfection services and protocols for the workplace and classrooms (including public areas and restrooms).
 - Pepperdine will maintain on-call deep cleaning crews to address potential exposure areas.
 3. **Student residential** common living spaces, including bathrooms, will continue to be cleaned by Custodial Services.
 - Cleaning supplies will be provided to students with guidelines for cleaning frequency of high-touch items.
 4. **Offices and working spaces** will be appropriately cleaned.
 - Personal sanitation supplies will be provided to employees so they can clean their workspaces at the end of each shift.
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Deliver Excellence

What we do to keep our community safe is important, but how we do it will define this era in Pepperdine's history. Our truest identity will be represented when, guided by God, we faithfully execute these plans and deliver excellence to our students. From out of this crisis, we will Ascend. Together.

Pepperdine University - summary of emerging practices
Updated 06/09/20

Uploaded Documents:

- **Sample socially distanced classroom floor plans**
- **Classroom social distance guidelines**
- **Snapshot of shared classroom capacity spreadsheet**
- **Interim Telecommunity Exceptions Policy**
- **Interim Travel Restrictions**
- **Interim Face Covering Protocol**
- **Interim Campus Visitor Protocol**
- **HR Pay Code Guidelines flow chart**
- **Pepperdine Restoration Plan**
- **Plexiglass Partition Guidelines (draft)**
- **Custodial scopes of service**

Summary of other measures:

Screening Upon Arrival to Campus

At entry booth(s) to campus, Public Safety Officers will conduct health screenings, temperature checks and ensure each individual entering campus has a face covering or is provided a face covering for entry to campus.

Signage for pedestrian traffic direction and reminders for social distancing

The University's Integrated Marketing Group working with Human Resources is working on a series of signage meant to both remind campus about social distancing and direct pedestrian traffic and queues.

Return to Work Guidelines are being finalized for issuance in the next few weeks.

Building Matrix University Office of Environmental Health Services developed a matrix consisting of actions/decisions by campus building to track the outcomes of questions that arose and to document the implementation of plans.

Only one team member to a vehicle and cleaning and disinfecting vehicles throughout the day and before beginning and ending shifts.

Mail Services and package pick-up areas are preparing spaces to support social distancing, putting up tents to allow for shade while students wait in (what will be long) line to pick up rented textbooks, packages and drop off mail and items for shipping.

Warehouse Services will increase the minimum/maximum stock levels for cleaning and disinfecting supplies for meeting the new demand.

Classroom Space Reimagining and Reallocating Sample floor plans with physically distanced tablet arm chairs and fixed furniture spaces have been provided along with a summary document of the applicable guidelines. Identified 26 spaces (over 20,000 GSF) of existing interior space to convert to classroom use (museum, library reading rooms, dining rooms, etc).

Developed shared spreadsheet for all schools to communicate available classrooms, furniture type, original capacity, social distance capacity, current photo, and socially distanced layout.

Installing/Upgrading Audio/Visual equipment to support online classes or remote class attendance.

Dining Services, Cafeterias will provide grab and go meals in lieu of typical cafeteria foods. Also identifying remote order pick up locations within student housing areas.

Shuttle Service changes to support social distancing measures while safely transporting students from housing to classroom areas. Increase in shuttles on campus, perhaps open-air electric vehicles to move students.

Trash Pick Up Investigating compaction units to accommodate increased to-go container usage campus wide.

Sanitation Protocols

Pepperdine will stage and maintain 250 hand sanitizer stations at building entrances and high traffic areas.

Developing coordinated cleaning and disinfection protocols with health center, campus recreation and athletics staff.

Pepperdine may provide cleaning supplies for student residential spaces to maintain a higher than normal cleaning frequency.

Custodial Service Changes

Pdf scope of services by space type provided

- In addition to the regular cleaning schedule, added measures will be as follows:
- High Frequency Touch Point cleaning, campus-wide: 2x daily in addition to 1x on evening shift. Academic, administrative, athletics and student residential spaces.
- Office Spaces: increase touch point cleaning during PM shift (disinfecting high touch points). Staff provided with self-disinfecting supplies.
- Breakrooms- increase touch point cleaning during AM and PM shifts (twice a day during the day shift and one time during the night shift) and quarterly electrostatic spraying in all breakrooms

- Classrooms- plans for disinfecting classroom spaces after each class or after a predetermined number of classes/lectures are in development; self-disinfection materials will also be posted or provided
- Restrooms- increase touch point cleaning during all shifts (twice during day shift and once during the night shift); operational locker room areas and health center restrooms will be cleaned 4x daily
- Athletics and Gym spaces: locker rooms closed until commencement of competition; disinfection before and after athlete use is being planned

Residential Spaces- Pdf scope of services provided

Upgrading HVAC and equipment filters -- Pepperdine will conduct an investigatory assessment of the HVAC systems with a mechanical engineering firm to evaluate modification related to increased ventilation, outdoor air exchange, and filter ratings.

Quarantine/Isolation: we have designated both on campus and off campus locations for potential quarantine and isolation housing needs

DETERMINING EMPLOYEE PAY CODES

How To Record Your Time During the COVID-19 Crisis | Effective April 1, 2020–July 31, 2020

STATUS

Working on-campus or working remotely on regular work or other duties as assigned



Enter as **NORMAL HOURS** worked

On vacation



Enter as **VACATION PAY**

Caring for immediate family member sick with COVID-19



Enter as **SICK PAY**
or
DISASTER-DONATED SICK PAY up to 160 hours
or
VACATION PAY in coordination with paid family leave

Caring for child out of school due to COVID-19 closure



Enter as **SICK PAY**
or
DISASTER-DONATED SICK PAY up to 160 hours
or
VACATION PAY



then enter as **EMERGENCY PAY**

*If you are able to commit time to do regular work enter as **NORMAL HOURS** worked*

Sick with illness *unrelated to* COVID-19 closure



Enter as **SICK PAY**



then enter as **VACATION PAY**

Sick with COVID-19



Enter as **SICK PAY** in coordination with state disability claim

Working regular shift hours where there is no telecommuting available



Enter as **EMERGENCY PAY**

Exempt employees: Exempt (salaried) employees should only enter appropriate codes on their timecard (for example, sick and vacation accruals) for full days of missed regularly scheduled work.

Please reach out to Human Resources at **310.506.4397** if you have any questions.

Please see the resources available to you to effectively manage work and normalize the new environment at:

[PEPPERDINE.EDU/CORONAVIRUS](https://pepperdine.edu/coronavirus)

COVID-19 Frequently Asked Questions

Frequently asked questions are updated regularly as Pepperdine's Emergency Operations Committee continues to manage the University's COVID-19 response. Students from each school can find additional information with [school-specific FAQs](#), and Human Resources is providing additional guidance to employees with [faculty and staff FAQs](#).

About Coronavirus Disease 2019 (COVID-19)

Pepperdine's Response

Are the Malibu and graduate campuses safe for students, faculty, and staff?

Yes. The University is in regular communication with local and state authorities and continues to follow guidance administered from the Centers for Disease Control and Prevention (CDC) and the L.A. County Department of Public Health. Out of an abundance of caution and in an effort to promote social distancing, the University transitioned to remote alternative instruction on March 16, 2020 for the remainder of the Spring 2020 term.

Are athletic facilities open for use?

No, all Pepperdine athletic facilities including the pool, tennis courts, gymnasium, and weight room are closed until further notice.

Are there any COVID-19 cases on a Pepperdine campus?

Pepperdine is aware of 27 reported cases of COVID-19 within the University community of students, faculty and staff. These are individuals who reside in a variety of locations in the Los Angeles area and beyond. The University has received the reports of positive COVID-19 test results either through testing at Pepperdine's Student Health Center or self-reports of those tested elsewhere, or reports of presumed positive cases.

- The University is aware of no cases of individuals currently living on Pepperdine's campuses who have tested positive for COVID-19.
- Thirteen reported cases prompted a potential exposure notification from the University to other members within the community. Pepperdine officials, working closely with the Student Health Center and public health officials, notified those in the Pepperdine community who may have had close contact or potential exposure with the infected individuals and asked them to quarantine for 14 days and monitor their symptoms.
- Twelve additional individuals reported positive tests or presumed positive diagnoses of COVID-19 to the University but have not had contact with the Pepperdine community during their contagious period.


- Sadly, the University also learned that a retired faculty member Professor Emeritus Wayne Strom passed away following complications from COVID-19.
- Sadly, the University also learned that Caruso School of Law Professor James M. McGoldrick passed away following complications related to COVID-19.

The University intends to provide periodic updates on this webpage as new COVID-19 cases are reported. This count should not be considered comprehensive due to the University's significant reliance upon self-reporting and the quickly changing nature of the outbreak.

What is Pepperdine doing to protect its community?

The University's Emergency Operations Committee is working closely with University stakeholders, as well as an outside infectious disease expert; consulting with International SOS regarding international programs and risk travel assessment; and following advice from the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the Los Angeles County Department of Public Health. The University also has a well-developed pandemic emergency response plan in place, updated to reflect current COVID-19 circumstances. The plan is comprehensive in nature and addresses many possible scenarios at all of our campuses with the ultimate goal to best protect our community.

If I am on campus and feel sick, what should I do?

Regular, pragmatic advice still applies. If you are sick, you should not go to class or work until you have been evaluated by a medical professional. The CDC recommends individuals who have been in close contact with a person known to have COVID-19 or who have recently traveled from an area with [widespread or ongoing community spread of COVID-19](#)  and feel sick with fever, cough, or difficulty breathing, take the following actions:

- Seek medical care right away, but call the doctor's office or emergency room before going, and tell them of your recent travel and symptoms. If you are an enrolled student, call the Student Health Center at 310.506.4316 and select option 3.
- Avoid contact with others and **do not go to class or work until you have been evaluated** by a medical professional.
- Cover your mouth and nose with a tissue or your sleeve (and not your hands) when you cough or sneeze.
- Wash hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer if soap and water are not available.
- If someone reports to you that they are feeling sick with a fever, cough, or difficulty breathing, and they have recently traveled to China or any other area with ongoing transmission of the virus reported by the CDC, encourage them to seek medical care using the steps listed above.

Where can I find additional information from Pepperdine on COVID-19?

This site is being updated regularly as the University learns additional information. Updates from the EOC including their latest decisions are posted to the University's [Emergency Information Page](#) .

COVID-19 Interim Restrictions for Campus Visitors

Pepperdine is implementing the following Interim Visitor Restrictions through June 15. Due to the COVID-19 outbreak the University is continuing to promote social distancing and limiting visitors to campus.

Restricted Access to Campus

Access to all University campuses is restricted to essential students, faculty, staff, designated vendors, and invited guests. Non-essential visitors to campus will not be admitted. Additionally, essential campus visitors should wear a face covering to Pepperdine campuses to comply with the County Health Department Order to do so.

Invited Guests

- Current essential students, faculty, and staff.
- Invited guests or family members of on campus condo homeowners.
- Parents and families during move-out periods to assist their students.
- Designated vendors and service operators with essential campus business.
- Ride-hailing and food delivery drivers until further notice.

All guests not listed in the above categories are non-essential visitors.

Procedures for Invited Guests

Campus hosts should complete a [guest registration form](#)  prior to the guest's arrival.

Exception Requests

Requests for access to campus by other populations will be considered on a case-by-case basis. Requests should be sent to dispatch@pepperdine.edu at least 24 hours prior to the desired visit and will be reviewed by the Office of Emergency Services. Urgent requests may be communicated by phone to the Department of Public Safety's non-emergency line at [310.506.4442](tel:310.506.4442).

COVID-19 Interim Telecommuting Exceptions

The University's Telecommuting Policy (University Policy Manual, section 16) outlines eligibility, procedures, and expectations regarding staff members working remotely. However, short-term telecommuting can be an appropriate option for staff members in extraordinary circumstances, such as during the current outbreak of Coronavirus Disease 2019 (COVID-19), which fall outside of the Telecommuting Policy for a limited period of time. Employees should be given flexibility in either taking time from work or working remotely for legitimate reasons (for example, self-isolation due to travel, caring for children during school closures, elderly family members, and those at risk with weakened immune systems, among others). Exceptions to the Telecommuting Policy last only for the duration of the outbreak, as defined and communicated by the University.

Advanced Planning and Critical Support Personnel

Critical Support Personnel (CSP) are expected to report to work in the event of University closure or other extraordinary circumstance, if it is safe to do so and even if they are not instructed to do so. In extreme circumstances, CSP may have legitimate reasons for being unable to report to work (such as the examples cited above). Supervisors are encouraged to speak with CSP as early as possible and in advance of extraordinary circumstances for planning purposes and to reassign work as necessary.

Eligibility for Short-Term Telecommuting

Supervisors, at their own discretion, may allow some or all of their staff to telecommute on a short-term basis during the outbreak. Supervisors are responsible to ensure that their departments perform critical work to care for the Pepperdine community and maintain operations to the appropriate extent communicated by the University; flexibility may be given to non-essential work.

Typical eligibility criteria for telecommuting (for example, one year of service) do not apply in such circumstances, and an approved Telecommuting Agreement is not necessary.

Supervisors should regularly communicate with their staff regarding the fluidity of such situations, as well as changing business needs (such as the need to report to campus). Supervisors or employees may revoke a short-term telecommuting agreement at any time and for any reason.

Expectations for All Staff

Telecommuting staff members are responsible to:

- Fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignment, such as:
 - Duties and responsibilities

- Hours of work (rest/meal breaks, overtime, and other wage and hour requirements still apply)
- Hours of availability to communicate regarding University business
- Communication of work assignments and personal needs, including reporting absences of work due to injury, illness, or caring for a family member
- The use of University equipment and materials.
- Appropriately complete their timecard. For instructions on how to complete timecards during a pandemic, please see the Faculty/Staff FAQ webpage.
- Protect University information by following the University's policies governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access Pepperdine data, either in print or electronically; and not accessing restricted-level information in print or electronically unless approved by the supervisor and protected by policy-compliant encryption and/or physical controls.
- Maintain a safe environment in which to work.

Sample Expectations for Supervisors

Supervisors should communicate specific expectations to individual team members based on each person's needs and circumstance. To ensure that the telecommuting assignment is mutually beneficial to both the University and staff members, planning and communicating expectations in advance of the telecommuting is crucial.

For sample expectations that you may tailor for your staff members, please see Appendix A.

General Agreement

Staff members must comply with University rules, policies, practices, and instructions and understand that violation of same may result in termination of telecommuting privileges and/or discipline up to, and including, dismissal from the University.

Short-term telecommuting in extraordinary circumstances does not change the basic terms and conditions of employment with the University. Telecommuting assignments do not change a staff member's classification, compensation, or benefits. The accrual and charging of leave time is subject to the same policies and procedures applicable to non-telecommuting staff members.

Pepperdine University is an "at-will" employer, meaning that the employment relationship between the University and each of its staff members may be terminated at any time by either the University or the staff member, with or without notice or cause. Telecommuting assignments are not contracts or promises of employment. Nothing in a telecommuting assignment guarantees employment for any specific term, nor alters the "at-will" nature of employment.

Appendix A

Telecommuting During the Coronavirus Disease 2019 Outbreak Sample Supervisor Expectations

Dear Supervisors:

Should you grant your team members the opportunity to work from home on a limited basis during the COVID-19 outbreak, you must plan the telecommuting assignment ahead of time to ensure it will be mutually beneficial to both the employee and the University. Circumstances can change quickly during such fluid situations, and you are responsible to ensure that your department maintains adequate business operations. You should speak with your employees now to plan business coverage, should some of your employees be personally affected by the outbreak and unable to perform their duties partially or totally.

Additionally, emotions can run high with employees experiencing stress from their personal circumstances, in addition to any anxiety from disruption to normal routines. Without clear communication, it is easy for people to make assumptions, misinterpret directions, or further compound issues by not being on the same page. Please take the time to speak with each of your team members in advance to ensure seamless transitions during this potential time of change.

The expectations you have for each telecommuting assignment may vary among your team members, based on their role, needs, and unique circumstance. Please communicate clear expectations to your team members prior to the telecommuting assignment beginning.

Below are sample expectations; some of these may apply to some of your staff members and not others. Please tailor and add to the sample expectations below to meet the needs of each of your team members. Human Resources is pleased to answer any questions and assist in any way.

Sample Expectations

1. The opportunity to work from home will be granted for a limited period of time (list dates).
 - a. The opportunity to work from home may be withdrawn at any time.
2. If you cannot work remotely due to you being ill or caring for a family member who needs assistance, notify me no later than the beginning of your scheduled shift.
3. Adhere to all University timekeeping policies and procedures. For instructions on how to complete your timecard during a pandemic, please see the Faculty/Staff FAQ webpage.
 - a. For non-exempt employees:
 - i. You may work up to eight (8) hours each business day. Refrain from working over eight hours in one day, or over 40 hours in one week.
 - ii. Take one fifteen (15) minute break near the middle of each four hour segment of work.
 - iii. Take one 30-60 minute meal break prior to the end of your fifth hour of work.
 - b. For exempt employees:
 - i. Only record full-day absences with the correct code on your timecard.
4. Be available by phone and/or e-mail during the agreed upon hours (list hours).
5. Respond to all e-mails and voicemails within one business day.
 - a. You do not need to provide an answer within one business day; but you must respond to each e-mail indicating that you have received the message and that you will respond fully in a timely manner.

6. E-mail your supervisor at the end of each business day providing a progress report on your work, including:

- a. projects you have completed during the day
- b. pending projects and their estimated date of completion
- c. items on which you seek supervisory approval and insight



COVID-19 Interim Travel Restrictions

Pepperdine University is adopting the following interim travel restrictions for all University community members through June 15 due to the outbreak of Coronavirus Disease 2019 (COVID-19). All other provisions of the University's [International Travel Policy](#) remain in effect.

Pepperdine continues to prioritize the safety of the University community as its highest priority. Providing basic travel information allows trip planners and the International Travel Risk Assessment Team to collaboratively analyze the risks involved. Employees should discuss specific concerns about potential business trips with their supervisors.

University-Sponsored Travel

Given the spread and travel impacts of COVID-19, employees who have already scheduled or are considering University-sponsored travel should review their trips with their supervisors to assess whether to continue, postpone, or cancel the trip in light of all current circumstances. Employees with concerns about upcoming University travel should discuss them with their supervisors.

International Travel

Pepperdine is prohibiting all non-essential international travel through June 15. Essential trips should be reviewed with your supervisor, coordinated through the Office of Emergency Services, and ultimately require the approval of the Emergency Operations Committee and should not be scheduled prior to approval.

Additionally, Pepperdine is prohibiting University travel to countries with a Centers for Disease Control and Prevention (CDC) Level 2 or Level 3 Travel Health Notice for COVID-19. This list evolves. A current list of these countries is available on the [CDC website](#). This restriction is in addition to existing travel restrictions, including the requirement that travel to countries with certain US State Department travel advisories be vetted and approved before departure. The University may cancel or modify trips on a case-by-case basis.

Domestic Travel

Pepperdine is prohibiting all non-essential domestic travel through June 15. Essential trips should be reviewed with your supervisor, coordinated through the Office of Emergency Services, and ultimately require the approval of the Emergency Operations Committee and should not be scheduled prior to approval.

Travel Insurance

The University is making an exception to its current practice of not purchasing travel cancellation insurance to allow for the purchase of this insurance while this interim travel policy is in effect. Employees should discuss the purchase of travel insurance with their supervisor.

Personal Travel

Students and employees are encouraged to avoid personal travel to countries with a CDC Level 2 or Level 3 Travel Health Notice related to COVID-19. Although the University cannot prohibit personal travel, University community

members should be aware their personal travel could impact their ability to return to a University campus.

Arriving on Campus After Travel

Community members who have traveled for any reason to countries with a CDC Level 2 or Level 3 Travel Health Notice related to COVID-19 (instituted before their departure or during their stay) will not be allowed on any University campus for 14 days after leaving the aforementioned countries. Although the University will do what it can to be supportive, to reduce health risks to the entire community, these restrictions will be enforced. Students or employees who violate these restrictions may face discipline.

14-Day Restriction from University Campuses

Employees restricted from University campuses should contact their supervisors to determine whether they may work remotely via the University's Interim Telecommuting Exceptions or whether they will need to take vacation or sick time. Students and employees will assume all responsibility for their personal travel decisions to countries with a CDC Level 2 or 3 Travel Health Notice related to COVID-19, including any consequence related to an inability to complete their coursework or fulfill their job duties immediately following their return.

Students restricted from University campuses should contact the Office of Student Information and Services at onestop@pepperdine.edu or [310.506.7999](tel:310.506.7999) for assistance with coordinating time away from classes.

Those in Close Contact with Individuals Who Have Traveled from Higher Risk Areas

Individuals who have been in close contact with travelers who, in the last 14 days, were in countries with CDC Level 2 or Level 3 Travel Health Alerts for COVID-19 are encouraged to contact the Student Health Center at [310.506.4316](tel:310.506.4316), option 3 for a risk assessment. Additional guidance may be provided following the risk assessment.

Questions

Contact the Office of Emergency Services at [310.506.4996](tel:310.506.4996) for questions or assistance.



Face Mask Protocol

Please see below for information regarding the use of face masks and face coverings.

CAUTION

- Use of facemasks should not place an increased demand on medical grade respirators, such as N95 and surgical masks. These need to be reserved for health care workers or those with known and on-going close contact to a confirmed or presumed positive case.
- Use of face coverings or face masks should not in any way decrease the frequency, adherence and use of other better proven interventions to prevent spread of illness such as staying at home, physical distancing and washing hands frequently for 20-30 seconds. That is, wearing a face covering does NOT mean you can work safely within 6 feet of a colleague.
- Decreasing risk of infections by using a face covering will only be successful if proper technique is used (see below). Improper technique may actually increase risk of getting infected.
- Use of face masks or face coverings is NOT a substitute for staying home if you are ill or if you have been told to quarantine because of contact to a known or suspected case except when needed to go out into public for essential needs such as obtaining food or medical supplies. In this case, coming to work is NOT considered an essential need.

DEFINITIONS

- Face covering: a face mask made out of material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face and nose. It can be made from a variety of materials such as cotton, silk, linen. It may be factory made, sewn by hand or devised from a bandana or t-shirt.
- Face mask: includes factory made surgical face masks and N95 or other medical grade.

POLICY

- Consider wearing a face mask or face covering whenever you are in a public space and may not be able to maintain a 6-foot distance from others (e.g. when in a grocery store).
- Consider wearing a face mask or face covering whenever you are working with colleagues and cannot maintain a 6-foot distance from colleagues at all times (e.g. a two-person job that requires you carry something, and 6 feet distance cannot be maintained to properly carry the item). The time spent within 6 feet of a colleague in this case should be as short as possible.
- Consider wearing a face mask or face covering whenever you have prolonged contact with colleagues even if 6-foot distancing can be maintained, especially if the prolonged contact is within an enclosed or not well-ventilated space.

- Face masks or face coverings should be worn only if you feel comfortable doing so, although inability to wear a face mask or face covering may limit work activities you can safely participate in.

TECHNIQUE

- Wash hands or use hand sanitizer before applying face mask or face covering.
- Try to touch the inside and outside of face mask or face covering as little as possible. To lift up and secure to the head, touch the ties or elastic bands of the mask or face covering as much as possible instead of the front or inside of the mask or face covering.
- Wash hands after applying the face mask or face covering.
- Once the face mask or face covering is in place, do not touch the outside of the mask or slip fingers under the mask (to scratch nose or to adjust). Wash hands or use hand sanitizer after inadvertently touching the mask. Do NOT place the mask around your neck to blow your nose, eat etc. If you do so, any germs that have accumulated on the outside of your mask you will then breath in (possibly in higher concentrations) defeating the entire purpose of wearing the mask!
- To safely remove the mask or face covering: First wash hands or use hand sanitizer. Avoid touching the outside or inside of the mask as much as possible. Remove the mask by using the ties and gently pull away from your face. Do not shake the mask.
- Either discard by gently placing in a disposal bin, or gently place in a paper bag (not plastic, if possible, which doesn't allow for proper drying of moisture from breath) with inside surface folded inward or gently place in a laundry basket for later cleaning. After proper removal, wash hands or use hand sanitizer again.
- Do not use a face covering more than one day without washing it. A face mask may be used more than one time or one day, if needed, as long as proper placement, removal and storage are used and time between uses allows for drying of breath moisture but know that this is not standard practice and safety is unknown.
- Launder face coverings by gently placing in washing machine (using ties or by not touching the face mask as much as possible) and using as hot a water temperature as possible for the material used OR wash by hand in a sink after gently placing to soak in hot, soapy water. Wash hands after handling pre-washed face coverings.

APPA Survey Response

How Social Distancing Was Calculated

1. For all of our spaces, a minimum of 6-feet from the center of one person to the center of another person was allocated.
2. Most of our undergraduate lecture/seminar classroom spaces use a standard tablet arm chair that is 24" wide by 34" deep (*KI Learn2 Strive* with custom wider tablet), and these types of chairs were configured in a way that maximized the amount of chairs in the classroom, using the 6-foot distancing described above, without compromising ingress and egress or the students' line of sight to the area where the professor teaches or displays content. This same process was used for other lab/classroom spaces that utilized other types of movable tables or desks. For fixed-furniture or auditorium seating, the 6-foot distancing described above was applied to ascertain the maximum number of seats that could be filled under these guidelines.
3. To maximize the portion of the classroom that could be used for students, we allocated a 7-foot by 7-foot square at the front of the classroom in which the professor could remain in a relatively stationary manner.
4. Current fronts of rooms were assumed to be fixed in classrooms, due to existing technology and white boards. For non-classrooms reassigned to classroom use, the assumed front of the room was based on higher occupancy orientation.
5. Some side walls and the back walls of classrooms were configured to have desks against them, since a 6-foot distance from a wall is not required.
6. Six feet of distance was not allocated for students entering or exiting classrooms, or walking past one another once seated, based on the short period of close proximity time.
7. Accessible clearances were maintained at all existing doors.

	5/14/20	5/14/20	Seaver Lecture/Seminar Classrooms													
	Green = Potential Repurposed Space for Lecture/Seminar															
	Yellow = Existing Lecture/Seminar															
	Highlighted items were not on the spreadsheet and not in 25 live															
Status	Building & Room #	Building & Room #	Description	Space Type	SqFt	Dimensions	Original 25Live	Furniture Type	Typical Layout	Initial COVID	Final COVID	Expected	Social Distancing	Room Photo	Front of Room	Classroom
	CCB340	CCB340		Classroom	891		38	Fixed		6	13		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	CCB346	CCB346		Classroom	721	24' x 30' 9 1/2"	28	Tablets		8	16		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	CCB349	CCB349		Classroom	711	6 3/8 in X 30ft 5 7/8	28			10	17		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	CCB352	CCB352		Classroom	681	30' x 22' 8 3/16"	28			8	15		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	Elkins	Elkins		Auditorium	4156		399	Fixed	staggered	36	78	30	<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	FFH125	FFH125	Multi-Purpose Room	Other	582		100	Fixed	staggered		8		<input checked="" type="checkbox"/>	https://drive.google.com		https://drive.google.com
	HFHH200	HFHH200	Trophy Room	Other	1,700		75	Tablets			32	30	<input checked="" type="checkbox"/>	Drive link		https://drive.google.com
	HITS101	HITS101	Fitness Studio	Other	1,132		30	Tablets			27		<input checked="" type="checkbox"/>	https://drive.google.com		https://drive.google.com
	KSC100	KSC100		Classroom	509	23' 5" x 21'	25	Tablets		6	12		<input checked="" type="checkbox"/>	https://drive.google.com		https://drive.google.com
	KSC110	KSC110		Classroom	514	23' 6" x 22' 1"	28	Tablets		6	11		<input checked="" type="checkbox"/>	https://drive.google.com		https://drive.google.com
	KSC130	KSC130		Classroom	1179		65	Fixed	staggered	8	22		<input checked="" type="checkbox"/>	https://drive.google.com		https://drive.google.com
	MB105	MB105	Instrumental Rehearsal	Music Practice Room	1856		38	Tablets		20	42	25 per email from	<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	MB111	MB111	Dance Rehearsal	Other	823		38	Tablets		11	20		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	MB118	MB118	Small Ensemble Room	Music Practice Room	786	28ft9in x 28ft	14			8	19		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	MB136	MB136	Accompanist studio	Music Practice Room	239	21'7" x 11'	12			4	5		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	MB220	MB220	Choral Rehearsal	Music Practice Room	1226		75	Tablets		13	21		<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com
	PAYSON212	PAYSON212	Lecture/Study Room	Study	1,416		96	Tablets			34	30	<input checked="" type="checkbox"/>	https://drive.google.com	Drive Link	https://drive.google.com

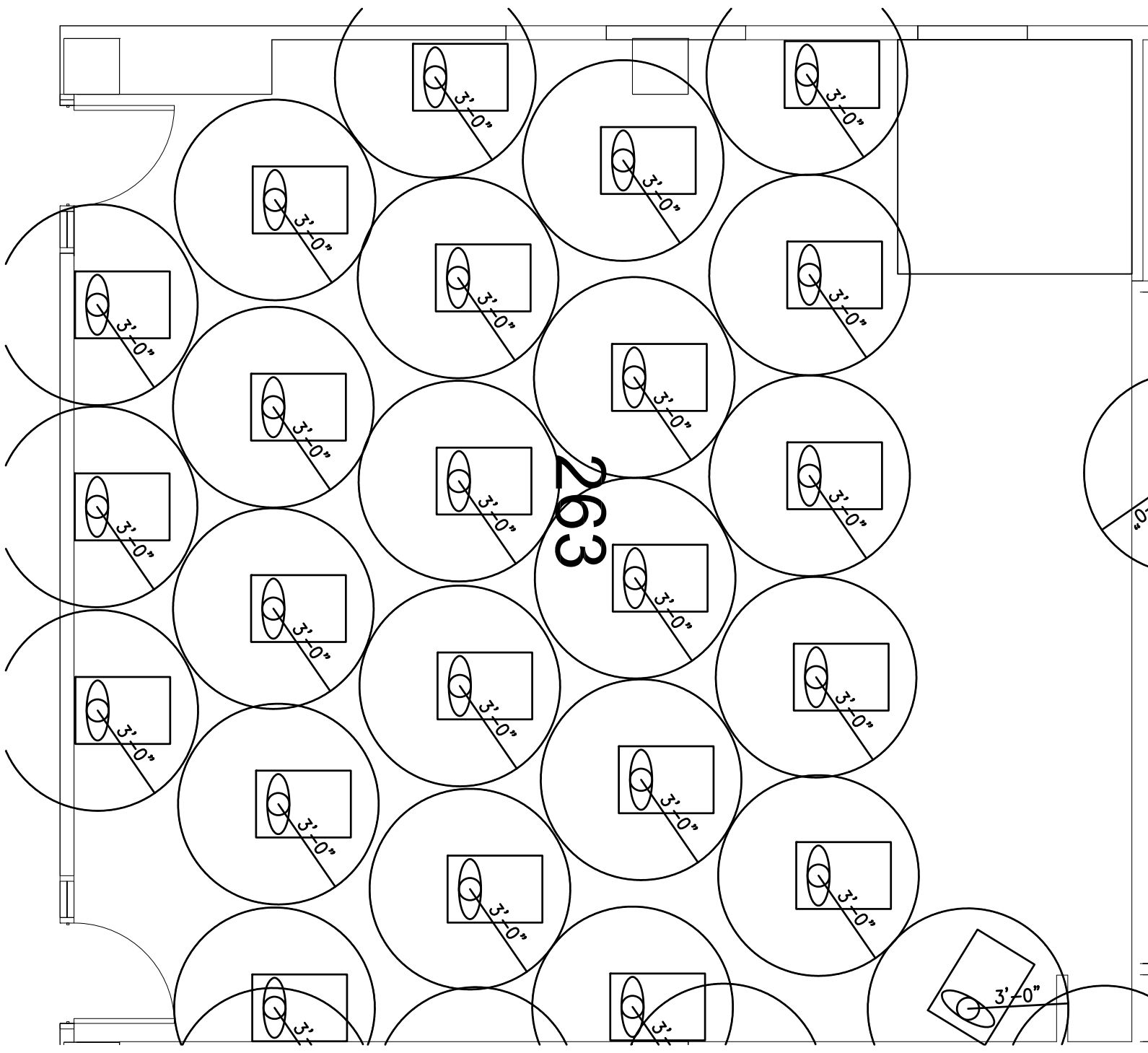
Caruso School of Law Classrooms

Green = Potential Repurposed Space for Lecture/Seminar

Yellow = Existing Lecture/Seminar Space

to be entered 25Live

Building & Room #	Description	Space Type	SqFt	Original 25Live Capacity	Furniture Type/Caveats	Typical Layout	Final COVID Capacity	Tablets Needed	Expected Enrollment Cap	Social Distancing Drawing Complete	Room Photo	Classroom Layout CAD Drawing	CPA Approved	CPA Revise
SOL121	Library Open Space				ASSUMES TABLETS	N/A	46	30	30	✓	https://drive.goc	https://drive.google.com/open?i	✓	<input type="checkbox"/>
SOLD	Caroso Audit Classroo		2267	126	4 of these are tablet arms	Theatre	40	4	30	✓	n?id=1WuQ-U5o2m/open?id=1KN-LjwAZ0ELFPaQ6		✓	<input type="checkbox"/>
SOLTCR	Darling Trial Class Lat		2339	60	33 gallery and well, plus 3 in jury box. ASSUMES TABLETS on floor and in jury box	Square	36	16	30	✓	n?id=1oAZBKy_V.com/open?id=17VphiMvUs4UrXFr		✓	<input type="checkbox"/>
SOLG	Hirsch Classr Classroo		1716	90	Utilizes the 2 small 5x2 at front of classroom, making the front row another "U"	U	32		30	✓	n?id=1l8JoY9Qu5m/open?id=1Xxwugj0Co2Gk5pw		✓	<input type="checkbox"/>
SOLACR	Mendenhall Class Lat		1928	85	4 of these are tablet arms; 7 end seats are slightly compromised	Theatre	30	4	30	✓	en?id=13Kue6k1J.com/open?id=1KGuWSP2zoXnTUv		✓	<input type="checkbox"/>
SOLC	Caroso Audit Classroo		2035	90	4 of these are tablets	Theatre	29	4		✓	id=1TP9WhGwHm/open?id=1YmZQzsPKCkWOtW		✓	<input type="checkbox"/>
SOLE	Caroso Audit Classroo		2035	90	4 of these are tablets	Theatre	29	4		✓	en?id=1veSeEsbf.com/open?id=14CVndq5Ueso25		✓	<input type="checkbox"/>
SOLSR1	Gunder Class Classroo		967	35	ASSUMES TABLETS	Square	23	23		✓	n?id=17MJSiBRoCom/open?id=17Wj6uV9xAVTXJAF		✓	<input type="checkbox"/>
SOLB	Irvine Lecturi Classroo		1690	84	4 of these are tablet arms; staggering eliminated the ability to place tablet arms in this space at the front	Theatre	23	4		✓	id=1hDqewhsvom/open?id=1VlQKcW7k9h8aM		✓	<input type="checkbox"/>
SOLF	Classroo		1142	55	Utilizes the 2 small 5x2 at front of classroom, making the front row another "U"	U	20			✓	id=1disWbya3Zom/open?id=1Xxwugj0Co2Gk5pw		✓	<input type="checkbox"/>
SOLA	Salathe Class Classroo		977	40	Utilizes the 2 small 5x2 at front of classroom, making the front row another "U"	U	18			✓	id=1QVYnZ8x5mom/open?id=1KGuWSP2zoXnTUv		✓	<input type="checkbox"/>
SOLLAB	Computi		572	26	ASSUMES TABLETS		14	14		✓	Drive link m/open?id=1t0I4FdUBoimMoV11		✓	<input type="checkbox"/>
SOLSR2	Classroo		553	20	ASSUMES TABLETS	Square	12	12		✓	en?id=1taE2IQVJ.com/open?id=12NNVE-o70BOovcV		✓	<input type="checkbox"/>
SOLSR4	Founders Roo Classroo		553	18	ASSUMES TABLETS	Square	12	12		✓	en?id=10dTC_s3fom/open?id=1uiQsTDcKD1YQKW		✓	<input type="checkbox"/>
SOLSR5	Classroo		542	20	ASSUMES TABLETS	Rows	11	11		✓	Drive link om/open?id=1VubONdLyiW0b5Ky		✓	<input type="checkbox"/>
SOLSR3	Classroo		342	14	ASSUMES TABLETS	Square	8	8		✓	n?id=1cXo8pI0Y7om/open?id=12NNVE-o70BOovcV		✓	<input type="checkbox"/>
SOLJURY	Jury Roo		385	14	ASSUMES TABLETS		7	7		✓	Drive link om/open?id=1VubONdLyiW0b5Ky		✓	<input type="checkbox"/>

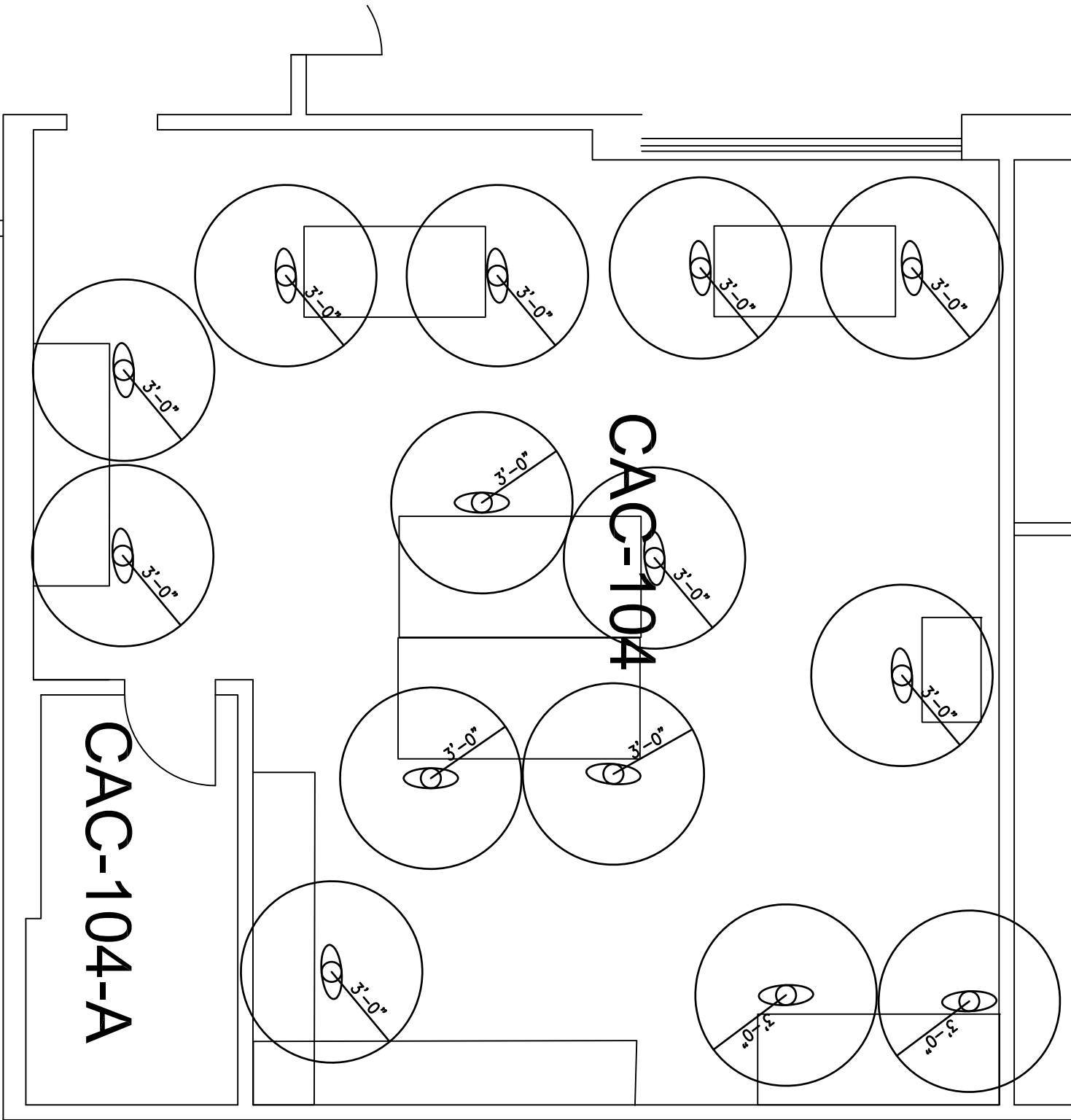


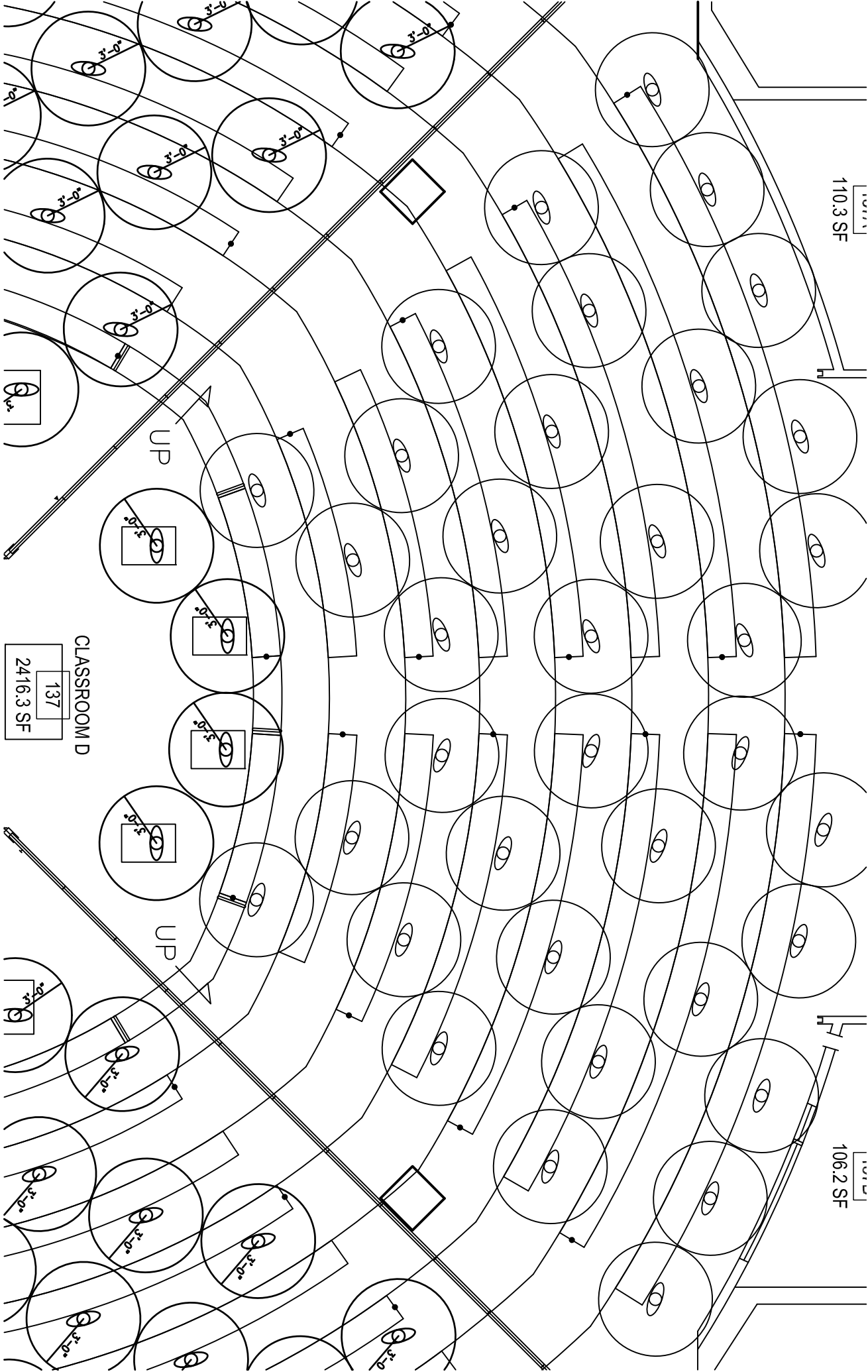
263

3'-0"

CAC-104-A

CAC-104





110.3 SF

CLASSROOM D
137
2416.3 SF

106.2 SF

Plexiglass Partition Guidelines

Objective: *Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers). Meet specific needs of various campus areas and stakeholders while ensuring a consistent and standard application across campuses.*

Guidelines:

1. Plexiglass provides two primary protections related to infectious disease:
 - a. Reinforce physical distancing by preventing people from getting too close when users may be forgetful, and
 - b. Preventing respiratory droplets exhaled by one person from entering the breathing zone of another.
2. Los Angeles County Department of Public Health (“LADPH”) [Office Worksite reopening guidelines](#) state that “if possible, customer service or reception areas [may] have plastic barriers installed to limit contact between employees and visitors.” However, physical barriers do not alleviate the University from the current physical distancing and face covering requirements
3. LADPH guidance for reopening institutions of higher education has not yet been released.
4. Based on these guidelines, University plexiglass partitions are being installed in the following areas:
 - a. Transaction counters where physical distancing cannot be achieved and close proximity transactions occur with high frequency throughout the day.
 - b. Health care reception desks where staff interact with potentially infectious people.
 - c. Areas from which faculty provide instruction in classrooms.
5. These installations have several common features based on best practice recommendations:
 - a. Partition dimensions should exceed the breathing zone of users. The breathing zone is the pocket of air from which a person draws breath, and can be visualized as a bubble with a 12” radius extending basically from just above a person’s mouth.
 - i. Partitions at standing counters will be a standard minimum height of 84” from the floor to accommodate community members over 6’ tall.
 - ii. If both users are sitting, the recommended partition height is set at 32”.
 - b. Generally, a surface-mounted or free-standing partition is preferred, although there may be specific circumstances in which a hanging partition cannot be avoided.

- c. Transaction slots will be a standard 3" x 10", 4" x 12", or 6" by 14".
 - i. Transactions of large packages, books, etc that exceed this dimension will be designed to allow material to be transferred at a side counter where the staff member and customer do not have direct face-to-face interaction.
 - d. Voice grates will typically not be installed as these may compromise separation of the parties' breathing zones.
 - e. Whenever possible, partitions will run end to end along the existing countertop.
 - f. Representative drawings of approved partitions types can be found [here](#).
 - g. All the aforementioned details are subject to the partition's stability and the ability of the materials to perform.
6. Disinfection of installed partitions will be a shared responsibility between the University and the end user of that space.
- a. Staff working at counters with plexiglass should clean any high touch areas, such as transaction slots, twice daily and at the end or beginning of their shift.
 - b. University custodial staff will disinfect partitions each evening.
 - c. Classroom partitions will be disinfected twice daily by University staff. Faculty members using these partitions should clean them before and after use.
7. The partition-installation process will be as follows, with multiple phases based on relative priority by type of space/application. We plan to finish design, end-user consultations, and specification by June 15.
- a. On-site review and consultation with vendor and stakeholders.
 - b. Review continuity of solutions within POC and administration.
 - c. Confirm specification with vendor and place order.
 - d. Schedule and oversee the installation.