

Protocol for Social Distancing: Appendix A

Recent Updates:

6/29/20: In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health

Business name: Pepperdine University

Facility Address: 24255 Pacific Coast Highway, Malibu, CA 90263

Approximate gross square footage of space open to the public: None, all campuses are closed to the public.

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. SIGNAGE

- ✓ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- ✓ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ✓ Everyone who can carry out their work duties from home has been directed to do so.
- ✓ All employees have been told not to come to work if sick.
- ✓ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ✓ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- ✓ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- ✓ All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.
- ✓ All desks or individual workstations are separated by at least six feet.

- ✓ Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
 - ✓ Break rooms: four times per day in operational areas currently in use (Thornton Academic Center, Department of Facilities Services, Department of Public Safety); twice daily in remaining break rooms.
 - ✓ Restrooms: four times daily at Department of Public Safety, Department of Facilities Services, Tyler Campus Center, Thornton Academic Center; twice daily in all remaining open restrooms.
 - ✓ Other: all high traffic touch points are cleaned twice daily; all common areas in occupied residential spaces are disinfected twice daily.
- ✓ Disinfectant and related supplies are available to all employees at the following location(s): Warehouse Services
- ✓ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): entrances to Tyler Campus Center, Firestone Fieldhouse, School of Law, Seaside Residence Hall, Payson Library, Thornton Administrative Center, Howard A. White Center, CCB, Drescher Campus Complex, or additional locations upon request.
- ✓ Soap and water are available to all employees at the following location(s): every restroom and break room across campus.
- ✓ Employees are allowed frequent breaks to wash their hands.
- ✓ Copies of this Protocol have been distributed to all employees.
- ✓ Optional—Describe other measures: Access is restricted at all campuses. A record is kept of the name and purpose of each person who enters the Malibu campus.

**C. MEASURES TO PREVENT CROWDS FROM GATHERING
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ✓ Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
Maximum number of customers in the facility: 20 in the cafeteria; no other customer-facing areas remain open.
- ✓ Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: Pepperdine does not sell any goods that are selling out quickly.
- ✓ Optional-Describe other measures: Effective March 16, 2020, the University transitioned to a remote learning and remote working environment. All University events have been canceled or postponed through May 31, 2020.

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ✓ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ✓ Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance.
- ✓ Separate order areas from delivery areas to prevent customers from gathering.
- ✓ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Institute one-way aisles to facilitate Social Distancing.

✓ Optional—Describe other measures: A maximum of 6 people are allowed per shuttle and seating spaces are marked for social distancing. Living spaces for students remaining on campus have been spaced over a wide area.

E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)

✓ Preventing people from self-serving any items that are food-related.

✓ All items are pre-packaged in sealed containers by staff.

✓ Bulk-item food bins are not available for customer self-service use.

✓ Food samples are prohibited.

✓ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe: Employees enter payment information manually rather than require customers to use a card reader machine.

✓ Optional-Describe other measures (e.g. providing senior-only hours): Students are granted access to the cafeteria in time blocks based on last name.

F. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)

Restrooms normally open to the public shall remain open to the public.

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.

Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.

✓ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.

✓ Disinfecting all payment portals, pens, and styluses after each use.

✓ Disinfecting all high-contact surfaces frequently.

Optional- Describe other measures:

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



Business

Contact Name: Jon Weber

Phone number: (310) 506-4996

**Date Last
Revised:**

7/1/20
