



LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

FACULTY ACCESS TO COLLEGES FOR COMPLETION OF SPRING 2020 CLASSES
JULY 21, 2020

INTRODUCTION

The Los Angeles County Department of Public Health (LACDPH) has confirmed the Los Angeles Community College District (LACCD) can move forward with on-campus instruction to complete classes from the Spring 2020 Semester that supports California's essential services workforce infrastructure. The following are the safety requirements for the limited in-person instruction that are planned on or after July 27, 2020. Faculty may want to include specific items as an addendum to their syllabus.

Required Safety Protocols

Signage based on LACDPH requirements regarding COVID-19 will be posted and maintained throughout campus. COVID-19 related requirements include face coverings and social distancing. Depending on the classroom and the nature of the course, instructors may add other requirements (e.g., directional guidance in laboratories). Instructors are encouraged to reinforce adherence to these requirements before and during the on-campus instruction when interacting with students in person; by emailing students and/or through Canvas messages.

Student Code of Conduct

If a student fails to adhere to the requirements during class, instructors may consider taking the following steps:

- **Direct the student**, in a clear and professional manner, to comply based on the safety protocols, and state that non-compliance with these requirements is a violation of LACCD/College requirements and non-compliance is subject to student discipline under the Student Code of Conduct.
- **If the student complies**, it is important to send a follow-up email or Canvas message to the student thanking them for their adherence to the protocol.
- **If the student refuses to comply**, ask the student again to either comply or to leave the classroom immediately. Non-compliance is considered *Willful Disobedience* under the Student Code of Conduct. Directing a student to leave is considered a suspension for one to two class sessions under the Student Code of Conduct. Immediately notify the Office of the Vice President of Student Services should this occur and the student will be notified if any further disciplinary action is necessary.
- **For emergency situations** that you feel cannot be resolved when a student is non-compliant, immediately call the college's administrator on duty for help.

Suggested Syllabus Statement (not mandatory)

"Due to the COVID-19 public health emergency, all colleges are required to enforce health and safety protocols issued by the Los Angeles County Department of Public Health. (LACDPH). Per the current LACDPH Health Orders, it is required that face coverings be worn at all times and social distancing maintained while in public and on campus. Non-compliance with LACDPH health orders and safety protocols by LACCD faculty or students is subject to disciplinary action; and/or expulsion from the LACCD under the Student Code of Conduct."