



# Institutional Requirements for WesternU




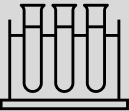
Updated as of 11-04-2021 with changes highlighted in **YELLOW**.

## CAMPUS GUIDANCE

These guidelines may change based on future local, state, or federal guidance or in response to community outbreaks.

### Mandatory Training for All Students and Employees

All employees and students must complete the **COVID-19 Infection Prevention and Control (IPC) training**.

	NON-CLINICAL	CLINICAL/PATIENT CARE SETTINGS
<p><b>Face Coverings</b></p> 	<p><b>Indoors:</b></p> <ul style="list-style-type: none"> <li>Required for all, regardless of vaccination status.</li> </ul> <p><b>Outdoors:</b></p> <ul style="list-style-type: none"> <li>Required for all, regardless of vaccination status.</li> </ul>	<p>Required indoors for all, regardless of vaccination status.</p> <p>N95s or other PPE usage will be determined by the patient care setting as needed.</p>
	<p>N95 respirator masks are available to all students, faculty, and staff members when requested for campus or clinical usage. Please contact your college or department to obtain a mask. N95s or other PPE usage may be determined by your college, department, or patient care setting as needed. You must comply with any additional PPE requirements that are communicated to you. For more detailed mask information, please see pages 3-6 of this document.</p>	
<p><b>Physical Distancing</b></p> 	<p>Although no longer required, except for break rooms or areas while eating and masks are off, physical distancing is strongly encouraged.</p>	<p>Physical distancing will continue in waiting rooms/common areas and seating will be arranged such that patients/visitors can sit at least 6 feet apart.</p>
<p><b>Daily Screening Survey</b></p> 	<p>Required for all employees, students and vendors or visitors. Must be completed via <b>Qualtrics</b> each day prior to arriving on campus. You must receive the green "PASS" screen prior to arriving on campus.</p> <p>Patients may be verbally asked screening questions when they arrive to the patient care area.</p>	
<p><b>Testing</b></p> 	<p><b>Self-administered rapid antigen test kits are available for students and employees who are:</b></p> <ul style="list-style-type: none"> <li>experiencing COVID-19 symptoms, or</li> <li>exposed to a known or suspected COVID-19 case, or</li> <li>return from travel, or</li> <li>mandatory weekly screening tests for unvaccinated individuals coming on campus or affiliated facilities**</li> </ul> <p>If a rapid antigen test is positive, the individual must begin self-isolation at home and submit a <b>COVID-19 Report Survey</b>.</p> <p>**Additional screening tests may be required by individual colleges or departments.</p>	
<p>You are considered <b>fully vaccinated</b> against COVID-19 2 weeks after:</p> <ul style="list-style-type: none"> <li>You got a Johnson &amp; Johnson (J&amp;J)/Janssen COVID-19 vaccine, or</li> <li>You got a second dose of a Pfizer or Moderna COVID-19 vaccine, or</li> <li>You finished the series of a COVID-19 <b>vaccine</b> that has been listed for emergency use by the World Health Organization.</li> </ul>		



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## Mandatory Training for All Students and Employees

All employees and students must complete the Infection Prevention and Control (IPC) training related to COVID-19, as well as take and pass the quiz.

Upon passing the quiz, a certificate can be generated showing you have completed this mandatory training. Save it, as you may need to provide a copy to your supervisor or college.

## Physical Distancing

Physical distancing and room capacity limits are no longer required on campus, with limited exceptions in patient care areas, break rooms or designated eating areas, or in the event of COVID-19 outbreaks.

**Clinical Settings/Patient Care Areas:** Physical distancing will continue in waiting rooms/common areas and seating will be arranged such that patients/visitors can sit at least 6 feet apart, as recommended by public health authorities.



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## University Mask Mandate

**Please Note:** The **University Mask Mandate** information applies to the entire WesternU community. Individual colleges or departments may opt to have a more stringent mask-related policy.

### WesternU Mask Requirements:

- WesternU's **University Mask Mandate** applies to all individuals. The wearing of an appropriate mask to reduce the possibility of COVID-19 transmission is required while on campus and everyone must comply with the following conditions:
  - Masks must cover the nose, mouth, and chin.
  - Masks with valves are not acceptable.
  - Masks are required whenever two or more individuals are present in the same room or within 6-feet of each other.
    - The use of NIOSH approved N95 respirators, or equivalent masks, is mandatory in the following situations:
      - All unvaccinated individuals while on campus and indoors.
      - All individuals regardless of vaccination status participating in hands-on curricular activities and/or labs.
      - Acceptable alternatives to NIOSH approved N95 respirators are international equivalents such as FFP2, KN95 and KF94 masks.
  - The below requirements are for fully vaccinated individuals who are engaged in any other activities where 6-foot distancing is not feasible.
    - Cloth masks are acceptable if:
      - They have at minimum 2-layers of washable, breathable fabric.
      - The cloth mask fabric must be tightly woven.
        - **Please Note:** To check if a cloth mask is tightly woven, check that it blocks out light when held up to a bright light source.
          - For this and further proper **Types of Masks, please click here.**
    - 3-ply surgical masks are acceptable.
    - For those who may be hearing impaired, accommodations will be provided upon request from CDHP (Students) or Human Resources (Employees).
  - Patient care areas will follow their own established respiratory protection program guidelines.



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## Eating and Drinking:

- Eating: is not allowed in group settings (2 or more individual not in the same household), such as hands-on curricular activities, therefore all individuals needing to eat must step out of the classroom to do so. The preferred setting is outdoors at least 6-feet from the entrance of buildings or any other individuals. Indoor eating will be allowed in designated spaces. **Please Note**: Designated spaces to be announced and subject to change.
  - Eating in a private office (including study rooms) with the door closed is also allowed if the individual is alone.
- Drinking: individuals may take a quick drink in class if 6-feet physical distancing is respected.
  - Whenever there is limited space within the curricular or clinic areas, individuals must leave the area to take a drink, taking care to always respect the 6-foot distancing requirement during the brief time when their mask is removed to drink and to minimize risk of exposure or transmission of the COVID-19 virus.
  - Drinking in a private office (including study rooms) with the door closed is also allowed if the individual is alone.

## Mask Requirements – Exemptions and Accommodations

### Process:

- An individual requesting an exemption from mask wearing on campus or an accommodation related to masking requirements must submit documentation to the appropriate department (Center for Disability and Health Policy [CDHP] for students, Human Resources for employees) and must remain in compliance with the written policy until an exemption or accommodation is approved.



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## Mask Protocols:

- **Los Angeles County Public Health Authority:**
  - LA County requires that masks are worn in all indoor public locations, regardless of vaccination status.
- **Oregon Public Health Authority:**
  - Oregon Administrative Rules require that people wear masks, regardless of vaccination status, in all indoor spaces and most outdoor settings.
- **WesternU:**
  - WesternU requires masks to be worn by all individuals, regardless of vaccination status and whether indoors or outdoors, to reduce the transmission of COVID-19.
    - As a medical education institution, WesternU is committed to providing a campus environment where everyone can see the necessary safety measures that have been put in place to minimize the risk of transmission of COVID-19.
      - In the context of the COVID-19 pandemic, this mask mandate aims at preventing uncontrolled spread of SARS-CoV-2 among the University's student and employee populations and will remain in effect until the University's Coronavirus Response Team (CRT) deems it safe to reassess this mask mandate.
  - Patient care areas will follow their own established respiratory protection program guidelines.



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## Why Should I Wear Masks?

- **How COVID-19 Spreads:**
  - According to the CDC, “COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus” which can then “be inhaled by other people or land on their eyes, nose, or mouth.” **See more from the CDC by clicking here.**
  
- **Masks Protect Others:**
  - Wearing a mask over one’s nose and mouth can lower the number of respiratory droplets and particles released into the air when a person talks or breathes. **Click here to read more about how masks help slow the spread of COVID-19 from LA County Public Health.**
  
- **Masks Protect Yourself:**
  - Wearing a mask over one’s nose and mouth lowers the number of respiratory droplets and particles from someone else that you can inhale into your nose, mouth, and lungs. **Click here to read more about how masks help slow the spread of COVID-19 from LA County Public Health.**



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## Travel Guidance

- Follow the CDC [Domestic](#) and [International](#) Travel Guidance. Please consider delaying travel until you are fully vaccinated. Do NOT travel if you were [exposed to COVID-19, you are sick, you test positive for COVID-19](#), or you are waiting for results of a COVID-19 test.

## Domestic and International Travel

### Employees

- University-related travel is permitted in Canada and the domestic US provided that the University's usual travel policies and authorization processes are followed. University business travel would include conferences, training, travel to and from any WesternU location (including travel between the Lebanon and Pomona campuses), and meetings.
- If your travel is not approved, the university will not be responsible for reimbursing any expenses should you still choose to go as it will not be university sanctioned travel.
- International travel for all university business has been canceled until further notice. For more information related to international travel, go to [US State Department Travel Advisories](#) for up-to-date information.
- ALL other international travel, including personal, must be reported if you will be on campus or attending a clinical rotation site within 14-days upon your return. Please complete the [Travel Report Survey](#) prior to your departure.

### Students

Students whose clinical rotation schedules require traveling out of the area around the campus or out of state, are advised to check the COVID-19 infection rate for the area where they will be going. Students are advised to adhere to all infection prevention and control measures, e.g., face covering, hand hygiene, social distancing, and monitor for signs/symptoms of COVID-19, regardless of vaccination status. Depending on the state, and/or local COVID-19 safety requirements, students may need to factor in quarantine period mandates as part of their rotation schedules. For example, if a state or county requires a 14-day quarantine period upon entry, students will need to adjust travel arrangements to abide by the 14-day mandate.

For information related to travel in general, go to [Travel in the US](#) or [After Travel Precautions](#).

### Check Travel Restrictions

State, local, and territorial governments may have travel restrictions in place, including requirements for vaccination, testing and quarantine, as well as stay-at-home orders upon arrival. For up-to-date information and travel guidance, check the [state, local or territorial](#) health department: 1) where you are, 2) along your route, and 3) where you are going. Prepare to be flexible during your trip as restrictions and policies may change during your travel. Follow all state, local, or territorial travel restrictions. If traveling by air, check if your airline requires any health information, testing, or other documents.



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## REQUIRED FOR ALL TRAVEL, REGARDLESS OF VACCINATION STATUS:

- **Wearing a mask over your nose and mouth is required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and train stations.
- Self-monitor for symptoms; isolate and get tested if you develop symptoms.

Domestic and International Travel	
Not Vaccinated	Fully Vaccinated
<p><b>After you travel:</b></p> <ul style="list-style-type: none"> <li>• Mandatory COVID-19 test 4-5 days after travel <b>AND</b> <ul style="list-style-type: none"> <li>○ stay home and self-quarantine for the full 7 days, even if you test negative.</li> <li>○ If your test is positive, <b>isolate</b> yourself and submit the <b>COVID-19 Report Survey</b>. The contact tracing team will provide you with a return to campus date.</li> </ul> </li> <li>• If you do not get tested, stay home and self-quarantine for 10 days after travel.</li> </ul>	<p><b>Fully vaccinated <u>AND</u> asymptomatic persons may return to campus provided:</b></p> <ul style="list-style-type: none"> <li>• Monitor for symptoms.</li> <li>• Mandatory COVID-19 test on initial date of return to campus <b>and</b> at least 5 days after travel.           <ul style="list-style-type: none"> <li>○ If negative, you may proceed to campus as long as you remain asymptomatic.</li> <li>○ If positive, <b>isolate</b> yourself and submit the <b>COVID-19 Report Survey</b>. The contact tracing team will provide you with a return to campus date.</li> </ul> </li> </ul> <p>You must also notify your clinical site if you travelled internationally and follow any requirements they provide for you to be on-site.</p>

Travel Allowed or Not Allowed	
Allowed	Not Allowed
Business- or rotations-related domestic travel (including Canada).	Business- or rotations-related international travel (except Canada).
Daily school- or work-related commute: traveling to and from any WesternU location, including driving, flying, or using public transportation. *	Travel made outside of the University's usual travel policies and authorization processes.
Personal international travel must be reported if you will be on campus or attending a clinical rotation site within 14-days upon your return. Please complete the <b>Travel Report Survey</b> prior to your departure.	Personal international travel without following the University travel mandates listed above.

\*Post-travel protocols **DO NOT** need to be followed due to being considered essential travel.



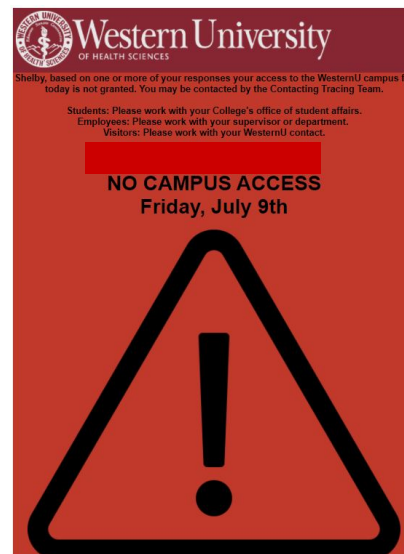
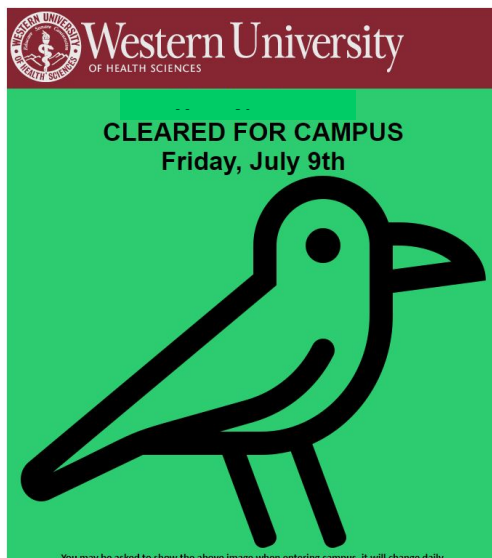


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## Daily Screening Survey

- **All employees, students, vendors, and visitors must** complete the Daily [Qualtrics Screening Survey](#) and be cleared before coming to campus.
- **Must be completed via Qualtrics each day prior to arriving on campus. You must receive the green “PASS” screen prior to arriving on campus.**
  - If you made an error on the survey, you may retake and correct your responses.
  - If you are not fully vaccinated and have been exposed to a known COVID-19 case, you must stay home, begin the 10-day quarantine process and submit a [WesternU COVID-19 Report Survey](#) immediately.
  - If you are experiencing a recent onset of COVID-19 symptoms, regardless of vaccination status, you may request a rapid antigen test.
    - If you have experienced a fever in the past 24 hours, you must go home immediately. A rapid antigen test cannot be used to clear you for campus.
    - If the rapid antigen test is negative and you have no known exposure in the past 10 days, you may proceed to campus once you are cleared by the contact tracing team ([COVIDTracing@westernu.edu](mailto:COVIDTracing@westernu.edu)). Depending on your symptoms, exposure, and vaccination status, additional testing may be required.
    - If rapid antigen test is positive, you must go home to isolate and submit the [WesternU COVID-19 Report Survey](#) immediately.
- Patient care areas may verbally ask patients screening questions when they arrive to the patient care area.
- Temperature checks are no longer required in all buildings except at [WesternU Health in California](#), [WesternU Health Oliver Station](#) in Oregon, and [WesternU Pet Health Care in California](#).





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## COVID-19 Vaccination Policy

WesternU implemented the COVID-19 Vaccination Program Policy for **faculty, staff, and students in July 2021**. As of Wednesday September 1<sup>st</sup>, 2021, changes have been made to the **COVID-19 Vaccination Program Policy** including the requirement that **all** faculty, staff, residents, trainees, and students to be fully vaccinated against COVID-19, subject to limited exemptions discussed within the policy, **regardless of whether they are on-site, or attending class**.

Documentation, either a COVID-19 vaccine record or approved exemption form, must be submitted to [stu-emphealth@westernu.edu](mailto:stu-emphealth@westernu.edu) by **September 15th, 2021, at 5pm**.

### Exemption Forms

- [COVID-19 Vaccination Medical or Disability Exemption Form](#)
- [COVID-19 Vaccination Religious Exception Form](#)
- [COVID-19 Vaccination Pregnancy Deferral Form](#)

## Verification of COVID-19 Vaccination or Declination

### Already Vaccinated?

- Take a photo of your vaccine card and email it to [stu-emphealth@westernu.edu](mailto:stu-emphealth@westernu.edu). In the subject line, write COVID Vaccine.
  - Students, please include your college and class year in the subject line.
  - Employees, please include your department in the subject line.
- Did you receive your vaccine in California and lost your card or proof? [The California Immunization Registry \(CAIR2\)](#) is a secure, confidential, statewide computerized immunization information system for California residents. If you have misplaced or lost your proof of vaccination, you may [request a copy here](#).



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## COVID-19 Testing

Additional information regarding COVID-19 testing on campus, including how to obtain a test, can be found [here](#).

Self-administered rapid antigen test kits are available for students and employees who are:

- exposed to a COVID-19 case, or
- experiencing COVID-19 symptoms, or
- returning from travel, or
- mandated screening testing for unvaccinated individuals \*\*

If a rapid antigen test is positive, the individual must begin self-isolation at home and submit a [COVID-19 Report Survey](#).

After you have taken your at-home rapid antigen COVID-19 test, you must report your results to WesternU via this [link](#).

### \*\*Screening Testing on Campus

Testing frequency will be determined by vaccination rates among students and employees, community transmission rates, and outbreaks on campus. Additional screening tests may be required by individual colleges or departments.



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## Activities and Events

All co-curricular events require CRT review and approval. These requests will be reviewed on case-by-case basis and decision factors will include current COVID-19 infection rates and federal, state, county, and local health, and safety mandates. All University COVID-19 related information and updates can be found on the [WesternU Coronavirus Information website](#).

If possible, please consider shifting all co-curricular activities (especially regularly occurring events like general club meetings) to virtual/online platforms to help reduce the risk of COVID-19 transmission within our communities. Please refer to the [WesternU Institutional Requirements](#) and see the updated table below as a guide in planning co-curricular activities:

University Student Affairs Co-Curricular Activity Chart	
All CRT Activity Questionnaires must be submitted to <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a> - do not submit directly to CRT.	
Activity	Requirements to Organize
<p><b>Non-clinical off-campus, in-person activity</b></p> <p><i>Including but not limited to: Volunteering at a local shelter, tutoring at a K-12 school</i></p>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">CRT Activity Questionnaire</a> and submit to <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a>. USA will submit to CRT on your behalf for review and approval. Do not submit directly to CRT.</li> <li>2. Assuming you are approved by CRT, after your event, send an email to Student/Employee Health at <a href="mailto:stu-emphealth@westernu.edu">stu-emphealth@westernu.edu</a> and include the name, location, date and time of the off-campus activity, and the list of WesternU attendees with contact information.</li> </ol>
<p><b>Clinical off-campus, in-person activity</b></p> <p><i>Including but not limited to: Health screening event like a vaccine clinic, health fair, or sports physical event.</i></p>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">CRT Activity Questionnaire</a> and submit to <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a>. USA will submit to CRT on your behalf for review and approval. Students do not submit directly to CRT.</li> <li>2. Pomona students: Please email <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a> to schedule a 30-minute appointment to meet with Christy Ho or Jessica Kersey in the <a href="#">Student Services Center #101</a>. There is a protocol and required paperwork for off-campus clinical events. This meeting must be held in-person and an appointment must be made at least <b>four weeks</b> before the scheduled event date.</li> <li>3. WesternU Oregon students: Please contact COMP-Northwest Student Affairs <a href="mailto:studentaffairsOR@westernu.edu">studentaffairsOR@westernu.edu</a> to schedule a 30-minute meeting with <a href="#">Dr. Mirabelle Fernandes Paul</a> or <a href="#">Shauna Detweiler</a>.</li> </ol>



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	<p>4. Assuming your event has been approved by CRT, after your event, send an email to Student/Employee Health at <a href="mailto:stu-emphealth@westernu.edu">stu-emphealth@westernu.edu</a> and include the name, location, date and time of the off-campus activity, and the list of WesternU attendees with contact information.</p>
<p><b>On-campus, in-person activity</b></p> <p>Any combination of WesternU students or off-campus guests - both small and large-scale.</p> <p><i>Including but not limited to: Guest speakers, club workshops, club meetings, fundraisers, large-scale events like community service or conferences.</i></p>	<ol style="list-style-type: none"> <li>1. <b>Consider adjusting your event to a virtual or online platform for safety.</b></li> <li>2. Complete the <a href="#">CRT Activity Questionnaire</a> and submit to <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a>. USA will submit to CRT on your behalf for review and approval. Students do not submit to CRT directly.</li> <li>3. Once approved, please submit a room reservation form (for Pomona students   for WesternU Oregon students). This will assist USA in supporting your event with any necessary requests or documentation. The room reservation form is for Club Presidents only; SGA events are reserved by your college student affairs team.</li> <li>4. Assuming your event has been approved by CRT, after your event, send an email to Student/Employee Health at <a href="mailto:stu-emphealth@westernu.edu">stu-emphealth@westernu.edu</a> and include the name, location, date and time of the off-campus activity, and the list of WesternU attendees with contact information.</li> </ol> <p><i>If serving or selling food, it must be purchased (not homemade) and should ideally be in single-serving sealed packages. Please refer to page 8 of the <a href="#">Institutional Requirements for Return to Campus</a>. SGA events must submit a <a href="#">food permit request</a>.</i></p>
<p><b>Virtual co-curricular activity</b></p> <p><i>Example: Virtual guest speaker or online fundraising.</i></p>	<p>Submit a <a href="#">room reservation form</a> (for Club Presidents only). This will assist USA in supporting your event with any necessary requests or documentation.</p>
<p><b>Student travel (USA and Canada only)</b></p> <p><i>International travel is still not allowed.</i></p>	<p>Students are currently approved to travel domestically. If you, or your fellow club members, plan to receive funding from a University-held account such as club or SGA class funds they are required to complete the <a href="#">travel notification form</a> prior to traveling. Travel restrictions may change suddenly – be sure to check the <a href="#">WesternU COVID-19 information page</a> frequently.</p>