



Saybrook University

COVID Prevention Plan

Table of Contents

[Introduction](#)

- Guiding Principles
- Event Expectations and Guidelines

[Campus Operations](#)

- Campus Hours of Operation

[Preparing to Visit Campus or a Saybrook Sponsored Event](#)

- Symptom Monitoring Requirement
- COVID Exposure
- Public Transportation

[Policies, Procedures, and Rules](#)

- Social Distancing
- Use and Care of Face Coverings
- Washing Hands
- Sanitizing Spaces and Equipment
- Coughing/Sneezing Hygiene
- How to Access Help
 - If Symptomatic

Introduction

Guiding Principles

Saybrook University's COVID prevention plan is rooted in safety for our faculty, staff, students and visitors. It is also aligned and consistent with local orders and ordinances of the City of Pasadena, Los Angeles County, and the State of California's phased re-opening model. Saybrook's plan follows recommendations and guidelines from the federal government, and Centers for Disease Control and Prevention (CDC).

- City of Pasadena: <https://www.cityofpasadena.net/COVID/>
- Los Angeles County: <http://publichealth.lacounty.gov/media/Coronavirus/>
- State of California: <https://covid19.ca.gov/>
- U.S. Department of State: <https://www.state.gov/coronavirus/>
- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Because knowledge and understanding of the COVID virus continue to evolve, Saybrook's plan will be updated and redistributed as new information becomes available.

Expectations and Guidelines

Everyone who enters the campus or attends an in-person Saybrook sponsored event is expected comply with all policies, protocols, and guidelines outlined in this document, posted on campus, and posted in the building. Failure to do so may result in being asked to exit campus.

Campus Operations

Campus Hours of Operation

Effective September 20, 2021, the Pasadena campus will be open from Monday through Friday from 9am to 5pm. Students can make appointments to come to campus for specific and brief educational or business-related purposes. Please contact Val Smith at lsmith6@saybrook.edu to request an appointment.

Preparing to Visit the Pasadena Campus or Saybrook Sponsored Event

Symptom Monitoring Requirement

You must conduct symptom monitoring before arrival. This process must be followed each day you are scheduled to be on campus or attend a Saybrook sponsored event. You must be free of

ANY signs or symptoms that are potentially related to COVID. A list of known signs and symptoms at this time is provided below or can be reviewed [here](#). You may also review information on symptoms provided by the CDC [here](#) or utilize the Self-Checker tool provided by the CDC [here](#).

COVID symptoms can include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Runny or stuffy nose
- Muscle or body aches
- Headache
- Sore Throat
- Fatigue
- Loss of taste or smell
- Diarrhea

If any symptoms are present you must take a COVID test immediately and you may not come to campus or any Saybrook sponsored until:

- At least 5 days have passed since your symptoms first appeared (i.e., you are on Day 6), AND
- A viral test† result taken from a specimen collected on Day 5 or later is NEGATIVE for COVID, AND
- You have been fever-free for at least 24 hours (without the use of fever-reducing medicine) AND
- You currently have no symptoms or your symptoms are significantly improved and resolving.

OR

- At least 10 days have passed since your symptoms first appeared (i.e., you are on Day 11), AND
- You have been fever-free for at least 24 hours (without the use of fever-reducing medicine) AND
- You currently have no symptoms or your symptoms are significantly improved and resolving.

If you tested positive for COVID and you never developed symptoms, you must stay home until:

- A viral test result taken from a specimen collected on Day 5 or later is NEGATIVE for COVID.

OR

- At least 10 days have passed since your positive test (i.e., you are on Day 11).

If you have not cleared the criteria listed above, you may not visit campus or attend any Saybrook sponsored event unless approved by a medical professional.

COVID Exposure

Regardless of your vaccination status, if you have been exposed to someone with COVID and have no symptoms/tested positive, you are required to:

- Wear a highly protective mask, when around others while indoors and when in close contact with (within 6 feet of) others while outdoors for 10 full days after exposure. The mask should be a well-fitting medical mask or respirator or a well-fitting high filtration reusable mask with a nose-wire; and
- Test as soon as possible for COVID (within 3-5 days after your last exposure) to determine your infection status. If you test positive, follow all isolation requirements; and
- Monitor yourself for symptoms for 10 days following your exposure; and isolate away from others and test for COVID immediately if you develop symptoms.

All visitors, employees and students must report COVID infections, COVID exposures, and possible COVID hazards. Those with medical or other conditions that put them at increased risk of severe COVID illness can request accommodations. Please contact Joline Pruitt at jpruitt@saybrook.edu to report an illness on-site, request an accommodation, or if you have any questions or concerns.

Public Transportation

Face masks shall be worn, regardless of vaccination status, in all public transit within the City of Pasadena, such as, but not limited to, commuter trains, subways, buses, taxis and ride-shares, and indoor transportation hubs such as bus and train stations. It remains the CDC's continuing assessment that at this time an order requiring masking for indoor public transit is necessary for public health.

Campus Policies, Procedures, and Rules

Social Distancing

Social distancing, also called "physical distancing," is highly recommended. Keeping space between oneself and others is one of the best tools to avoid being exposed to the virus and slowing its spread. Limit close contact with others. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if none are exhibiting symptoms.

Use of Face Coverings

The use of masks is strongly recommended. Appropriate use of face-coverings or masks is critical to minimizing risks to others. Masks will be available for voluntary use on campus and at all Saybrook sponsored events.

See these links for more information:

- <https://covid19.ca.gov/masks-and-ppe/#Masks-in-daily-life>
- <https://www.cityofpasadena.net/public-health/COVID-higher-education/#wearing-masks>
- https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fhow-to-wear-cloth-face-coverings.html

Hand Washing

Wash hands often and thoroughly with soap and water for at least 20 seconds especially after being in a common space, using tissue, coughing, sneezing, or touching your face.

If soap and water is not available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of both hands and rub them together until they feel dry.

Sanitizing Spaces and Equipment

All offices, classrooms and event spaces will be supplied with disinfectant wipes and hand sanitizer. Additional supplies, such as gloves and N95 masks, are available upon request.

Coughing/Sneezing Hygiene

If you are in a private setting without a mask and must cough or sneeze, you should cover your mouth and nose with a tissue. If you do not have a tissue, you should use the inside of your elbow. If you use a tissue, it should be thrown in the trash immediately following use, at which time, you should wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, you should clean your hands with sanitizer that contains at least 60% alcohol.

Accessing Help

If Symptoms Arise on Campus or at a Saybrook Sponsored Event	If anyone starts to experience any signs or symptoms of COVID while on campus or at a Saybrook sponsored event and are not in medical distress as defined below, then they should safely leave campus or the event, minimizing any contact with other individuals. Once able to do so, call or email Joline Pruitt at (818) 395-3867 or jpruitt@saybrook.edu to report the symptoms. She will gather
---	--

	necessary information and follow up as needed per campus procedure. If you feel that you may be in medical distress as defined by fever symptoms combined with shortness of breath or difficulty breathing, you should immediately call 911. If able, notify a member of the Management Team on site or contact Human Resources. They will confirm 911 has been contacted for assistance.
--	---