

THE CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY, LOS ANGELES CAMPUS

COVID-19 CAMPUS OPERATIONS PLAN

Last Updated: 1/15/22

Background

The Chicago School of Professional Psychology's (TCSP) plan for operating on campus is rooted in safety for our faculty, staff, and students. It is aligned and consistent with local orders and ordinances of the City of Los Angeles, as well as the California reopening guidelines. TCSP's plan follows recommendations and guidelines from relevant federal, state, and local entities and [Centers for Disease Control and Prevention \(CDC\)](#).

You can always access the current version of this plan on the [community site in the COVID-19 Resource Hub](#). This plan will be updated as guidelines evolve and new information becomes available. To ensure you receive the most accurate and up-to-date information, please do not download or print a copy of this plan. You should periodically check the plan for the latest guidelines.

You are expected to comply with all policies, protocols, and guidelines outlined in this document, as well as those posted throughout campus and in buildings. Failure to do so may result in being asked to leave campus or in corrective action.

Campus Operations

As announced on December 22, 2021, The Chicago School ground campuses will start the Spring 2022 semester with remote instruction and limited campus operations, with a target date for a full in-person return of January 24, 2022. Here's what you need to know:

- **For LA Campus students**, the campus will be closed until January 24. All instruction will be remote.
- **For LA campus employees and student workers**, ground campuses will open on January 3, 2022, as scheduled, with limited operating hours for essential operations and activities.
- **LA campus employees, including student workers**, will be contacted by their supervisor if they need to be on campus between now and January 24.

All ground campus employees and students should expect to resume their regular on-campus, in-person schedule beginning January 24, 2022, but should look for further guidance as that date approaches.

Entering and Exiting the Building: To enter the Los Angeles Campus, employees and students will use their campus ID to "swipe" into the building. The "swipe" will record the individual's name, time of entry, and department of employment or study. Visitors are expected to sign in when visiting campus. Everyone is required to comply with any restrictions required by the building in common areas, such as elevators or the lobby.

Visitors to Campus: Visitors are subject to TCSP's [COVID-19 Visitor Policy](#). Visitors are expected to read and sign the current acknowledgment form and sign in when visiting campus.

- All campus visitors will be provided with a temporary access badge

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- Visitors must inform their campus liaison of intent to arrive with a 24-hour advance notice while contact tracing remains in effect
- If you have arrived on campus but have not previously signed the Covid Acknowledgement Form, please call the Reception Desk for Assistance: 213-615-7200.
- Signage is posted outside of the elevator landing with reminders of the protocol described in this document

Signs/Symptoms, Exposure, and Managing Positive COVID-19 Cases: If you are experiencing a medical emergency, call 911.

- If you are sick or think you might be sick (with [COVID-19](#) or otherwise), stay home and avoid public spaces except to get medical care. If you are on campus and begin to experience signs or symptoms of COVID-19 but are not in a medical emergency, leave the TCSPP campus or TCSPP-sponsored event immediately and minimize contact with other individuals.
- If you are diagnosed with COVID-19 and have recently been on a TCSPPP campus or at a TCSPP-sponsored event, you are required to report this information as soon as possible through the [COVID-19 Positive Case Reporting Form](#), posted on the Community Site. You must follow the student-specific and employee-specific procedures for returning to campus, which are outlined on the [community site in the COVID-19 Resource Hub](#).

Vaccination Requirement: All employees and students with limited exemptions will be required to be fully vaccinated for COVID-19 by December 19, 2021. Access the full COVID-19 Vaccination Requirement policy and FAQ, as well as all COVID-19-related information and materials, on the [community site in the COVID-19 Resource Hub](#).

Testing Requirement: All Students and Employees who have not submitted proof of being fully vaccinated per TCSPP's policy (including those with approved medical or religious accommodations) are required to submit proof of negative COVID-19 test on a weekly basis at a minimum to access campus. TCSPP accepts PCR or Rapid-Antigen tests as proof. Test results must contain a legible name, type of test taken, and date results were received. Test results must have been received within 72 hours of submission. Tests must be uploaded each week on Tuesday by 1:00 pm Eastern / 12:00 pm Central / 10:00 am Pacific.

Test results dated within 72 hours of submission and uploaded on Tuesday by 1:00 pm Eastern / 12:00 pm Central / 10:00 am Pacific will be valid for one week. If a test is not uploaded by the specified date and time, it must be brought to campus and have a date within 72 hours of arriving.

- Students who do not meet the Tuesday deadline but need to come to campus should contact their Student Support counselor to coordinate the delivery of their test results before coming to campus.
- Employees who do not meet the Tuesday deadline but need to come to campus should contact their HR representative to coordinate the delivery of their test results before coming to campus.

Face Coverings: In accordance with the latest [guidance from the CDC](#), TCSPP will require masks when on campus in any public or shared space regardless of vaccination status. Masks may be removed when alone in a closed office. N95 masks are available to employees on campus upon request, and requests

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can be made to your Campus Dean or Campus Facilities Coordinator. Review [these CDC guidelines](#) on how to wear a face-covering properly.

Social Distancing: Face coverings are required for faculty, staff, and students when not alone in a private office. Social distancing is recommended when face coverings are removed for eating or drinking.

Capacity Limitations: Capacity limitations are lifted across campus unless otherwise indicated by specific campus signage. This includes classrooms, common spaces, restrooms, elevators and stairwells, pantries and kitchens, and all other indoor and outdoor campus spaces.

Special Equipment: Hand sanitizer will be available on campus. N95 masks are available to employees on campus upon request. Access to respirators will be available upon request to employees who are not vaccinated. Respirators will also be available for voluntary use if there is a major outbreak on campus. Additional PPE will not be provided on campus.

Additional Training and Resources

- [CDC COVID-19 Resource Center](#)
- [California's COVID-19 Prevention Program](#)
[Cal/OSHA COVID-19 Training for California Workers](#)
- [County of Los Angeles Public Health](#)
- **NEW!** [Worker Benefits Navigator](#)