

Guidance for CalArts regarding COVID-19 (as of 03/08/2020)

This guidance document has been prepared by CalArts to assist academic leaders, managers, and supervisors in addressing concerns related to COVID-19. The virus causing this illness is more serious than common coronaviruses that circulate among humans and cause mild illness, similar to the common cold. The recommendations below are necessary to help prevent its spread.

At this time, CalArts has no known cases of a COVID on its campus. CalArts is working with local health officials and entities to inform and guide our emergency response team.

For the latest information, updates, and travel advisories for CalArts community members, please visit <https://calarts.edu/coronavirus>.

Q1. What is COVID-19 and how is it spread?

COVID-19 is an infectious disease caused by the most recently discovered coronavirus that has gone on to affect over 100,000 people in over 80 countries. COVID-19 is a new disease, and it appears to spread easily and sustainably within communities and has been spread both person-to-person and through contact with infected surfaces or objects.

You can learn more at the CDC's website on [COVID-19](#).

Q2. What are the symptoms of COVID-19?

The World Health Organization states, "The most common symptoms of COVID-19 are similar to influenza (flu) - fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around one out of every six people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention."

Q3. What are best practices to protect ourselves from COVID-19?

We are asking all CalArtians to use healthy practices such as:

- Washing your hands for 20 seconds with soap and warm water;
- Avoid touching your eyes, nose, or mouth;
- Avoid close contact with people who are sick;
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing;
- Practice healthy habits (get enough sleep, exercise, nutritious meals, liquids, etc.)
- Wear a mask or other protective item if your medical provider recommends it or if you may be more vulnerable (such as those with pre-existing medical conditions, those who

have not had the influenza vaccine, those who have the common cold, or other reasons.)

CalArts has placed extra hand-sanitizing stations across campus.

Q4. What should I know about travel?

Staff, faculty, and students traveling internationally for Institute business must complete the [International Travel Form](#). Furthermore, until further notice, we are restricting all Institute-related travel to countries with a [CDC Risk Assessment](#) Level 2 Travel Health Notice or higher. At this time, this includes China, Iran, Italy, Japan, and South Korea. This applies to students, staff, and faculty traveling for Institute related activities. For faculty, staff, and students who are planning to travel internationally for *personal* reasons - including travel over spring break - we strongly suggest avoiding travel to countries listed on the CDC's Risk Assessment [page](#).

We also recommend that all members of the CalArts community avoid nonessential Institute-related *domestic travel* for the spring semester until further notice. If you have questions about what is considered nonessential travel, please consult your supervisor [Dean, Provost, or department Vice President].

For personal domestic travel, we encourage community members to be thoughtful in their travel planning.

For more information, please visit: [CalArts Coronavirus Travel page](#).

Q5. What should community members know when returning from a country with an ongoing outbreak of COVID-19?

Anyone who has been in a country where there was an ongoing outbreak of COVID-19 within the past 14 days AND who feels sick with fever, cough or difficulty breathing should seek medical attention, either through their primary care physician, the emergency department, or as instructed by public health authorities. They should call ahead whenever possible. Anyone who has been in a country where there was an ongoing outbreak of COVID-19 who does not feel sick is encouraged to stay home for 14 days.

Q6. Will individuals who have been to mainland China in the past 14 days and who do not show signs of respiratory illness be permitted to return to CalArts?

Currently, the California Department of Public Health (CDPH) is [advising](#) colleges and universities that travelers who have arrived in the U.S. from mainland China since Feb. 3, 2020, should be excluded from (on-site) school for 14 days, beginning the day after they left China.

Q7. What should CalArts do if an individual who has entered the U.S. after being in an affected geographic area within the past 14 days does show symptoms related to COVID-19?

In the unlikely event that a member of the CalArts community is identified as both having symptoms of COVID-19 and who has traveled from an affected geographic area within 14 days of their symptoms, CalArts will take the following steps:

- Alert local public health officials;
- Encourage the affected individual to seek medical attention immediately in coordination with local public health officials;
- Separate the individual from others while arrangements are being made for transport.

Q8. Are there restrictions on individuals returning from locations outside of mainland China or Iran where there is an ongoing outbreak of COVID-19 respiratory illness?

Not at this time. CalArts does not prohibit healthy students, staff, or faculty from returning on-site after traveling from locations where limited COVID-19 has been reported. However, anyone who has been in a country where there is an ongoing outbreak of COVID-19 who does not feel sick is encouraged to stay home for 14 days. Faculty, staff, and students who plan to return from abroad are advised to check the CDC's website for up-to-date guidance.

Q9. Are there steps that managers or supervisors can take to prepare for an outbreak of COVID-19?

Every CalArts community member should familiarize themselves with their individual department's business continuity and contingency plans. Consider telecommuting options for employees who voluntarily agree to quarantine. As part of any planning effort, managers and supervisors should make information available to employees concerning the steps employees can take to protect themselves and help prevent the spread of COVID-19 in the workplace. This information can be found on the [CDC's website](#).

Managers and supervisors should also keep themselves informed of the latest public health information released by the CDC, the State Department, and local public health officials, and plan in advance for the possibility of increased employee absences. It would also be prudent to determine in advance whether it would be feasible for employees to work at home when they are not sick themselves but need to stay away from the workplace to care for sick family members.

Q10. What happens for students' coursework if CalArts cancels classes and/or closes campus?

We do not expect our campus to close at this time. However, in the event the campus must close, we will engage various options, including remote coursework and using online and virtual classroom technologies, to ensure that there will be minimal disruption to students' education. In the event of the cancellation of classroom activities, academic work in specific courses may or may not be suspended, dependent largely on the point in the semester when the suspension of classroom activity occurs. To the extent possible, faculty should utilize online or other appropriate distance forms of instruction and communication with students to ensure the

continuation of appropriate academic work and to maintain the integrity of instruction and evaluation. At this point in time, we do not anticipate the virus impacting any student's graduation timeline.

Q11. What steps should be taken if a CalArts community member becomes ill with fever, cough or other concerning symptoms?

We recommend that CalArts community members who are sick remain off-campus until symptoms resolve and that they seek medical assistance, as appropriate. Anyone sick and believed to be at risk for COVID-19 infection should be advised to seek medical assistance and follow the CDC recommendations:

- Stay home except to get medical care;
- Separate yourself from other people in your home;
- If you have a medical appointment, call the health care provider and tell them that you are concerned about the possibility of COVID-19 infection before going to the doctor's office;
- Wear a facemask when you are around other people;
- Cover your coughs and sneezes with a tissue;
- Clean your hands often with soap and water for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol;
- Avoid sharing personal household items;
- Seek prompt medical attention if your illness is worsening;
- If you are placed under active monitoring, or facilitated self-monitoring, follow the instructions provided by your local health department or occupational health professional, as appropriate;
- Consult with your health care provider before discontinuing home isolation.

If an employee declines to take leave, managers and supervisors should consult with Human Resources for assistance. Depending on the circumstances, after consultation with Human Resources, a manager or supervisor may, over the objection of the employee, require that the employee leave the workplace.

Managers and supervisors should seek assistance from Human Resources before taking any action to ensure that all appropriate options have been considered. Action should not be taken based solely on a manager's or supervisor's subjective assessment of an employee's medical condition.

Staff and faculty who are concerned about their sick leave hours should contact Human Resources. The Institute shall make every effort to ensure the campus remains healthy without adversely impacting community members.

Q12. Does the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) entitle an employee to take leave to avoid contracting COVID-19?

No. The FMLA and CFRA entitle employees to job-protected leave when they have a serious health condition or when they need leave to care for covered family members who have a serious health condition. Leave for the purpose of avoiding exposure to the COVID-19 is not protected under the FMLA or CFRA.

However, if an employee actually contracts COVID-19, they may be eligible for FMLA or CFRA.

Q13. Will CalArts grant leave to an employee who is sick with COVID-19?

Employees who are ill with COVID-19 should be advised to **remain at home until cleared by their local public health department** to minimize the spread of the virus.

Employees who contract the virus are encouraged to avail themselves of options available under CalArts' leave policies. Staff and faculty who are concerned about their leave hours should contact Human Resources. The Institute shall make every effort to ensure the campus remains healthy without adversely impacting community members.

An employee who is sick may be entitled to leave under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) under certain circumstances. The FMLA and CFRA entitle eligible employees to take up to 12 work weeks of unpaid, job-protected leave in a calendar year if they have a serious health condition.

Q14. May CalArts prohibit a staff or faculty member from coming to work if the staff or faculty member is known to have contracted COVID-19 themselves, or to have had close contact with someone who has?

Yes. CalArts is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, such as requiring that employees not come to work if they have COVID-19.

If an employee has had close contact with a person who has COVID-19 (such as living in the same household), the employee should self-quarantine and watch carefully for symptoms including fever, cough, or shortness of breath. Employees should stay home if COVID-19 symptoms develop and should go home immediately if COVID-19 symptoms occur at work.

Refer to the CDC's [Interim Guidance for Risk Assessment and Public Health Management of Persons with Potential 2019 Novel Coronavirus \(2019-nCoV\) Exposure in Travel-Associated or Community Settings](#) and follow the orders of your local public health authority.

Q15. Will CalArts require that an employee who contracted COVID-19, or who was possibly exposed to COVID-19 and directed to remain quarantined or practice social distancing, provide certification from a public health provider before returning to work?

Yes. However, managers and supervisors must be consistent in this practice and treat employees uniformly.

Q16. Will CalArts allow employees who are parents or caregivers time off from work to care for sick family members with COVID-19?

In accordance with the CalArts leave policies, employees may use accrued sick or vacation leave to care for a covered family member. If a covered family member is sick, employees may be entitled to leave under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA). The FMLA and CFRA entitle eligible employees to take up to 12 work weeks of unpaid, job-protected leave to care for certain family members with a serious health condition.

Additionally, CalArts employees with accrued sick leave or vacation leave may use it to care for ill family members. If an employee has no accrued time off, the employee may be granted unpaid time off to care for an ill family member.

Q17. Will CalArts quarantine or isolate students who were possibly exposed to, or who have contracted, COVID-19?

Possibly. CalArts will communicate with local public health officials to find the most appropriate way to move forward.

Q18. Is there a duty to report COVID-19 cases to state or local health authorities?

Any individual who knows of, or suspects that, someone has COVID-19 is permitted to report it to the local health department.

Q19. What are the responsibilities of the local and/or state health departments once they have been notified of a case of COVID-19?

Health officers are legally required to take whatever steps are deemed necessary for the investigation and control of the reported disease. This includes the power to quarantine individuals; inspect and disinfect property; require the examination of a person to verify the diagnosis; investigate to determine the source of the infection; determine the contacts subject to quarantine; issue appropriate instructions; and take appropriate steps to prevent or control the spread of the disease. Health officers may, for purposes of their investigation, disclose the information contained in an individual case report, including personal information, as may be necessary to prevent the spread of the disease or occurrence of additional cases.