



FREQUENTLY ASKED QUESTIONS

This is the most current list of Frequently Asked Questions (FAQ) from the Los Angeles Community College District (LACCD) for use by all District employees and students. The FAQ applies to all and **is current as of August 26, 2021**. Due to the rapidly changing nature of the COVID-19 pandemic, the County's Health Orders and other related requirements, this FAQ is subject to revision and additions.

The FAQ will be posted online to the District's COVID-19 webpages, accessible [here](#) or by using the link: <http://laccd.edu/About/News/Pages/Coronavirus.aspx>. Please be sure to regularly check the online links as that will be your on-going source for additional questions and answers or other updated information related to the pandemic.

LACCD colleges and District facilities are under the jurisdiction of the Los Angeles County Department of Public Health, ([LACDPH](#)) regarding Health Orders and safety requirements during the COVID-19 pandemic. It is your responsibility to read, understand and follow the [Health Orders posted](#) online at LACDPH website: <http://publichealth.lacounty.gov/media/Coronavirus/>.

QUESTIONS AND ANSWERS

- 1. Are there new and enforceable requirements for the Fall 2021 Semester for everybody regarding in-person arrivals and/or on-site access to use college or District facilities?**

Currently, all employees and students must complete the [symptom self-check questionnaire](#) for every day they intend to be in person, onsite, at any college or District facility. The questionnaire needs to be completed prior to arrival for LACCD to use the information for contact tracing purposes.

In addition:

- All persons must properly wear masks or facial coverings when inside at any college building or District facility, regardless of vaccination status, per [Board Policy 2800](#) that was [approved](#) by the Board of Trustees on August 4, 2021. The Board Policy aligns the District with the prevailing [LACDPH Health Orders](#).
- All personnel must also complete a COVID-19 Safety Training video course (about 60 minutes) regardless of their status to work onsite or remotely. All employees must complete the training now. Faculty (only) have until September 30, 2021 to complete it. A safety training requirement for students is also in place, and will be assigned to students through Canvas. Students also must complete the training by September 30, 2021.

2. Can I ask students to produce verification of their vaccination status or COVID-19 test results when attending an indoor class on campus, or when they access an academic or student services office such as Counseling, library, financial aid, computer lab or other indoor setting?

No. Vaccination status and testing results are confidential medical information. The District is currently developing a process to obtain and protect the confidentiality of vaccination and testing information for all employees and students. This work is being done to provide the operational process for [Board Policy 2900](#) that was approved by the Board of Trustees on August 4, 2021. More information about the process to provide vaccination and testing information will be available as quickly as possible.

3. What should I be telling my students who are attending classes in person?

You can tell your students, effective immediately, until further notice:

- Everybody must wear masks indoors at all public buildings, including at all LACCD colleges and District facilities, per county Health Orders and [Board Policy 2800](#)
- Masks or facial coverings must be properly worn to cover the nose and mouth
- Everybody must complete the LACCD symptom [self-check questionnaire](#) prior to arrival for every day that they intend to be in person onsite at a college or District facility
- Everybody must read and follow the prevailing [Health Orders](#) from LACDPH

You can remind your students:

- Get vaccinated as soon as possible
- All students who get vaccinated after July 1, 2021 are eligible to receive up to \$150 for getting vaccinated through the Foundation for the Los Angeles Community Colleges application found on the LACCD student portal
- If you are sick for any reason, stay home
- If you have any COVID-19 symptoms you should home quarantine, contact your doctor or healthcare provider and get tested
- Go online to the LACDPH website for [detailed information](#) about COVID-19
- Regularly check their student email account for important updates regarding COVID-19 testing and/or providing proof of vaccination.
- ***You can also share that the District intends to require proof of vaccination status and/or a current negative COVID-19 as soon as plans to fully implement Board Policy 2900 are finalized in September 2021.***

4. What are the self-check requirements and how do I complete the daily self-check questionnaire?

Everybody must complete the self-check questionnaire prior to arrival at a college or District facility for every day that they intend to be onsite. LACCD must track and report COVID-19 cases to LACDPH for contact tracing and notifications of positive cases, exposures and possible clusters or outbreaks. ***To accomplish this, all District employees, students and visitors must complete a short self-check questionnaire for every day that they intend to be in person at the colleges or District facilities.*** The self-check questionnaire can be completed on a mobile smart device or online prior to arrival. The questionnaire can be accessed from the free “SAFE” app per college that

can be downloaded to any mobile device, or on the [District's website](#) at <http://laccd.edu/About/News/Pages/Self-Check-Survey-Landing.aspx>. All persons planning to go the District's main offices at its Education Service Center can only use the website version of the self-check questionnaire.

5. What is the COVID-19 Safety Training?

As we prepare for a broader return to campus, it is essential that all LACCD faculty, staff, student workers and students complete new state-mandated **COVID-19 Safety Training**. This training is required of all state employers and employees, including those throughout the Los Angeles Community College District. Those who have previously completed other COVID-19 trainings will still need to complete this new training.

For faculty, training is offered through the Vision Resource Center. For students, training will be assigned through your Canvas Shell. All employees must complete the training now. Faculty (only) have until September 30, 2021 to complete it. A safety training requirement for students is also in place, and will be assigned to students through Canvas. Students also must complete the training by September 30, 2021.

Training is done online through the District portal, ([Start the COVID-19 Safety Training](#)) and takes about 60 minutes to complete. You can complete the training during your regular work schedule.

6. How do I complete my Mandatory COVID-19 Safety Training?

To access your COVID-19 Safety Training, click on the [link](#) sent to you via email from LACCD HR. This link will first take you to the single sign-on page for LACCD. Here, you will use the same username and password that you use to log into your LACCD email account/Office 365. If you are having difficulties logging in, please contact your [campus IT department](#).

Once you log in, you will be taken directly to the LACCD COVID-19 Safety Training within the Vision Resource Center (VRC). From here, click on **Launch** and work through the training, following the instructions throughout.

Once you complete the training, you may want to print a certificate for your records. To do this, hover over Learning and click on My Transcript. To view your Completed activities, select Completed from the drop down menu on the left side of your Transcript.

Next to the LACCD | Mandatory COVID-19 Safety Training, select View a Certificate from the drop-down menu. This will open a PDF that you can either download or print.

A [tutorial video](#) is also available to walk you through these steps and may address any questions you have about accessing the training. If you have questions about the training, please contact LACCD HR at hrhelpdesk@email.laccd.edu.

7. Can I ask students to properly wear a mask or facial covering indoors when attending in person classes on campus?

Yes. Per the District Emergency Operations Center's Safety Advisory dated August 10, 2021 for [Faculty Information for In-Classroom Instruction](#), all instructors must request students to comply with the indoor masking mandate when entering a classroom or lab. If they do not comply, instructors can ask a student to leave the classroom provided they do not have a current, qualified exemption approved by the college.



All persons must correctly wear masks or facial coverings over their noses and mouths as seen in this illustration at right.

Failure to follow the Board Policy could lead to progressive discipline for any employee. For students, it could be consider a violation of [BP 5500](#), the Standards of Student Conduct. See also:

<http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=C54M4A560575>

8. Are there any exemptions to the masking requirement?

Yes. Exemptions to the mask/facial covering requirement are if a student has a valid medical exception currently on file in their college's Disabled Student Programs and Services / Office of Special Services (DSPS/OSS) office, such as a medical condition, including mental health or disability, that prevents wearing a mask, or, for students who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. There are no political or religious exemptions to the mask/facial coverings requirements.

9. What if I need to use a sign language interpreter?

To facilitate sign-language use inside the classroom, faculty and sign-language interpreters may remove their face covering for instruction purposes only. In such cases, faculty and interpreters must maintain six feet of distance from all others in the classroom. Should any student have an approved exemption from wearing a mask/face covering, they must also maintain six feet of distance from all others.

10. Can students eat or drink inside the classroom?

Eating in class is prohibited. Drinking water for hydration or medical reasons is allowed, but no food and drink are allowed under any circumstances in computer labs. Students or faculty can briefly lower masks or facial coverings to drink water, but masks or facial coverings must be returned immediately to cover the nose and mouth when done.

11. Are there masking requirements for outdoors?

There are some and this could change. Currently, masking outdoors is not required by LACDPH Health Orders, except when attending large outdoor events of 10,000 or more people. However, it is recommended that all unvaccinated persons continue to wear a mask or facial covering outdoors and for everyone to wear a mask outdoors if you intend to be near other people whose vaccination status is unknown by you for more than 15 minutes.

12. What do I do if a student in my course tells me they tested positive for COVID-19?

Thank the student for letting you know and that their absence is excused. Tell them to stay home, quarantine per the County Health Orders, seek the advice of their doctor or a healthcare provider. They cannot come back to campus until they have tested negative for COVID-19 or have a clearance from a doctor or healthcare provider.

Immediately notify your direct supervisor AND your campus safety officer. Your supervisor and your safety officer will notify the college's Office of the President. The President's office and your college safety officer will work with the District Safety Officer for reporting purposes and contact tracing.

13. What if a student was in my class and then tells me they tested positive?

If a student tests positive and was on site during their infectious period* make sure the student does not come onto site, and tell them to stay in isolation for 10 days, or until they are cleared by their medical provider or the County Department of Public Health. This may go beyond 10 days if the person has certain persistent symptoms.

Immediately notify your direct supervisor AND your campus safety officer with your student information. Your supervisor and your safety officer will notify your President's office for contact tracing and notification. The President's office will send notifications to anyone who may have been in close contact.

If the class was exposed, or we cannot rule out exposure, the class will be sent home and testing is recommended for all within three to five days (3-5) days of when the exposure occurred.

If you were in close contact with the student within six feet for more than 15 minutes, stay home and get tested, also within three to five (3-5) days of exposure, regardless of vaccination status.

(*Infectious period is 2 days prior to onset of symptoms or 2 days prior to testing positive, and during the isolation period. Within 2-14 days of the exposure.)

14. Do I have to give my students extra time for assignments or exams if they are out sick due to COVID-19 or some other illness?

Please give all consideration to our students during this pandemic.

15. What should I do if I am exposed to someone who tested positive for COVID-19?

All LACCD personnel and students are required to report any COVID-19 incidents to their immediate supervisor or instructor as soon as possible for [contact tracing purposes](#).

Your President's office, or designee, will carry out contact tracing and send out notifications where deemed necessary. Exposed students and employees should test for COVID-19, regardless of symptoms or vaccination status, and inform the college of test results. This will determine the extent of disease spread on campus and serve as a basis for further control measures.

Exposed students and employees must self-quarantine and monitor for symptoms for 10 days from their last contact with the positive case while infectious (as defined above). If you remain asymptomatic, you are released from quarantine after Day 10, but must

continue to monitor your health and adhere to COVID-19 prevention precautions through Day 14.

Asymptomatic people who are fully vaccinated AND who are a close contact of a confirmed COVID-19 case may undergo a modified quarantine under certain conditions. They should test three to five (3-5) days following the date of last exposure. Until the person receives a negative test result, they must adhere to modified quarantine for the full 10 days. If they decline to test, they must follow this modified quarantine for 10 days after their date of exposure and continue to monitor their symptoms for days 11-14.

If the person receives a negative test result from a specimen collected within three to five (3-5) days after their exposure, they are released from the modified quarantine at that time.

The District also maintains a COVID-19 Hotline: (213) 221-5112 and email coronavirusinfo@laccd.edu that is monitored daily. If you believe you are sick from, or have symptoms of, COVID-19, read the LACDPH health information [online](#).

16. If I am vaccinated, but I am exposed to someone who has COVID-19 positive, do I need to quarantine?

Yes. Asymptomatic people who are fully vaccinated AND who are a close contact of a confirmed COVID-19 case may undergo a modified quarantine under certain conditions. They should test three to five (3 to 5) days following the date of last exposure. Until you receive a negative test result, you must adhere to modified quarantine for the full 10 days.

If the person declines to test, they must follow this modified quarantine for 10 days after their date of exposure and continue to monitor their symptoms days 11-14. If the person receives a negative test result from a specimen collected three to five (3-5) days after their exposure, they are released from the modified quarantine at that time.

17. What if I test positive?

If you are sick, or test positive, stay home. Stay in regular contact with your doctor or healthcare provider. All LACCD personnel and students are required to report any COVID-19 incidents to immediate supervisor and campus safety officer and, for students, to immediately contact their instructor for [contact tracing](#) purposes. Responding to COVID-19 in the Workplace information from the county is posted [here](#).

The District also maintains a COVID-19 Hotline: (213) 221-5112 and email address at coronavirusinfo@laccd.edu that are monitored daily.

Additional information from the county is available here [about COVID-19](#).

18. If I am living with someone who tested positive for COVID-19 and I am negative, can I come onto site?

If you are living with someone who has tested positive, you will need to work remotely or can use your emergency paid leave. Be sure to contact your doctor or healthcare provider, get tested and monitor for symptoms. Be sure to stay in contact with your immediate supervisor about your status.

19. What happens if you (instructor) tests positive and you are symptomatic and unable to teach?

Please report your positive test to immediately to your direct supervisor and the college safety officer. Contact your department chair or dean to determine options to cover your class.

20. What happens if I am not feeling well, not sure if I have COVID-19, but also expected to teach in person for that day?

If you are sick for any reason, stay home. Do not come to campus. Contact your department chair and/or dean to go over options to cover your class. Contact your doctor or healthcare provider for direction and make arrangements to get a COVID-19 test, self-monitor for symptoms.

21. Who will be responsible for checking that my students have complied with the COVID-19 Symptom Self-Check Questionnaire?

The college runs regular reports to monitor compliance with the COVID-19 Symptom Self-Check [questionnaire](#). You should remind all students in all of your classes to complete the questionnaire prior to coming onsite at any college or District facility.

22. Where can I get tested?

Currently, testing can be done by your doctor or healthcare provider, or by using the County's [testing location website](#). As part of the plans to enforce [Board Policy 2900](#), the District is working to provide free testing and testing sites at the colleges. Additional information will be sent out to all as quickly as possible. Additional information on vaccines can be found [here](#).

23. Where can I get vaccinated?

[Vaccines](#) are free and available to anyone ages 12 and older at hundreds of locations throughout Los Angeles County. Most locations no longer require an appointment and many offer more than one type of vaccine. Go to the LACDPH [website](#) and then click on the "[How to Get Vaccinated](#)" tab to find a location or [request](#) an in-home vaccination.

If you need help, you can call the County's **Vaccine Call Center** toll free at **(833) -540-0473**. The call center is open every day, 8 a.m. to 8:30 p.m. They can help arrange for free transportation to a vaccination site or assist with an in-home vaccination appointment. Vaccine information in multiple languages is also available 24/7 by calling 2-1-1.

You can also use the statewide "[My Turn](#)" vaccination site, <https://myturn.ca.gov/> to find a nearby clinic and many retail pharmacies allow you to make appointments directly with them. No one will be asked to pay for a vaccine, however, some clinics may ask you to provide your medical insurance information if available. You cannot be denied a vaccine for not having medical insurance or for not providing insurance information.

24. Are there any exemptions to getting vaccinated?

Yes. There are medical and religious exemptions.

25. What does the new approval by the U.S. Food and Drug Administration ([FDA](#)) for regular use of the Pfizer COVID-19 vaccine mean for LACCD employees and students?

On August 23, 2021, the FDA took [action to approve](#) the Pfizer COVID-19 vaccine for regular use, not just for emergency conditions. The action allows for more widespread use of the vaccination and the likely expansion of vaccine mandates, including by the LACCD Board of Trustees if the Board wishes to revise BP2900.

26. Can I still enroll or work at LACCD regardless of my vaccination status?

Currently, yes. Vaccination status does not prevent anyone from enrolling, working at or attending any of the colleges or District facilities, but that may change with revisions to Board policies.

27. I have a lot of concerns about what is happening due to the COVID-19 public health emergency. What advice do you have?

If you are stressed, depressed or need to talk to someone about anything, use the information below about contacting the Los Angeles County Department of Mental Health, available 24/7. Please also consider sharing this same information with your students.

CALL: (800) 854-7771 or text “LA” to 741741. Go online to:
<https://dmh.lacounty.gov/covid-19-information/>

District employees can also utilize the Employee Assistance Program. Talk to your immediate supervisor and/or visit the District “Faculty and Staff” webpages [online](http://laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx) at <http://laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>

28. How well do the vaccines work?

Public health officials at the federal, state and local levels agree the vaccines work extremely well, including against the Delta and other variants to prevent infection and death. Once fully vaccinated, the vaccines also can significantly reduce severe illness and hospitalization for those who might get a post-vaccination infection.

29. When am I considered fully vaccinated?

You are considered to be fully vaccinated two (2) weeks after getting your J&J vaccine (single dose) or after a second dose of the Pfizer or Moderna vaccine. It is possible to get infected while the vaccine is taking effect, so it is important that you continue to protect yourself against COVID-19 for the full two weeks.

Once you are fully vaccinated, there is still a small risk that you could get infected. This is considered a “post vaccination infection” more commonly called by the news media as a breakthrough infection. The good news is that vaccinated people who do get infected often don’t get as sick as unvaccinated people. Their symptoms, if any, don’t last as long and they usually do not require hospitalization.

30. Do I need to get a booster shot? When should I get a booster shot?

The District is closely monitoring the situation and will share updated information as soon as possible. Currently, both the White House and the FDA are indicating that people should get a booster shot at about eight (8) months after they were fully vaccinated. Recent information provided by the pharmacy companies indicates this is true for all three of the vaccines. Continue to stay alert to news media reports and updates by the LACDPH. The District will share other information as quickly as possible.

31. Why do we need a vaccine if we can do other things, like social distance and wear masks?

The medical science has been clear that getting vaccinated is the best protection against infection and death caused by COVID-19. Masking and social distancing are also important tools to help stop the community spread of this pandemic, but the vaccines prevent infections and the ability of the virus to mutate.

32. Will my vaccination record and/or COVID-19 test results be held confidential? Who at the LACCD will have access to this information?

Only a small number of authorized LACCD Human Resources employees will have access to your COVID-19 proof of vaccination or COVID-19 test results. This information will be stored in a secured database and will only be used to grant or deny you a daily access the colleges or District facilities. Any employee or student who tests positive will activate the established reporting, contact tracing and notification processes.

33. How do I submit my negative COVID-19 test results?

The District is currently working with a company called Biocept to administer COVID-19 tests at the nine LACCD colleges. Details on testing processes and procedures are being finalized now.

34. How do I sign up for testing and where can I get tested?

LACCD is working with Biocept to provide on-campus testing for employees and students on a rotating basis at the nine colleges and District facilities. Employees and students will receive an email with a link to register and schedule for testing. More details will be announced as soon as possible.

35. Does it matter which type of test I use (antigen or PCR)?

LACCD's testing partner, Biocept, will be offering PCR (nasal swab) testing on site.

PLEASE EXPECT THAT THIS FAQ WILL BE UPDATED AS QUICKLY AS POSSIBLE AS ADDITIONAL INFORMATION BECOMES AVAILABLE.