

Dear Faculty and Staff:

As we settle into the fall term, we would like to provide a few important reminders and updates on expectations for employees reporting to campus. Whether you plan to report to campus one time or regularly, please take a moment to ensure you meet all appropriate guidelines to help keep one another safe during this time. Disciplinary action may result from non-compliance with these directives.

COVID-19 Wellness Checks: Daily Completion

Your health is important and the University is committed to ensuring a safe and healthy work environment. Before coming to campus each day, employees must complete the [COVID-19 Daily Wellness Check](#), which is considered compensable time. The check asks if you have a fever, have been exposed to someone with COVID-19, or if you are experiencing any symptoms of COVID-19.

If you answer yes to any of these questions, do not come to campus and notify your supervisor just as you would if you were ill. If you believe your symptoms are COVID-19 related or you were exposed to someone who has COVID-19, notify the Student Health Center at 310.506.4316, option 3, so they may investigate your potential case and conduct any necessary contact tracing within the University community.

Return to Campus Form: One-Time Completion

Before reporting to any Pepperdine campus, faculty and staff must complete a one-time [Return to Campus form](#). This will help ensure not only that those employees on campus have access to available resources, but also that all used spaces are appropriately cleaned and maintained. Faculty members planning to come to campus to use a classroom for instructional purposes must place a room reservation through the appropriate scheduler in 25Live.

Graduate Campus Access

In addition to completing the Return to Campus form, faculty and staff going to a graduate campus should carefully review the [How to Access Your Pepperdine Graduate Campus guide](#). This protocol includes campus-specific instructions on how to access campus, sign in, and reserve shared spaces.

COVID-19 Reporting Guidelines

Though there has been a contact tracing protocol since soon after the pandemic began, the Student Health Center is pleased to share expanded instructions and timelines. Please review the [COVID-19 Reporting Guidance for Faculty and Staff](#) to report suspected or confirmed COVID-19 cases. These guidelines help determine next steps in reporting off-campus illness, falling ill while on campus, and reporting potential COVID-19 cases. Additionally, please review the:

- [COVID-19 Reporting Quick Reference Guide for Faculty and Staff](#)
- [COVID-19 Reporting Quick Reference Guide for Students](#)

Malibu Campus Fire Drills

The annual fall fire drills on the Malibu campus have been postponed until we resume normal building occupancies. In the meantime, Public Safety will conduct building fire drills during evening and weekend hours to ensure all fire alarms, strobes, and other life safety equipment are functioning properly. However, it remains critical for all employees to know their staging location in the event of an emergency. If you are unsure of your staging location or related emergency procedures, please reach out to your supervisor immediately.

Additional Information and Questions

The University will continue to regularly communicate updates and modify guidelines to respond to the fluidity of the pandemic. You can view additional details and continue to find the most up-to-date information on Pepperdine's [COVID-19 Planning and Preparedness website](#). We understand that each community member has varying needs during this time. For questions and concerns, please reach out to:

- Your supervisor
- Pepperdine's COVID-19 Information Line: 310.506.8111
- Pepperdine's COVID-19 Information Email: covid19info@pepperdine.edu
- Human Resources: 310.506.4397

Thank you for contributing to the health and safety of the Pepperdine community. We wish you a joyful and productive year ahead.



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