

Dear Pepperdine Faculty and Staff:

We look forward to the promises of new beginnings that accompany the commencement of the fall term.

### **Critical On-Campus Roles**

**Every employee who is able to complete his/her work remotely is expected to do so**, and the [COVID-19 Interim Telecommuting Exceptions](#) remain in effect. Supervisors are encouraged to employ flexibility and creativity in altering work processes so that they may be completed remotely when possible. With agreement from their superiors, supervisors can determine that some positions should be on campus, such as certain student-facing positions. **Employees may not come to campus if they are ill.**

All faculty and staff who come to campus, whether partially or full-time, must review the following resources and expectations prior to returning to campus.

### **Prior to Returning to Campus**

At least two calendar days before returning to campus for the first time, faculty and staff must complete a [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.

### **Protocols on Campus**

Your health is important and the University is committed to ensuring a safe and healthy work environment. Your assistance is also required to help maintain our community's well being. By returning to campus, all employees and student workers agree to the actions below. Guidelines will be modified as CDC, state, and county guidelines change. Disciplinary action may result from non-compliance with these directives.

- **Do not come to campus if you are ill and notify your supervisor.** Further, do not come to campus if you test positive for COVID-19, have COVID-19 symptoms, or if you experienced actual or potential exposure to COVID-19, and notify the Student Health Center at 310.506.4316, option 3.
- **Follow Pepperdine’s advice and directions regarding health and safety matters, specifically those provided by the Student Health Center.** In the midst of this global pandemic, the University will continue to make decisions to prioritize and protect the health and safety of Pepperdine community members. Prompt adherence to public health directives is both expected and appreciated.
- **Follow the [Face Coverings/Social Distancing Policies](#) on Pepperdine’s [COVID-19 website](#).** These steps ensure we keep ourselves and one another safe. Face coverings are to be worn at all times during the workday when in contact or likely to come into contact with others. You need not wear a cloth face covering when you are alone in a private office or a walled cubicle. You are expected to wash your face covering daily.
- **Follow the [cleaning and disinfecting protocols](#) on Pepperdine’s [COVID-19 website](#).** Please be mindful to clean and disinfect high touch items (ranging from refrigerator handles to copier buttons) and common spaces (such as countertops) after use with the provided cleaning products and protocol instructions.
- **Follow the guidelines specific to your building and department.** Follow instructions on posted signage and ask your supervisor about protocols specific to your department. Each building has marked one-way stairwells, designated entrances and exits, and posted elevator capacities, among others. Conference rooms, kitchenettes, and break rooms will have lower capacity to allow for social distancing and must be cleaned according to posted protocols. For safety reasons, some buildings have been locked and may require you to use your key or ID card to access a building. Ask your supervisor about potential access restrictions in your work area prior to returning to campus.
- **Follow all COVID-19 Interim Protocols, including the Campus Visitor Restrictions and Travel Restrictions, and**

**County Health COVID-19 Guidance, among others.** Please ensure that you and your staff are knowledgeable of and abide by restrictions that are in compliance with federal, state, and local orders.

- **2019-2020 parking permits will continue to be valid during the 2020-2021 academic year** for employees who have no change to their vehicle. More information can be found on the [Department of Public Safety's website](#).
- **Turn off lights, computers, monitors, and any other devices before leaving work for the day.** These are small, but essential steps in saving energy and reducing utility costs.

## 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](mailto:covid19info@pepperdine.edu)
- Human Resources: 310.506.4397

We wish you a joyful and productive year ahead.

