

One of our community's greatest strengths is how well we take care of one another. As more of our students, faculty, and staff begin to return to campus, we have the opportunity to demonstrate this care through our understanding of and adherence to the University's [COVID-19 protocols](#). This shared responsibility also helps the University to comply with Los Angeles County mandates and is critical to ensuring the University's successful reopening.

Reporting Guidance

Please report potential cases of COVID-19 as follows:

Step 1: Contact the Student Health Center right away.

If you have tested positive for COVID-19 or have been in close contact with someone who has tested positive for COVID-19, contact the Student Health Center and your supervisor immediately and do not report to campus.

Note: Supervisors must also promptly notify the Student Health Center each time a case is reported to them.

Employee privacy is a priority, and information reported to supervisors and contact tracers will be kept confidential and only shared as needed with the appropriate individuals. Supervisors are expected to maintain confidentiality and are not to share any information about possible cases with colleagues or team members. Any notifications from the Student Health Center to community members about possible close contact with someone who has tested positive will not include the name of the affected individual or identifying details.

For further information, please refer to the University's [COVID-19 Reporting](#)

[Quick Reference Guide](#) and [Reporting Guidelines](#).

Step 2: Follow the Student Health Center's protocols and instructions.

The Student Health Center will speak directly with employees who tested positive for COVID-19 or who have been in close contact with someone who has tested positive for COVID-19. Following CDC guidelines, the Student Health Center will instruct employees on appropriate protocols (such as testing, isolation, or quarantine). Once the individual is released from isolation or quarantine, the Student Health Center will reset their Daily Wellness Check to display a green dot, which serves as an indicator that they may access campus.

Note: Supervisors must follow the Student Health Center's instructions and should not implement any additional measures or guidelines that would inhibit or delay their employees' return to work (such as requiring additional tests or medical documentation).

Step 3: Update your supervisor regularly.

Though you do not need to share your diagnoses with others, you are expected to communicate the Student Health Center's work-related instructions (such as testing, isolation, or quarantine) to your supervisors and other individuals as appropriate so office coverage may be coordinated and business needs may be met. Employees and supervisors are encouraged to reach out to the Student Health Center or Human Resources with any questions or concerns.

Face Coverings/Social Distancing Policies

Please note that the University continues to require face coverings for those on campus, except when alone in an office with a closed door. This remains a requirement for those who have been vaccinated as well. Although the [CDC](#) has lessened certain restrictions for vaccinated individuals in private settings, they recommend continued protective measures in public spaces. This includes wearing a face covering when around others, maintaining a 6 foot distance from others, and avoiding medium and large gatherings.

We are mindful that each community member has varying needs during this time. For questions and concerns related to reporting or COVID-19 safety in your workplace, 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. Please let us know how the University may best support you over the coming months.



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