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## Reminders of On-Campus Protocols

Dear Supervisors,

As the new school year begins, your assistance is required to ensure employees' understanding of and adherence to important health and safety guidelines while on campus. As part of the guidelines outlined in [Pepperdine's Restoration Plan](#), it is your responsibility to ensure proper social distancing in your shared office and break areas, including the following:

- At all times while on any Pepperdine campus, with limited exceptions, all employees, students and visitors to campus are required to wear a cloth face covering. Employees or student workers alone in closed offices or walled cubicles at least six feet high are not required to wear cloth face coverings.
- Immediately address face covering and six-foot distance compliance concerns.
- Stagger work shifts, meal breaks, and rest breaks to the greatest extent possible, to minimize the number of people in offices and break rooms at the same time.
- Immediately address any congregating in break rooms and other communal spaces.
- Encourage virtual meetings whenever possible.
- Provide alternative work spaces such as hoteling offices and meeting rooms to help meet social distancing requirements.
- Encourage employees to take their breaks outdoors and in open spaces.

### 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.



24255 Pacific Coast Highway, Malibu, CA 90263 | Phone: 310.506.4000

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