

## LAFS Vaccination Choice Policy – Hollywood, CA

**Purpose:** The Los Angeles Film School located in Hollywood, CA is taking active steps to provide a safe and healthy workplace for all employees. Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. The Los Angeles Film School (LAFS) encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee not be fully vaccinated, this policy's sections on masks and testing will apply.

**Who is covered?** All full-time and part-time employees as well as any visitor, partner, vendor or any person who wishes access to the campus are covered by this policy.

**Exemptions:** The requirements of this policy do not apply to employees: 1) who do not report to a campus where other individuals such as coworkers or customers are present; 2) work from home and do not come to Campus; or 3) who work exclusively outdoors.

**What is the effective date of this policy?** As of January 3, 2022, anyone covered by this policy will be required to show proof of vaccination or a negative test dated within 72 hours of being on campus.

## POLICY AND PROCEDURES

### ALL EMPLOYEES

**Masks:** Whether vaccinated or unvaccinated, employees must wear a mask while on campus indoors as recommended by the CDC. Face coverings must:

- completely cover the nose and mouth;
- be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- be secured to the head with ties, ear loops, or elastic bands that go behind the head. If neck gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.
- Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
- Bandanas and gaiters are not acceptable unless approved as an accommodation by Human Resources under the American with Disabilities Act.

The following are exceptions to LAFS's requirements for face coverings:

- When an employee is alone in a room with floor to ceiling walls and a closed door.
- For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
- When an employee is wearing a respirator.

- Where LAFS has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury).

**Social Distancing:** As of January 3, 2022, there is no formal social distancing policy in place. However, we encourage all employees to practice safe distancing whenever possible and as you feel comfortable.

**Encouraging vaccinations:** LAFS will continue to provide information and post flyers to encourage vaccinations to protect our school, our families and the public at large.

**Exceptions and Accommodations:** Any employee unable to comply with this policy may request an exception or accommodation by submitting the Accommodation Request form to Human Resources at [hr@lafilm.edu](mailto:hr@lafilm.edu). The form is found on LAFS Connect within the Human Resources tab. All such requests will be handled in accordance with applicable laws and regulations and in accordance with LAFS' policy regarding the American with Disabilities Act.

### **FULLY VACCINATED EMPLOYEES:**

- Vaccinated employees can submit a health care provider, pharmacy, or other medical immunization record, a copy of the COVID-19 vaccination record card (white card), records from a public health information system, or any other official documentation.
- Employees are fully vaccinated 2 weeks after your 2<sup>nd</sup> dose of the Pfizer or Moderna vaccination or 2 weeks after the Johnson & Johnson vaccination.
- Vaccinated employees must upload their document to the confidential portal created to house medically related personal information. The portal is located on LAFS Connect.

LAFS encourages all employees to get vaccinated. If the employee experiences vaccination side effects and needs time to recover, the employee is required to use sick leave to the extent available. However, if an employee has no sick leave available, the time will be paid by LAFS whether it is to supplement the usage of sick leave or the full amount of up to two (2) days.

### **UNVACCINATED EMPLOYEES:**

- Employees who are unvaccinated must show proof of a weekly negative test dated within 72 hours before they arrive on campus.
- The test is valid for 5 days from the date of the test.
  - For example, if you plan to be on campus on Monday and Friday of the same week, you will need to test on the Friday, Saturday, or Sunday before you go on-campus and upload your negative results. Your test will be valid for 5 days from the day of testing. You may need to test again if you plan to be on-campus the rest of the week. If you test Monday, your test negative results will be valid until Friday.
- Negative test results dated no more than 72 hours before arriving on campus must be uploaded to the confidential portal created to maintain personal medical information. The confidential portal is found on the LAFS Connect site.

- Please be aware that it can take up to 8 hours for the test results to be reviewed and approved.
- Should the test results be determined as unacceptable, the employee will be notified by Human Resources.
- At any time someone becomes fully vaccinated, s/he can upload the supporting vaccination documents to the confidential portal on the LAFS Connect site. Once approved, weekly testing is no longer required.

**LAFS Paid Weekly Testing for Employees.** Starting January 3, 2022, LAFS will cover the cost of testing for employees who are not fully vaccinated and required to provide weekly negative COVID-19 test results before they come to campus and all other LAFS venues.

- Employees must be tested for COVID-19 at least once every seven days; and upload the documentation of their most recent test result at least every seven days to the confidential portal on LAFS Connect.
- Employees must be tested at a testing site as approved by the Los Angeles Film School.
- Acceptable sites are:
  - We will provide this information in an update at a later date.

**Positive COVID-19 Test and a Return to Campus Tests.**

LAFS requires all employees to promptly disclose when they have received a positive COVID-19 test result or a positive diagnosis of COVID-19 by a licensed health care provider.

While our local Department of Public Health (DPH), has overall responsibility for determining the quarantine or self-isolation parameters, the CDC guidelines are as followed:

- People who are fully vaccinated do NOT need to quarantine after being exposed to someone who had COVID-19 unless they have [symptoms](#). A fully vaccinated employee must get tested 5-7 days after their exposure, even if they don't have symptoms and have a negative COVID-19 test result uploaded to the confidential testing site on LAFS Connect before they are allowed to return to campus. With the negative test at least 5 days after being exposed the employee may return to campus after 7 days of the date of exposure with a negative test result.
- If the date of exposure is not known, then the employee will be required to quarantine for 10 days from the date of the test, if asymptomatic. If symptoms appear after the date of the test, the employee will be required to quarantine for 10 days from the on-set of symptoms and show a negative test before being cleared to be on campus.
- Whether fully vaccinated or unvaccinated, employees who have received a positive COVID-19 test result must self-isolate for 10 days from the date of the test if symptoms were present. The amount of time self-isolation is required can change if the employee was asymptomatic when the test result was received and became symptomatic after the fact.
- If a licensed health care provider recommends that the employee may return to work, written documentation must be uploaded to the confidential testing portal.

An employee who tested positive for COVID-19, is symptomatic and unable to work, is required to contact Human Resources to discuss options regarding pay for the duration of their illness.

LAFS Vaccination Choice Policy FAQ's providing further details on this policy can be found at LAFS CONNECT.