

# FAQ's: LAFS VACCINATION CHOICE POLICY

## General COVID Testing/Vaccination Requirements

**What is the basic policy?** In brief, for employees to be approved to be on Campus, a proof of vaccination or a negative test result will be required within 72 hours prior to being granted access to campus.

**What do I do if I'm unable to comply with the Policy?** An employee who is unable to comply with the policy should complete the Accommodation Request Form located [here](#). Once completed and returned as directed, Judy Nimoy, Director of HR will contact you to discuss the options.

**Are the students covered under a similar Policy?** Yes. Students have the same responsibility for being vaccinated or testing 72 before access to campus is granted.

**How will the school determine vaccine or testing status upon check-in to the building?** While the documents themselves remain confidential, an administrative process has been developed so that employees and students will gain access to the Campus through the badging process currently in place. This is true whether it is identifying vaccination status or the submission of the required test results.

**Can I bring my kids to Campus?** Children, even if vaccinated are not allowed on campus at this time.

**Is there Social Distancing in place?** 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.

## Masks

**Do I have to wear a mask even if I'm vaccinated?** Yes. Our Choice Vaccination Policy requires all employees to wear a mask while in the presence of other employees, students and anyone on Campus.

**What constitutes an acceptable mask?**

- CDC recommends community use of masks, specifically non-valved, multi-layer cloth masks, to prevent transmission of SARS-CoV-2.
- Bandanas and gaitors are not acceptable unless approved as an accommodation by Human Resources under the American with Disabilities Act.
- The Los Angeles Film School requires all employees to wear a face covering. Face coverings must:
  - (i) completely cover the nose and mouth;
  - (ii) 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);
  - (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If neck gaitors are worn, they should have two layers of fabric or be folded to make two layers;
  - (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and

- (v) 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.

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 or death to the employee).

**Will LAFS provide me an acceptable mask if needed?** Yes. Acceptable masks are available at all of the Security stations in all 3 buildings.

**What do I do if I see someone on campus who is not wearing a mask?** If you feel comfortable, you can certainly offer a reminder, as s/he may have forgotten. Another option is to notify your manager who will remind the employee of the policy and be sure the mask is worn.

**What happens if someone refuses to wear a mask?** That employee will be directed to leave campus and to contact Judy Nimoy in Human resources at [jnimoy@lafilm.edu](mailto:jnimoy@lafilm.edu)

**If I sit in an office do I have to wear a mask?** If you are alone in your office, you do not need to wear a mask.

## **Vaccination**

**What is the definition of Fully Vaccinated?** You 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.

**I have had one dose of a 2 dose vaccine, do I need to test?** Yes. When you are fully vaccinated and your vaccination record has been received, you will no longer need to be tested weekly.

**Will LAFS continue to have On-site vaccinations periodically?** Yes. We will keep you posted as those dates are secured.

**Do I need to do anything if I'm fully vaccinated?** If you uploaded your document to the confidential portal supporting your vaccination status, there is nothing more to do.

**How do I upload my vaccination card to the confidential portal?** As an LAFS employee with an LAFILM email address you can go to [LAFS Connect](#) and click on the “COVID-19 Upload Vaccination Information” box.

**Will employees need to receive their booster shots when they qualify to be considered fully vaccinated?** We encourage all employees to get vaccinated and to continue to receive all available methodologies to increase and or maintain their immunity. We are currently not requiring booster shots to be uploaded into the Vaccination Document Portal.

**Can I upload my vaccination record once I’m fully vaccinated so I don’t need to undergo the testing?** Yes. Once you are fully vaccinated, as defined above, you can upload your vaccination record to the confidential portal at [LAFS CONNECT](#) and click on ‘Covid-19 Upload Vaccination Information’.

### **COVID-19 Testing For Unvaccinated Employees**

**How often will employees need to be tested?** The LAFS Vaccination Choice Policy requires that unvaccinated employees and students be tested weekly for COVID-19 no more than 72 hours before they plan to come to campus. The test is valid for 5 days from the date of the test uploaded via [a confidential portal](#) on the student connect site.

**Where can I get tested?** Employees are responsible for deciding where to get tested. Employees can get tested on the corner of Ivar and Sunset, please check out the Testing Sites at <https://connect.lafilm.edu/covid-19-testing-sites/> . In addition, below is the Los Angeles County Department of Public Health website with localized testing sites when needed. <https://covid19.lacounty.gov/testing/>

**Will I be required to get tested?** Yes.

**What is an acceptable test?** They are a variety of acceptable tests available such as a standard PCR or Rapid Antigen test. Home tests are now acceptable, by providing specific information. See below for acceptable home tests.

**I come to Campus daily or at least 2 days a week, do I need to test weekly?** You will need to provide a negative result taken 72 hours or less before you intend to be on campus. The test is valid for 5 days from the date of the test.

**I come to Campus monthly or even less periodically, do I need to test?** Yes. You will need to provide a negative result taken 72 hours or less before you intend to be on campus. The test is valid for 5 days from the date of the test.

**If there is a cost associated with tests, will LAFS cover the cost?** Yes. We will provide more details soon.

**How will test results be shared with the company?** A confidential portal is being established for students to upload their weekly tests results prior to coming on campus. Access to the confidential portal to upload the negative test will be provided to you beginning as early as December 30, 2021.

**If I test weekly, how long is the test valid?**

The test is valid for 5 days from the date of the test.

**What is the policy regarding vaccinations and testing for visitors and guests?** The choice policy also applies to our outside vendors, industry pros, partners, alumni and guests.

**What do I do if I cannot comply with either of choices I have; be vaccinated or undergo testing?**

An employee who is unable to comply with the policy should complete the Accommodation Request Form located [here](#). Once completed and returned as directed, Judy Nimoy, Director of HR will contact you to discuss the options.

**What protocols are in place should we have an employee on Campus who has had a positive COVID- 19 test?** Should this occur, Judy Nimoy, the Director of HR will contact the employee to perform a contact tracing. This includes identifying the locations the employee visited and who the employee came in contact with for the previous 2-3 days while on Campus. A determination will be made as to whether or not the employee came into close contact, as defined by the CDC, and who might have been exposed. Those employees will be informed and provided with information on how to proceed.

Employees who may have contact but not close contact, as defined by the CDC will also be informed by email with information on how they might like to proceed. Facilities will be notified immediately after to perform additional cleaning and sanitizing of the areas identified.

**Can I continue to work from if I have to self-isolate due to being exposed to COVID-19, tested positive and am asymptomatic or have symptoms due to a positive COVID test?** Should you test positive for COVID-19 and are able to work, please speak with your Manager and we will accommodate your ability to work from home to the degree possible.

**Will I be paid if I am unable to work as a result of a positive COVID-19 test?** If you were exposed to the virus off Campus, you can use your available sick and vacation time. If you have exhausted your paid time off balances, LAFS can advance you up to 2 weeks' vacation time. If it can be determined, you were exposed to the virus while on Campus, the contact tracing conversation will include how you can be paid.