

Faculty Campus Access



The directions from L.A. County Public Health are to maintain the lowest density on campus as possible (less than 30% at any one time).

FACULTY ACCESS TO OFFICES IS NOT A SIGNAL OF LMU'S RETURN TO A PRE-COVID-19 STATE.

ONE-TIME DROP-OFF OR PICK-UP (Staff Approved WFH)

- **Dean or VP** must submit access request 48-hours prior
- **Once approved**, staff will receive an e-mail from DPS with additional instructions

REQUIRE ACCESS FOR A TIMESPAN (Ongoing)

- **Dean or VP** must submit access request 48-hours prior
- **Once approved**, staff will receive an e-mail from DPS with additional instructions

TEACHING SPACE USAGE FOR INSTRUCTION PREP.

- **A limited** number and variety of learning spaces will be made available
- **A reservation system** is being developed and will be posted on our [keep teaching](#) website.

FACULTY WITH PRIVATE OFFICE (After August 1st)

- **Access as needed:** Starting Aug. 1 (Mon-Sat, 7a.m.-7p.m.)
- **Departments aren't required** to be staffed (i.e. no staff services)
- **No in-person meetings**
- **Due to space limitations and county health protocols**, faculty without private offices need to arrange access through their dean's office*

ONCE APPROVED AND BEFORE ARRIVING TO CAMPUS (REQUIRED)

STEP 1: Complete the [Safe at Work Plan and Policies Training](#)

DAILY STEP 2: All individuals must complete a daily [Lion Health Check](#) before entering campus. Under no circumstance may you come to campus if you receive a red X indicating that you must isolate or quarantine (contact your health provider).

Please have your submission ready to show the guard, as you approach the Lincoln front gate (Loyola back gate is closed).

PLEASE NOTE:

- Individuals may not bring visitors or guests on to campus (including children and pets). The campus will be closed to those who are not approved.
- The LMU Drive Gate is open to those who must work on campus on Monday through Saturday from 7 a.m. to 7 p.m. You may access campus during those days/time and only as approved. Deans will be notified of time/space violators.
- Review [Safety Guidelines](#). Face coverings are required at all times while on campus; sole exceptions for individuals by themselves in a private office with the door closed, or while eating or drinking alone.
- Facilities Management will provide custodial services to the common spaces you are approved to access and throughout the building (restrooms included). Private offices will not be cleaned; please place your trashcan outside of your office if it needs to be serviced. You will find cleaning wipes and hand sanitizer in common areas. If supplies are running low or there is a facilities-related emergency, please notify quality.FM@lmu.edu.
- If you have technology questions or concerns while you are on campus, please contact the ITS Service Desk at 310.338.7777 or helpdesk@lmu.edu and ITS will escalate to the proper individual. Since you have been asked to work from home when possible, during this time, you may take home your assigned LMU technology (computers, monitors, peripherals, etc.). When LMU returns to normal operations, you will be expected to return all LMU technology to campus. Please visit the its.lmu.edu/keepworking page for support considerations.
- Parking enforcement resumes August 1st. [Use the opt out mechanism](#) if you do not intend to come to campus, otherwise charges will continue as scheduled.
- Additional information can be found at lmu.edu/together/reopeningplan

*Efforts will be made to accommodate faculty with shared offices who absolutely need to utilize an office under this category.