

Novel Coronavirus (COVID-19)
Los Angeles County Department of Public Health
INSTRUCTIONS FOR COMPLETING SURVEY OF ON-CAMPUS ACTIVITIES
FOR INSTITUTES OF HIGHER EDUCATION

The Los Angeles County Department of Public Health (DPH) is adhering to guidance from the California Department of Public Health (CDPH), which recommends that counties with high levels of community transmission of COVID-19 limit the reopening of Institutes of Higher Education (IHEs), such as colleges and universities. IHEs in Los Angeles County will not be able to resume all in-person academic instruction at this time. Institutions may continue to offer in-person training and instruction for essential workforce for required activities that cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning. Faculty and other staff may come to campus for the purpose of providing distance learning and other activities related to the purposes above, as well as maintaining minimum basic operations. The institution must comply with all relevant portions of the [Protocol for Reopening of Higher Education](#) to maximize safety for all employees and students. IHEs should also limit their on-campus student residency but may continue to provide housing for students who have no alternative housing options. For students enrolled in programs providing training and instruction for essential workforce, on campus housing should be offered only to students who must participate in in-person instruction in order to complete their training and who do not have alternative local housing options. For student athletes who are participating in collegiate sports, campus housing should be offered in small training cohorts as recommended by state guidance. Collegiate sports may only proceed in compliance with CDPH [Specific Interim Guidance for Collegiate Athletics](#).

DPH is adopting a staged approach, supported by science and public health expertise, to limit activities permitted at IHEs until circumstances permit safe opening. Any IHE that offers in-person student instruction or activities, or on campus housing at this time must complete the DPH IHE Survey. This information will assist DPH in monitoring and evaluating the implementation of these limited in-person activities and allow us to better serve you with targeted support and technical assistance, as well as help guide future planning for additional stepwise reopening of activities.

Detailed Instructions – Survey of On-Campus Activities

Please [click here](#) to complete the survey. All survey fields are required. Do not handwrite and send in scanned responses.

1. **Institution Name:** Enter the full name of the institution providing on-campus activities.
2. **Street Address:** Please provide the street address of the IHE.
3. **City:** Please provide the city in which the IHE is located.
4. **Zip:** Please provide the zip code in which the IHE is located.
5. **IHE Point of Contact:** Survey should be completed/submitted by designated IHE Point of Contact.
6. **Phone:** Please provide the phone number for the named individual completing the survey in case DPH has questions or needs additional information.



7. **Email:** Please provide email address for the named individual completing the survey in case DPH has questions or needs additional information.
8. **Total Student Enrollment:** Provide the total on-campus student enrollment pre-pandemic.
9. **Number of students currently on campus on an average day:** Provide the number of students who are currently on campus on an average day. If none, enter zero.
10. **Total student housing capacity on campus:** Provide the total on campus housing capacity for students.
11. **Number of students currently residing in campus housing:** Provide the total number of students currently being housed on-campus. If none, enter zero.
12. **Average number of classes offered on campus each day:** Provide the average number of classes currently being offered on campus on an average day. If none, enter zero.
13. **Percent of classes offered that are outdoors:** Provide the percent of current classes being offered that are being held outdoors. If none, enter zero.
14. **Average number of students attending laboratory classes each day:** Provide the average number of students currently attending laboratory classes each day. If none, enter zero.
15. **Average number of students attending practicum classes each day:** Provide the average number of students attending practicum classes each day. If none, enter zero.
16. **Average number of students working on campus each day to support minimum basic operations or research projects:** Provide the average number of students working on campus each day to support minimum basic operations, such necessary maintenance, business, or administrative functions or supporting faculty research. If none, enter zero.
17. **Number of students participating in collegiate sports activities:** Provide the total number of students currently participating in collegiate sports activities on campus. If none, enter zero.
18. **Number of student-athletes housed on campus:** Provide the total number of student-athletes currently being housed on campus. If none, enter zero.
19. **Average total number of administrators, teachers, and other employees that are present on-campus each day:** Provide the average total number of administrators, teachers, and other employees that are present on-campus each day. If none, enter zero.
20. **Number of employees performing minimum basic operations:** Provide the total number of employees performing minimum basic operations on campus each day. This includes faculty on campus to implement distance learning activities or pursue their research projects, as well as staff supporting other necessary maintenance, business, and administrative functions. It does not include faculty/staff directly involved with in person student instruction. If none, enter zero.
21. **Average number of instructors teaching laboratory/practicum classes each day:** Provide the average number of instructors teaching in person laboratory and practicum classes each day. If



none, enter zero.

22. **Number of total cases of COVID-19 to date among students:** Provide the total number of COVID-19 cases among students to date. If none, enter zero.
23. **Number of total cases of COVID-19 to date among faculty:** Provide the total number of COVID-19 cases among faculty to date. If none, enter zero.
24. **Number of total cases of COVID-19 to date among other staff:** Provide the total number of COVID-19 cases among other staff to date. If none, enter zero.

