SAFE TOGETHER:
COVID-19 GUIDELINES FOR USE OF BUILDINGS AND OPEN SPACES

06.26.2020
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INTENT AND USE

The information here provides an overview of guidance and standards for facility managers for the safe use of buildings and open spaces. They provide “how-to” principles and examples for:

• Following USC COVID-19 safety polices and practices in academic/administration, student housing and athletic buildings and outdoor spaces.

• Maintaining compliance with all Building Codes Regulations and ADA accessibility accommodations.

• Identification of USC administrative resources for guidance on specific questions and topics.

• All guidance here MUST be followed in all USC owned and/or operated spaces. Any exceptions MUST be pre-approved by and through USC Environmental Health & safety.
SAFETY PRINCIPLES

The safe use of all USC building and outdoor spaces is guided by these principles and objectives:

• Maintain physical distance from others
• Wear a face covering
• Practice good hand hygiene
• Monitor yourself for signs and symptoms and stay home if you feel sick, particularly if you have a fever, cough, or difficulty breathing
• Train and educate on health, hygiene and safety practices

• Observe posted behavioral protocols and procedures
• Follow response protocols and procedures for reported exposure
• Monitor compliance and performance outcomes
• Align Environmental Health and Safety policies and procedures with local, state, and federal guidance

Content Lead / Deona Willes
SAFETY SIGNAGE

Effective public health messaging on community behaviors can have significant positive outcomes on reducing the spread of infection. The information included here provides an overview of guidance and standards for (how-to) message signs and their posting inside buildings and outdoor spaces.

All signs are designed and displayed in accordance with ADA Standards Section 216.3 https://www.ada-compliance.com/ada-compliance/216-and-703-signs and Section 703.5. https://www.ada-compliance.com/ada-compliance/703-signs

Content Lead / Jane Frey with Jon Soffa and Magdalen Hron
SIGN TYPES

Purpose: Signage Applications

**1**
Floor Signs
Interior and Exterior

**2**
Elevator
Interior

**3**
Courtesy Sign (General)
Interior

**HERE WE TAKE**
the stairs if able, otherwise...
- we don't crowd others and we wait for others to exit
- we cover our faces
- we sanitize hands before and after touching buttons

**HERE WE ...**
- Stay 6 feet apart
- Cover our faces
- Sanitize our hands
**SIGN TYPES**

**Purpose:** Signage Applications

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**4a**  
**Courtesy Spacer**  
Wall Sign  
acrylic holder  
w/ paper insert  
Interior

**4b**  
**Courtesy Spacer**  
Restroom Sign  
laminate vinyl  
adhesive backed  
Interior

**4c**  
**Courtesy Spacer**  
Auditorium Seats  
laminate paper  
w/ 2-sided tape  
Interior

---

**HERE WE LEAVE**  
this space unoccupied  
for safe physical distancing

---

**USC**
SIGN TYPES CONTINUED

Signage Applications

HERE WE ...

- STAY 6 FEET APART
- COVER OUR FACES
- SANITIZE OUR HANDS

5
- Courtesy Sign (tactile)
  Interior

5A
- Courtesy Sign (small)
  Interior

6
- Regulatory County Mandated Building Sign
  Exterior
SIGN TYPES CONTINUED
Applications of exterior signage

Here we...
- Stay 6 feet apart
- Cover our faces
- Sanitize our hands

Here we check-in
1. We show our symptom check phone status
2. We wear our face covering
3. We stay 6 feet apart and we don’t crowd

This entrance is temporarily closed
Please use the main entrance

7  A-Frame Outdoor Gathering
   Exterior
8  A-Frame Procedural
    Exterior
9  A-Frame Closed Entrance
    (right) Exterior
9A A-Frame Closed Entrance
   (left) Exterior
1 / FLOOR SIGNAGE

Purpose: Physical distancing in public places (e.g., waiting in line)

LOCATIONS
- Public areas
- Indoor & outdoors
- Checkout lines
- Reception desks
- Information desks (e.g., bookstore, DPS station)
- Housing Service Centers
- Mailstop
- USC Card
- Restaurants, etc.

PRODUCTION SPECS
Vendor: Classic Litho
Quantity: Indoor: 8,000
          Outdoor: 3,000
Size: 16” round
Material:
  INDOOR: IJ vinyl w/ UL rated anti-slip lamination, aka “floor pebbles lamination”
  OUTDOOR: Aggressive hi-tech adhesive vinyl, equal to 3M 3662, w/ UL anti-slip lamination, aka “Floor pebbles lamination”

PLACEMENT SPECS
Adhere to a clean floor surface at a minimum of 6 feet apart anywhere there is a possibility of people standing in line.
2 / ELEVATOR SIGNS

Purpose: Guidance for building elevators

LOCATIONS
300 Elevators

PRODUCTION SPECS
Vendor: TBD
Quantity: 500
Size: 8.5" x 12" acrylic frame
8.5" x 11" paper insert
Materials:
Acrylic sign holders: white backing acrylic panel with 1/16" clear acrylic spacers, clear and non-glare acrylic cover panel. ½” H. Cardinal Red rowmark bars on top and bottom. Paper Insert: 111# Pacesetter Silk Cover stock (11.5pt thickness)

PLACEMENT SPECS
Place signs affixed to the wall on all elevator exteriors adjacent to elevator call button, on all floors, at a height easily accessible for all users.
Mounting height: +5 feet above floor to bottom of the first line of sign in the header.
Do not post directly on elevator doors.
3 / COURTESY SIGN (General)

Purpose: Reminders to maintain six feet distance, wear a face covering, and wash or sanitize your hands

LOCATIONS
Common areas (e.g., TCC campus center, study areas, auditoriums, museums, lobbies, etc.)

PRODUCTION SPECS
Vendor: TBD
Quantity: 2,000
Size: 14” x 9.5” acrylic holder
14” x 8.5” paper insert
Material: Acrylic sign holders: paper insert. Acrylic sign holders: White backing acrylic panel w/ 1/16” clear acrylic spacers, clear and non-glare acrylic cover panel. ½” H. Cardinal Red rowmarkbars on top & bottom. Paper Insert: 111# Pacesetter Silk Cover stock (11.5pt thickness)

PLACEMENT SPECS
Signs should be about level with building wayfinding/room markings in areas that are commonly visible when entering the space.
Mounting height: +5 feet above floor to bottom of the first line of sign in the header
4 / COURTESY SPACER

Purpose: Physical distancing spacing for seating or stalls, “do not use this space.” There are 3 variations for this sign depending on where they are placed.

LOCATIONS
Auditoria, lecture halls, bathroom stalls, conference rooms, computer labs, classrooms, etc.

PLACEMENT SPECS

- Every other stall in restrooms. (Mounting Height +5 feet above floor to bottom of the first line of sign in the header.)
- Chairs at least 6 feet apart in meeting rooms, break rooms, classrooms, lecture halls, etc

PRODUCTION SPECS

Vendor: TBD
Total Quantity: 8,105

4A: Wall Sign
Quantity: 1800
Size: 8.5” x 12” acrylic holder
Size: 8.5” x 11” paper insert
Material: White backing acrylic panel w/ 1/16” clear acrylic spacers, clear and non-glare acrylic cover panel. ½” H. Cardinal Red rowmark bars on top & bottom. Paper insert: 111# Pacesetter Silk Cover stock (11.5pt thickness)

4B: Restroom Sign
Quantity: 2,000 Size: 8.5” x 11”
Material: Matte finished laminated vinyl w/ adhesive back

4C: Auditorium Seating:
Quantity: 4,305 Size: 8.5” x 11”
Material: Matte finished laminated paper w/ 2-sided tape
Purpose: Physical distancing spacing for seating or stalls, “do not use this space.”

LOCATIONS
Auditoria, lecture halls, bathroom stalls, conference rooms, computer labs, classrooms, etc.

PRODUCTION SPECS
Vendor: TBD
Quantity: 3,800
Size: 8.5” x 12” acrylic holder
8.5” x 11” paper insert
Material: Acrylic sign holders: White backing acrylic panel w/ 1/16” clear acrylic spacers, clear and non-glare acrylic cover panel. ½” H. Cardinal Red rowmark bars on top & bottom. Paper insert: 111# Pacesetter Silk Cover stock (11.5pt thickness)

PLACEMENT SPECS
- Every other stall in restrooms. (Mounting Height +5 feet above floor to bottom of the first line of sign in the header.)
- Chairs at least 6 feet apart in meeting rooms, break rooms, classrooms, lecture halls, etc
Purpose: Reminders to maintain six feet distance, wear a face covering, and wash or sanitize your hands.

LOCATIONS
Ground Floor Building Entrance Lobby(s)

PRODUCTION SPECS
Vendor: TBD
Quantity: 1,000
Size: 12.5” w x 12” h
Material: White acrylic backing plaque with 1- 10-5/8” w x 2” h white acrylic header and 3 – 3” h x 10-5/8” interchangeable white acrylic insert strips with ADA-compliant raised characters in Cardinal Red and braille with ½” h cardinal red rowmark bars on top

PLACEMENT SPECS
- Readily Accessible near lobby entrance door but not in location where reader block circulation flow of others
- Mounting Height: Bottom of top line of raised characters +5 feet above floor.

HERE WE ...

STAY 6 FEET APART

COVER OUR FACES

SANITIZE OUR HANDS
5A / COURTESY SIGN (Small)

**Purpose:** Reminders to maintain six feet distance, wear a face covering and wash or sanitize your hands

**LOCATIONS**
Restroom exteriors, break rooms, elevators, kitchens

**PRODUCTION SPECS**
Vendor: TK
Quantity: 2,300
Size: 8.5” x 12” acrylic holder
8.5” x 11” paper insert
Material: Acrylic sign holders:
White backing acrylic panel w/ 1/16” clear acrylic spacers, clear and non-glare acrylic cover panel.
½” H. Cardinal Red rowmark bars on top & bottom. Paper insert:
111# Pacesetter Silk Cover stock (11.5pt thickness)

**PLACEMENT SPECS**
- Post strategically inside small spaces (i.e., inside the elevator on the wall)
- Post on the outside of restrooms
- Mounting Height +5 feet above floor to bottom of the first line of sign in the header.
6 / COUNTY-MANDATED BUILDING SIGNS

Purpose: Legal compliance with County and City ordinances.

LOCATIONS
Entrances to campus and buildings, displayed in public areas

PRODUCTION SPECS
Vendor: TBD
Quantity: 1,250
Size: 11” x 18” acrylic holder
   11” x 17” paper insert
Material: Acrylic sign holders: white backing acrylic panel w/ 1/16” clear acrylic spacers, clear and non-glare acrylic cover panel, ½” h. Cardinal Red rowmark bars on top and bottom. Paper insert: 111# Pacesetter Silk Cover stock (11.5pt thickness)

PLACEMENT SPECS
• Replace current paper versions on all buildings and campus entrances
• Mounting Height: +5 feet above floor to bottom of the first line of sign in the header.
7/ EXTERIOR SIGNS

Purpose: Reminders in Outdoor Spaces

UPC

Major Pedestrian Paths and Potential Gathering Areas At:
- Streets / Sidewalks / Pathways
- Courtyards / Plazas
- Quads / Lawns
- Outdoor Recreation Areas
- Parking lots and structures
- Outdoor seating areas

INITIAL DEPLOYMENT
7/ EXTERIOR SIGNS

Purpose: Reminders in Outdoor Spaces

Health Science Campus

Major Pedestrian Paths and Potential Gathering Areas At:

• Streets / Sidewalks / Pathways
• Courtyards / Plazas
• Quads / Lawns
• Outdoor Recreation Areas
• Parking lots and structures
• Outdoor seating areas

INITIAL DEPLOYMENT
7 & 8 / OUTDOOR A-FRAME SIGN

Purpose: Reminders in Outdoor Spaces

PRODUCTION SPECS
Size: 24" w x 36" h

HERE WE ...
- Stay 6 feet apart
- Cover our faces
- Sanitize our hands

HERE WE CHECK-IN
1. We show our symptom check phone status
2. We wear our face covering
3. We stay 6 feet apart and we don’t crowd

Sign Holder Outdoor

#7 / Outdoor Gathering

#8 / Procedural
9 & 9A / OUTDOOR A-FRAME SIGN

Purpose: Closed Sign Entrance

PRODUCTION SPECS
Size: 24” w x 36” h

This entrance is temporarily closed
Please use the main entrance

This entrance is temporarily closed
Please use the main entrance

Sign Holder Outdoor
SIGN HOLDER

Colored Acrylic Accent Strip- PMS 201C
Slide in changeable printed media on paper per artwork specification

Clear Acrylic Sign Media Holder with notch for media access

Mount to wall with double sided tape pads

Colored Acrylic Accent Strip- PMS 201C

Sign Holder Option #1 - Custom

Slide in changeable changeable printed media on paper per artwork specification

Clear Acrylic Sign Media Holder Workshop Series by displays2go or approved equal

https://www.displays2go.com/P-145/Wall-Mounted-Sign-Frame-holds-11-8-5?st=Category&sid=24738
Mount to wall with double sided tape pads

Sign Holder Option #2 - Stock

Note:
Approved sign holder will be selected upon receipt of vendor bids.
**SIGN HOLDER**

**Example**

Changeable acrylic media strips with raised characters and braille per artwork
Magnetic backing to secure strip to holder backplate

Acrylic Sign Media Holder
Mount to wall with double sided tape pads

Aluminum Accent Strip

**Sign Holder with Tactile Characters - Custom**

Changeable printed media 24”x36”

White 2-sided message display A-frame
25”Wx45”Hx3”D
Fill holes in base with 10lbs. of play sand for stability per manufacturers recommendations

Signicade by Plasticade
https://plasticade.com/sign-products-detail/signicade or approved equal

**Example**

**Sign Holder Outdoor - Stock**
CLASSROOMS OFFICES AND MULTI USE SPACE

The information here provides an overview for guidance and standards use for the safe use of all academic and common use spaces owned or operated by USC based on:

Guiding Principles:

• Maintain Compliance with Fire Life Safety Codes and Regulations. e.g. occupancy, exiting, access for persons with disabilities, ventilation, etc.
• Follow local, State, and National Public Health Authority directives to maintain physical distancing (minimum 6’), healthy hygiene practices, wearing face coverings at all times.
• Protect safety of students, faculty and staff on campus in accordance all current USC Covid-19 Guidelines and Policies.

All implementation and use MUST be followed as approved.

Content Lead / Allyson Gipson with Joe Way and Carol Fern
Facilities managers must prepare and submit plans for review and approval. Att: Allyson Gipson for all spaces and buildings which their unit is assigned and/or occupies. Training and plan preparation resources are available to facilities managers.

Submitted plans MUST include proposed physical accommodations and layouts showing measures to de-densify the use of occupied spaces including:

• Fixed and removable furniture, fixtures and equipment
• Pedestrian circulation e.g. entry/exit and flow restrictions
• Room Occupant Capacity maintaining a minimum of 6 feet of physical distance from another person
• Location for storage of excess furniture, fixtures and equipment
• Use of Alternative Accommodations/Locations
• Use of temporary barriers such as see thru screens

Content Lead / Allyson Gipson with Joe Way and Carol Fern
NONTRADITIONAL
CLASSROOMS OFFICES AND
MULTI USE SPACES

In some cases the use and flow of a room or area does depend on typical instructional furniture layouts or instruction modalities e.g. dance and music practice, lobbies. The **Guiding Principles** for use of those spaces are the same as traditional classrooms. The requirements for submittals, review and approval of information is also same.
# Classrooms, Offices, and Multi-Use Spaces

Example of Room Density Planning Chart

<table>
<thead>
<tr>
<th>ROSKI SCHOOL OF ART AND DESIGN</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Code</strong></td>
<td><strong>Room Number</strong></td>
<td><strong>Room Type</strong></td>
<td><strong>Room Area (ft²)</strong></td>
<td><strong>Current Situation</strong></td>
</tr>
<tr>
<td>ATM</td>
<td>110</td>
<td>STUDIO</td>
<td>180.5</td>
<td>5</td>
</tr>
<tr>
<td>ATM</td>
<td>113A</td>
<td>CLASS</td>
<td>886</td>
<td>24</td>
</tr>
<tr>
<td>ATM</td>
<td>113B</td>
<td>CLASS</td>
<td>885</td>
<td>24</td>
</tr>
<tr>
<td>HAR</td>
<td>112</td>
<td>CLASS</td>
<td>817</td>
<td>22</td>
</tr>
<tr>
<td>HAR</td>
<td>112A</td>
<td>CLASS</td>
<td>70</td>
<td>1</td>
</tr>
<tr>
<td>HAR</td>
<td>117</td>
<td>CLASS</td>
<td>1014</td>
<td>28</td>
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<tr>
<td>HAR</td>
<td>119</td>
<td>CLASS</td>
<td>591</td>
<td>16</td>
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<tr>
<td>HAR</td>
<td>119A</td>
<td>CLASS</td>
<td>135</td>
<td>3</td>
</tr>
<tr>
<td>HAR</td>
<td>201</td>
<td>STUDIO</td>
<td>870</td>
<td>24</td>
</tr>
<tr>
<td>HAR</td>
<td>202</td>
<td>CLASS</td>
<td>720.6</td>
<td>20</td>
</tr>
</tbody>
</table>

**TARGET for SCHOOL REOPENING**

- **Pre-COVID-19 - Full Occupancy**
- **LACPH Stage 3 - Full Occupancy**

Minimum space between students: 6 feet
CLASSROOMS OFFICES AND MULTI USE SPACES

Example of Layout Capacity: MHP 101

6’ Distancing = 0’ for Person + 72” Between People (6’ Total)

2,130 Sq. Ft.
Pre-COVID-19 Full Capacity: 120
Phase 3 with 6’ Distance, Total Capacity: 30 (includes ADA seating)
Access and use of all university outdoor spaces must follow all current university health and safety use polices.

Guiding Principles for ALL outdoor uses:

- Maintain Physical Distancing
- Practice Healthy Hygiene
- Wearing of Face Coverings
- Limited access to all public areas
- Events and gatherings
- All outdoor areas information with approved signage posted
- Map of hand sanitizer stations and bike parking changes/locations
- No tailgates on campus
- Specific outdoor areas may have their own policies

Content Leads / Mark Ewalt with Jon Soffa
Examples of where these guidelines apply include but are not limited to:

- Streets / Sidewalks / Pathways
- Courtyards / Plazas
- Quads / Lawns
- Outdoor Recreation Areas
- Athletic practice and play fields
- Bus Shelters
- Parking lots and structures
- Outdoor seating areas
- Outdoor food service/dining areas
- Places where building entry or food service queuing is staged
CLEANING AND DISINFECTION

General Information
• For the most part, Covid-19 on surfaces are unstable and die within hours or days.
• Disinfection removes most of the germs on surfaces. Therefore, use of a disinfectant optimizes the absence of other pathogens as well as Covid-19.
• Since many of the buildings were unoccupied for several weeks, deep cleaning and disinfecting will be done in buildings before people return to work.
• The initial cleaning ensures the buildings are safe for students, faculty, and staff to return.

Employee Expectations
• Employees should try to limit themselves to using only their own equipment (e.g., phones, keyboards, furniture, etc.).
• Employees should clean and disinfect all equipment and other objects they touch, personal or shared, including workstations, phones, keyboards, research equipment, etc., as well as wipe down any surfaces touched in common areas.
• Specific plans must be in place to ensure all shared equipment is disinfected before and after use. Cleaning material for personal space to be provided by employee’s school or department.

Safe Practices
• Deep cleaning and increasing frequencies are components to making buildings safe.
• Wearing and using the proper PPE and practicing physical distancing will increase safety.
• Hand washing: Correct hygiene and frequent handwashing with soap are vital to help combat the spread of virus. All employees are expected to wash their hands, or use sanitizer when handwashing is not available.

Content Lead / Eric Johnson
CLEANING AND DISINFECTION
PRIOR TO RETURN

Cleaning and Disinfecting Spaces
- Clean and disinfect offices, laboratories, restrooms, lobbies, hallways, stairs.
- Floor cleaning projects in hallways, conference rooms and classrooms.
- Routine cleaning of high touch points in buildings occupied

High touch Points
- Tables, counters, desks, benches
- Doorknobs, handles, light switches
- Faucets, sinks, toilets
- Elevator buttons
- Stairs and handrail

Training for Cleaning Staff
- Cleaning techniques, cleaning products, and PPE required
- Use of any new equipment utilized in cleaning and disinfecting
- Covid-19 exposure process

Placement of Sanitizer Dispensers
- Place hand sanitizer stations in prominent areas that are in clear view
- Entries and exits of buildings and outdoor spaces
- Each floor at the elevators and classrooms
- Hand sanitizer dispensers will not be placed where sinks are available to wash hands with soap and water typically in restrooms and kitchen areas.
# CLEANING AND DISINFECTION
## NEW PROTOCOLS

<table>
<thead>
<tr>
<th>SURFACE</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor, carpet</td>
<td>1 x week</td>
</tr>
<tr>
<td>Touch points</td>
<td>1-2 x week</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>2 x week</td>
</tr>
<tr>
<td>Floor</td>
<td>1-2 x week</td>
</tr>
<tr>
<td>Touch points and surfaces</td>
<td>3 x day</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>3 x week</td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Touch points and surfaces</td>
<td>3 x day</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>5 x week</td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Touch points</td>
<td>3 x day</td>
</tr>
<tr>
<td>Sink, urinal, toilet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>5 x week</td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Touch points</td>
<td>2 x day</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>5 x week</td>
</tr>
</tbody>
</table>

- **Office**
- **Laboratory**
- **Classroom Auditorium Conf Room**
- **Restroom Locker room Patient Clinic Child Care Ctr**
- **Common Areas (lobby, elevator, stairs, etc.)**
To facilitate the care and safety of ourselves and others review and approval of the application of COVID-19 Safety measures covered in these Guidelines is required.

Whole building walk thru reviews including room and space layouts, circulation, signage, sanitizers and any special provisions will be conducted with resources identified by the guideline content leaders with the facility manager. Any matters noted requiring additional action will communicated to the facility manager for taking corrective action(s).
STAY NIMBLE

Monitor regulatory local orders and CDC guidance
Prepare for possible COVID-19 resurgence at LA city or University levels.

- Maintain two-way communication with USC community
- Decisive planning and policies
- Facility ramp down procedures
  - Academic continuation plan for all courses
  - Remote work processes for staff and faculty
  - Event cancellation
- Monitor city and campus public health metrics
- Centralize step back management with cross-functional workgroups

Content Lead / Deona Willes
NEED HELP?

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Current information about USC COVID-19 polices and resources is available at USC COVID-19 Resource Center
https://coronavirus.usc.edu/
SAFE TOGETHER
TROJAN FAMILY
WE FIGHT AS ONE