

# USC Price

Sol Price School of Public Policy

## GUIDELINES FOR RETURNING TO CAMPUS

**Faculty and staff going to their office in any Price School location need to follow the steps below.**

### FACULTY

- **Take one-time training.** Everyone must complete a one-time Health, Hygiene and Safety training module on [TrojanLearn](#). Within one hour of completing this training, you will have access to [Trojan Check](#).
- **Submit a request.** For faculty and researchers with time sensitive research who need to come to campus, please submit a [request form](#) describing the nature of the visit and when you need to go in.
- **Await approval.** The request will go to Vice Dean Neeraj Sood, the appropriate department chair, and Associate Dean Linda Peacore. The request is reviewed to confirm the need to go to campus and to track building density.
- **Complete [Trojan Check](#) before each visit.** Every time you go to your office, you must fill out this wellness assessment. Once completed, you will be allowed to make a reservation to come to campus. At the end of the process, you will receive an access pass with a QR code to enter the campus or your specific building.
- **Follow safety protocols.** When you arrive on campus, please adhere to the [requirements](#) in the training. Use [face masks](#), maintain physical distancing, and practice good hand hygiene.

*Contact Neeraj Sood if you have questions  
([nsood@healthpolicy.usc.edu](mailto:nsood@healthpolicy.usc.edu))*

### STAFF

- **Take one-time training.** Everyone must complete a one-time Health, Hygiene and Safety training module on [TrojanLearn](#). Within one hour of completing this training, you will have access to [Trojan Check](#).
- **Get permission from your supervisor.** While the University encourages employees to continue to work from home if possible, we realize there may be occasions when staff need to come to campus (e.g., pick up mail or supplies).
- **Complete [Trojan Check](#) before each visit.** Every time you go to your office, you must fill out this wellness assessment. Once completed, you will be allowed to make a reservation to come to campus. At the end of the process, you will receive an access pass with a QR code to enter the campus or your specific building.
- **Send notification.** Your supervisor should receive an automated message when you check in on Trojan Check. Please also [email Gail Uyeda](#) with the building name and the day/time you will be on campus.
- **Follow safety protocols.** When you arrive on campus, please adhere to the [requirements](#) in the training. Use [face masks](#), maintain physical distancing, and practice good hand hygiene.

*Contact Linda Peacore if you have questions  
([peacore@price.usc.edu](mailto:peacore@price.usc.edu))*

Things to keep in mind:

- Buildings are locked but anyone with physical keys or key card access will be able to enter.
- You may park in campus parking structures without paying through July 31. If the McCarthy Way entrance is open, you can park in PSX. If the McCarthy Way entrance is closed, you can enter campus via the McClintock entrance and park in the Royal Street entrance (formerly PSD).
- The pedestrian gates by VPD and Popovich are locked. The closest pedestrian entrance is McCarthy Way.

*For the University's most up-to-date restart information, check the [USC Project Restart web page](#).*