



# Return to Campus Plan

As we begin to think about a return to campus, we will all have to adapt some of the ways that we will typically interact with each other in an effort to serve our students, while also protecting students, staff and faculty from risk of infection.

This document outlines the measures that Adler University will put in place. We will adapt and adjust these measures as directed by our local, provincial, state and federal health authorities. Each campus of the University may be at different phases of the plan depending on these guidelines, and sometimes it may be necessary to return to a previous phase to protect the health and safety of our students, staff, and faculty.

## Phases of Campus Access

### Adler Phase A: (Current mode)

**1. Access to campus for students for instruction:**

- None --Instruction will be delivered entirely online for both ground campuses.

**2. Access to campus for specific services:**

- Students –No access to campus for any services
- **Staff and faculty who want to access campus must receive prior approval from supervisor or area vice president, and final approval from facilities manager.**
  - On the Chicago Campus, requests should be sent through the new [Campus Access Booking](#) platform with at least 24 hours advance notice. Upon arriving to campus, the [Daily COVID19 Questionnaire](#) completed immediately. The Campus Access link will also be available on Adler Connect – *Links to Remember* and posted throughout campus. Appointments are limited to ensure safety for all Staff and Faculty, and can be rescheduled if capacity gets unsafe.

- On the Vancouver Campus, requests for access should be sent through the [Adler University Vancouver Campus Booking Calendar with at least 24 hours advance notice](#). Upon arriving to campus, the [Daily COVID19 Questionnaire must be completed immediately](#). The Campus Access link will also be available on Adler Connect – *Links to Remember* for easy access. Appointments are limited to ensure safety for all Staff and Faculty.

### 3. Access to campus for working:

- Limited to those providing essential, in-person services and functions
- Building is closed to public, employees, and students.

### **Guidelines for employees who have prior approval to perform a specific essential service on campus**

- **Masks must be worn the entire time an individual is on campus. This includes while they are working in a private office, cubicle, or common area.**
- No 1:1 in-person meetings in any offices, classrooms, or cubicle spaces. All meetings must be conducted virtually.
- No multi-person meetings of any kind in classrooms or offices.
- Personal workspaces must be wiped with provided disinfectant wipes at the end of each visit.
- Maintain social distancing of at least 6 feet of space with all individuals on campus.

### **Adler Phase B:**

#### **1. Access to campus for students for instruction:**

- None --Instruction will be delivered entirely online for both ground campuses.
- Students are not expected to be present on the ground campuses during Phase B, but may have clinical practica and internships that are in person and/or virtual during this phase –site specifics will be established in conjunction with the corresponding training director and site director.

## 2. Access to campus for specific services, students and employees:

- Access for employees and students who need to use one of the specific services below will be **by appointment only through the Department**
  - Access must occur during the campus open days and hours and within the campus population limit of 15 people at any one time.
    - Vancouver: Mondays and Thursdays from 9:30 -4:30 pm and Saturdays for a 4-hour block TBD.
    - Chicago: Mondays and Thursdays from 9:30 a.m.-4:30 p.m.
  - By-appointment services are to be made directly through the department and are limited to:
    - Assessment and test kit check out and return.
      - Please note: This plan is in development, details to follow.
    - Student Tuition Payments (Vancouver) -at reception desk, by debit or cheque/money order; drop off only.
  - Each department providing services will set their own days/hours of service within campus open hours and population limits, based on their staff availability, take their own appointment requests and develop a plan for safely providing the services.
  - All appointments for these services must be made in consultation with the campus Facilities Department population calendar.

## 3. Access to campus for working:

- Limited to those providing essential, in-person services and functions
- Employees will continue to work from home during Phase B.
  - Only those employees required to be on campus to provide a service listed in item 2 as essential, or to perform a function listed below that must be done in person may work on campus.
    - Essential functions:
      - Accounting/Finance Team
      - Student Accounts
      - People and Culture

- Facilities
  - IT
- Employees whose presence is not required but who prefer to work on campus may not do so during Phase B.
  - This approach will allow the University to keep each campus as safe as possible for those employees who are required to be present by keeping campus population low.
  - Any employee who is concerned about their ability to consistently perform the essential functions of their job successfully from off campus may submit a request for an exemption to this policy to the Vice President of People and Culture.
    - The VP will assemble the campus access committee to review, consider, and approve the exception requests.

Exceptions that are granted for non-essential work on campus will be time-bound and project-based to allow the University to keep the campus population low and conditions safe for those who must be on campus.

- If a department supervisor determines that work in their area needs to be completed on campus in order to provide an essential service or function, that supervisor will:
  - Create a plan for their department describing why work of their department needs to be completed on campus and how workspaces and access will be configured and regulated to safeguard employee safety.
  - All plans to be approved by area VP or Executive Dean
  - If the plan is approved, work with Facilities to ensure that workspaces conform to guidelines below regarding distancing between workstations and use of Plexiglass barriers, cubicle walls, etc...
  - Follow campus guidelines regarding access to the building re: days of week and total number of people on campus at any one time.
  - Add employee days and times on campus to campus population tracking calendar.

### **Adler Phase C:**

The campuses will be open to expanded operations and restore on campus services when it is safe to do so. We will still offer some of our classes virtually while providing a full range of services on campus. It is likely to have some staff on campus while others work offsite. Hygiene

and safety protocols will be in place until advised by public health authorities to relax them. The number of students, staff, and faculty may be limited based on campus safety guidelines, classroom capacity, and state and provincial guidelines.

**1. Access to campus for students for instruction:**

- Instruction will be delivered on campus for select courses and virtually for courses with larger class sizes as per the Chief Academic Officers.

**2. Access to campus for specific services:**

- Students –Access to campus may be limited to specific days/times of week dependent on department staffing
- Staff and Faculty - Access to campus may be limited to specific days/times of week dependent on department staffing

**3. Access to campus for working:**

- Limited to those providing essential, in-person services and functions or with scheduled department plan to ensure social distancing measures are in place
- Building is closed to public for room bookings and events.

## **Adler Phase D:**

Health concerns of the pandemic have subsided and there is a vaccine. We will leverage what we learned during the pandemic to offer a more digitally enhanced learning experience. Classes will move to on campus instruction.

## **On-campus health and safety protocols:**

The health and safety of our employees and students is our priority. All people associated with Adler University are asked to self-quarantine and seek medical treatment should they exhibit any symptoms of COVID-19, test positive, have been exposed to someone who has the disease or who has tested positive for COVID-19.

During Adler Phases A, B and C, we will practice physical distancing for spaces and floors that are open, comply with contact tracing, require the wearing of masks, and limit the number of individuals on campus at any given time

- All employees and students will be required to follow lobby and elevator protocols put in place by building management.
- Student access will be limited to the 15<sup>th</sup> floor in Chicago (Phase B)
- Student access will be limited to the lobby and 2<sup>nd</sup> floor in Vancouver (Phase B)

## **A. Campus population monitoring:**

- Total campus population on a given day will be monitored through the use of master calendar on each campus (Phases B and C)
- Anyone entering campus will be required to sign-in and out to facilitate contact tracing if they test positive for COVID (Phases A and B)

### **a. Temperature and symptom checks on arrival:**

- Adler will not check temperatures of those who enter campus.
- Staff at reception/security will direct students and employees to a posted list of questions on their current health status, symptoms, testing status, travel outside of the state or province, and exposure to those who have tested positive.
- Those who answer “yes” to any of the questions will not be able to enter campus.

### **b. Masks:**

- Employees and students will be required to wear masks at all times (Phases A, B and C)
- Students and employees may choose to wear their own masks or face covering
- Disposable masks will be available for those that show up without masks.
- The University may also provide cloth masks
- Appropriate signage will also be prominently displayed outlining proper mask usage

### **c. Physical distancing:**

- Furniture in public areas that cannot be sanitized (such as upholstered chairs and couches) will be removed or roped off for Phases A and B.
- Markers will be placed on the floor in common areas and shared workspaces to ensure proper distancing.
- Workspaces will be fitted with Plexiglass shields in areas that are accessible to the public (such as service counters).
- The number of workspaces may need to be reduced to enable appropriate distancing, or partitions may be installed.

### **d. Hand sanitizer:**

Touchless hand sanitizer dispensers will be placed at the front entrance and employee entrances, reception areas, public-facing service counters for use when entering campus and throughout the day.

### **e. Signage:**

There will be health and hygiene reminders throughout the building including the proper way to wear, handle and dispose of masks, the use of gloves (in positions deemed appropriate by medical experts), proper hand-washing, the need to maintain physical distancing. Electronic signs will also be used for messaging and communication.

**f. Travel to campus:**

All staff who are required to work onsite are encouraged to commute to work during off-peak hours where possible, to limit staff commuting in congested public transit.

## **Employee & Student Health Concerns:**

### **Student Attendance Policy**

Students who are absent due to illness, need to contact faculty to make up any missed work; faculty members are expected to make reasonable accommodations for students to make-up missed work, up to and including an incomplete grade. If students are unable to continue their studies, they must pursue a medical leave of absence. Once the student has a chance to go to the doctor, students who miss more than two classes will need to provide documentation/proof of illness within 30 days.

During virtual instruction, faculty should continue to take attendance and reach out to any student who is absent. Absences should be reported to your program director/department chair. Additional attendance taking procedures may also be implemented to track student attendance during this process.

Faculty should report noticeable changes in absenteeism, even if subjective, to the Program Director/Chair and campus student affairs/services.

### **Student Medical Leave of Absence**

Students who are unable to continue studies due to COVID-19 are requested to email [coronavirusinfo@adler.edu](mailto:coronavirusinfo@adler.edu) and request a medical leave of absence, including medical documentation (documentation can be provided within 30 days of request). The institution will confirm the request and administratively process a withdrawal from courses in which they have been enrolled for that term with no drop fees applied. The institution's refund policy will apply.

### ***Policy Approval during times of Emergency***

### **Employee Attendance Policy**

*Employee Conduct - Absenteeism & Tardiness:*

Regular and predictable work attendance is considered essential for Adler to plan its activities and operations properly. Thus, it is necessary for each employee to be present and on time for work each day. Nonexempt employees will be considered tardy and may be charged with a partial absence occurrence when they arrive for work past their scheduled starting time. Similarly, nonexempt employees who leave early or extend authorized breaks past their official limits may be charged with a partial absence occurrence. In such cases, an employee's wages may be decreased accordingly.

Each employee is expected to be at his/her workstation (when remote, at their home work station) and ready to begin at the assigned time, typically no later than 9:00 a.m. Being prompt and available to carry out job duties is important in providing quality services. In the event that an employee is going to be tardy, he/she should make a reasonable attempt to notify the immediate supervisor. Excessive tardiness may result in suspension without pay, or discharge.

If illness or injury does occur, or if an emergency exists, the employee must notify his/her immediate supervisor or his/her supervisor designate before the start of the assigned work day. Any employee who does not call in will not be able to utilize sick leave benefits and will be counted as unexcused. An employee who is absent for three consecutive days without notifying Adler may be terminated.

### ***Employee Leave of Absence***

Time Off - Sick Leave: See the "Leaves of Absence" section of the Employee Handbook

### ***COVID-19 Specific Health Reporting Requirements***

**All Staff and Faculty are required to report the following using the University's Coronavirus email [coronavirusinfo@adler.edu](mailto:coronavirusinfo@adler.edu):**

- **If diagnosed with COVID-19**, students who believe they have been exposed to COVID-19 should email [coronavirusinfo@adler.edu](mailto:coronavirusinfo@adler.edu) and email, call or text their program director or chair so guidance can be provided. Staff and faculty members must provide notification immediately by submitting an email to the [coronavirusinfo@adler.edu](mailto:coronavirusinfo@adler.edu) Staff and faculty should then contact their immediate supervisor/department chair and the Department of People & Culture at [People&Culture@adler.edu](mailto:People&Culture@adler.edu) to for further guidance and support resources. Staff and faculty health information reported pursuant to this policy will be shared only with those who need to know to assist with contact tracing requirements.
- Students, staff and faculty may not report or return to campus while they are experiencing any symptoms of COVID-19 (or other respiratory illnesses), such as cough, shortness of breath or difficulty breathing, fever, new loss of taste or smell, sore throat, muscle pain or body aches, headache, or chills.
- Please practice **voluntary self-isolation for 14 days due to a suspected exposure to COVID-19, or presence of symptoms of respiratory illness.**
- **Unless Adler University develops its own testing capabilities onsite for staff and faculty, employees will need to coordinate their own testing through their own**



### **primary care physicians or through public health testing facilities.**

- In the event of a positive or suspected COVID-19 diagnosis, staff and faculty are required to cooperate fully with the University's self-isolation, contact tracing, and notification protocols, in alignment with the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) and British Columbia Centre for Disease Control.
- Staff or faculty who experience an onset of symptoms while at work must leave campus immediately. Staff should contact their manager and the Department of People & Culture to request leave. Faculty should contact their dean or department chair.
- Employees who are unable to work due to personal illness should use available sick time. If an employee's available sick time has already been exhausted, they should contact People & Culture at [People&Culture@adler.edu](mailto:People&Culture@adler.edu) to discuss available leave options.
- The Centers for Disease Control and Prevention maintain a current list of symptoms associated with COVID-19 and most recent public health updates:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>
- **British Columbia Centre for Disease Control maintain a current list of symptoms associated with COVID-19 and most recent public health updates:**  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Employees who have tested positive will not be permitted to return to campus unless and until they have undergone testing for COVID-19 more than 72 hours after their potential exposure to the virus, received results indicating that they are negative for COVID-19, and provided documentation of such results to the Department of People & Culture. Alternatively, an employee may present documentation from a health care provider indicating that they are cleared to return to campus.

### **Employee and Student Accommodations:**

[Telecommuting - Remote Work Policy](#)

[Student ADA Policy](#)

Employee Reasonable Accommodations (pending) in review

### **Staff and Faculty Responsibility:**

The active participation by Adler Staff and Faculty is vital for an effective sanitation and health program.

**Hand Washing:** Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. All employees have been instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face,

**COVID-19 Training:** All employees will receive training on COVID-19 safety and sanitation protocols.

Mandatory COVID-19 Return to the Workplace Training provided through Everfi [Click here](#)

**Personal Protective Equipment (PPE):** Every employee of Adler University will be provided a mask or may choose to wear their own and will be required to wear that mask while on property and in a public space. They can remove their mask if working in a confined space where no other person is at risk.

**Entering Campus:** Staff and Faculty are always required to use hand sanitizer when entering the campus and wear a mask during Phases B and C

**Sanitation:** personal and after use of common equipment or space should be sanitized after use with available antibacterial wipes

## **Student Responsibility:**

**Hand Washing:** Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. All employees have been instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face,

**Personal Protective Equipment (PPE):** Every student of Adler University will be provided a mask or may choose to wear their own and will be required to wear that mask while on property and in public space.

**Entering Campus:** Students are always required to use hand sanitizer when entering the campus and wear a mask during Phases B and C

**Sanitation:** personal and after use of common equipment or space should be sanitized after use with available antibacterial wipes

## **Cleaning Products and Protocols (Chicago Campus):**

In partnership with the 1 N. Dearborn, ABM provides cleaning services. Please see the detail below on the breakdown of cleaning services currently provided.

**This section is the current agreement. Facilities is working with ABM to obtain additional clarification and pricing for Phase B-D**

### **Common Areas and Hubs (Five Nights per Week)**

- (a) Spot vacuum carpet. Properly arrange furniture.
- (b) Spot clean carpet.

- (c) Empty waste receptacles, replace waste receptacles liners as needed, and wipe clean/sanitize waste receptacles as needed.
- (d) Empty recycling receptacles.
- (e) Dust/wipe clean all "within reach" surfaces.
- (f) Spot mop tile floors as needed.
- (g) Additional kitchen cleaning (e.g., inside refrigerators, toaster ovens, microwaves, as well as dishwashing) is not included in these specifications but can be provided for an additional cost at Facilities' request. Building Management shall establish with ABM Service Contractor costs to provide these services if Adler requests such services.

### **Common Areas and Hubs (Weekly)**

- (a) Detail vacuum carpet. Properly arrange furniture.
- (b) Detail sweep/damp mop/buff tile floors.
- (c) Spot clean partitions, walls, columns, ledges, sills, doors and baseboards.
- (d) Spot clean interior windows, display cases and all exposed metal.

### **Cubicles and Offices (Five Nights per Week)**

- (a) Dust/wipe clean all "within reach" surfaces.
- (b) Spot vacuum carpet. Properly arrange furniture.
- (c) Spot clean carpet.
- (d) Spot clean interior windows, sills, display cases and all exposed metal.
- (e) Empty waste receptacles.
- (f) Replace waste receptacle liners as needed.
- (g) Empty recycling receptacles.
- (h) Wipe clean/sanitize waste receptacles as needed.
- (i) Detail sweep/damp mop tile floors.

### **Occupied Cubicles/Offices (Weekly)**

- (a) Detail vacuum carpet. Properly arrange furniture.
- (b) Spot clean partitions: display cases, columns, walls, ledges, shelves, sills and door units.
- (c) Clean and sanitize telephones.

### **Lavatories (Five Nights Per Week)**

- (a) Wet mop tile floors using germicidal detergent.
- (b) Clean and polish mirrors.
- (c) Clean and polish all bright work, enameled surfaces, shelves, dispensers and washroom fixtures using non-abrasive, non-tarnishing, non-corrosive cleaners.
- (d) Clean all bowls and urinals using a germicide, non-injurious cleaner, taking care to clean all surfaces of toilet seats and cleaning deep into traps under rims.
- (e) Clean all basins and vanities using non-abrasive, non-tarnishing, non-corrosive cleaners and polishing vanities dry.
- (f) Empty and clean sanitary disposal receptacles and provide wax paper bags in such receptacles.

(g) Clean and wash waste receptacles and dispensers. Remove all waste products to a designated area and provide the proper plastic bags in receptacles.

### **Lavatories (Weekly)**

- (a) Clean and wash all partitions and spot clean as needed.
- (b) Machine scrub floors once a week or as necessary, followed by germicidal detergent.

## **Cleaning Products and Protocols (Vancouver Campus):**

In partnership with the 510 Seymour, SerVantage provides cleaning services. In common use areas such as the elevator and 510 Seymour lobby. Electrostatic spraying of disinfectant is occurring daily.

Please see the detail below on the breakdown of cleaning services currently provided.

### **Common Areas and Hubs (Five Nights per Week)**

- (a) Spot vacuum carpet.
- (b) Spot clean carpet.
- (c) Empty waste receptacles, replace waste receptacles liners as needed, and wipe clean/sanitize waste receptacles as needed.
- (d) Empty recycling receptacles.
- (e) Dust/wipe clean all “within reach” surfaces.
- (f) Spot mop tile floors as needed.

### **Common Areas and Hubs (Weekly)**

- (a) Detail vacuum carpet.
- (b) Detail sweep/damp mop/buff tile floors.
- (c) Spot clean partitions, walls, columns, ledges, sills, doors and baseboards.
- (d) Spot clean interior windows, display cases and all exposed metal.

### **Cubicles and Offices (Five Nights per Week)**

- (a) Dust/wipe clean all “within reach” surfaces.
- (b) Spot vacuum carpet. Properly arrange furniture.
- (c) Spot clean carpet.
- (d) Spot clean interior windows, sills, display cases and all exposed metal.
- (e) Empty waste receptacles.
- (f) Replace waste receptacle liners as needed.
- (g) Empty recycling receptacles.
- (h) Wipe clean/sanitize waste receptacles as needed.
- (i) Detail sweep/damp mop tile floors.

### **Washrooms (3 times per day)**

- (a) Wet mop tile floors using germicidal detergent.
- (b) Clean and polish mirrors.
- (c) Clean and polish all bright work, enameled surfaces, shelves, dispensers and washroom fixtures using non-abrasive, non-tarnishing, non-corrosive cleaners.
- (d) Clean all bowls and urinals using a germicide, non-injurious cleaner, taking care to clean all surfaces of toilet seats and cleaning deep into traps under rims.

(e) Clean all basins and vanities using non-abrasive, non-tarnishing, non-corrosive cleaners and polishing vanities dry.

(f) Empty and clean sanitary disposal receptacles and provide wax paper bags in such receptacles.

(g) Clean and wash waste receptacles and dispensers. Remove all waste products to a designated area and provide the proper plastic bags in receptacles.

**Washroom (Weekly)**

(a) Clean and wash all partitions and spot clean as needed.

(b) Machine scrub floors once a week or as necessary, followed by germicidal detergent.