



## COVID-19 Frequently Asked Questions

*Updated 10.20.2020 @ 2:03pm CT*

### HEALTH AND WELLNESS

- **What is the coronavirus and COVID-19?**

Coronaviruses are common viruses that circulate among humans and cause mild illness, like the common cold. A novel (new) coronavirus that has recently been identified and is currently causing coronavirus disease 2019, abbreviated as COVID-19. Current symptoms reported for patients with COVID-19 include mild to severe respiratory distress with fever, cough, and difficulty breathing.

For more information, visit the [Centers for Disease Control](#) and the [Public Health Agency of Canada](#).

- **How does it spread?**

The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. People are thought to be most contagious when they are most symptomatic (the sickest). For more information, please visit the [CDC website and the Public Health Agency of Canada websites](#).

- **What are the symptoms of this infection?**

Symptoms of the infection include fever, cough, and shortness of breath. These symptoms may appear 2 to 14 days after exposure.

- **Where can I get more information about the novel coronavirus?**

Please visit the [CDC and the Public Health Agency of Canada websites](#) for more information about the novel coronavirus.

- **What do I do if I feel sick?**

Individuals who are feeling sick or experiencing flu-like symptoms are strongly encouraged to stay home and contact their Primary Care Provider before heading to the clinic. People who are mildly ill with COVID-19 are able to isolate at home during their illness. We strongly advise restriction of activities outside your home, except for getting medical care. Avoid public areas: Do not go to work, school, or public areas. Avoid public transportation: Avoid using public transportation, ride-sharing, or taxis.

Anyone in Canada that is concerned that they may have been exposed to, or are experiencing symptoms of the novel coronavirus, should contact their primary care provider, local public health office, or call 8-1-1. Public Health Agency of Canada has set up a 2019 novel coronavirus telephone information line at: 1.833.784.4397. If you are instructed to get tested, call the clinic you intend to visit ahead of time to ensure that staff and other patients are appropriately protected. For information on self-isolation, visit the [BC Centre for Disease Control website](#). For the COVID-19 pandemic preparedness and planning materials visit the [BC Provincial Health Officer's website](#).

Adler employees who are ill are encouraged to stay home and if well enough, work remotely. Employees should follow the normal call-out procedures in their departments if they are ill. Departments are encouraged to use existing flexible work plans so that employees who are feeling ill, but are well enough to work, can work from home remotely. Employees who are working from home will not be penalized or forced to use sick leave time or vacation time. Use of sick leave time will only be required for employees who are actively ill and not able to work remotely.

Click here to read the [Employee Attendance - Telecommuting Policy and Procedure](#)

- **What do I do if I have a confirmed case or a suspected case of COVID-19?**

Adler University 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. Adler University faculty and staff should notify their supervisory by email, phone or text if they believe they've been exposed in order for guidance to be provided.

- **I want to get tested for COVID-19. Where can I go?**

If you have symptoms or have come into contact with a person who is known to have it, call your doctor. If your doctor thinks you might have COVID-19, they will contact your local health department for instructions on testing.

## UNIVERSITY OPERATIONS

- **What is the status of Spring Term?**

In order to protect the health and safety of our University community, instruction for the Spring 2021 term will remain in an online/virtual format with a combination of synchronous and asynchronous learning experiences.

- **What is the status of Fall Term?**

For the Fall 2020 term, instruction will be delivered in an online/virtual format with a combination of synchronous and asynchronous learning experiences. Students can expect to learn virtually for the entirety of the fall term. Pending public health guidance and campus-specific conditions, limited access to physical campuses for students will be considered for the following reasons.

- Skills-based classes with a strong rationale to meet face-to-face will be evaluated on a case-by-case basis to allow safe gatherings on-campus. In any event where this is allowed, there can be no incentive or preference given to students who come to campus or penalty for students who do not. Virtual/online alternatives would also need to be provided.
  - Workspaces for students who need quiet or private places to study and complete virtual learning.
- **I'm hosting an event on campus. Should I cancel it?**

Effective immediately, all Adler University Chicago and Vancouver events are cancelled.

- **Can I currently access campus?**

During Virtual Instruction access to the Chicago and Vancouver campuses will be limited. Please see the [Campus Access policy](#) for further information.

- **Are campus visits, tours, interview days and info sessions being affected at this time?**

Please contact the Office of Admissions if you have questions about the status of an upcoming visit or program at [admissions@adler.edu](mailto:admissions@adler.edu).

- **Are visitors allowed on campus?**

Until further notice visitors, including patients of faculty, are NOT allowed on campus.

- **How will Faculty track attendance during virtual instruction?**

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.

- **Will Adler University be reducing tuition and fees now that students are attending class virtually?**

Tuition rates and Universal fees for Chicago and Vancouver programs will remain the same as we continue with virtual instruction through the summer term. While non-clinical (online and on-ground) and clinical degree programs at Adler have different tuition rates, clinical degree programs offered in an online or on-ground format have the same tuition rates. For example, our Clinical Mental Health Counseling program in Chicago has the same tuition rate for on-ground and on-line delivery. Regardless of modality, clinical degree programs have a higher cost of delivery to maintain discipline specific accreditation requirements, standards and training expectations. Our program and regional accreditors expect equivalency of quality and student learning outcomes when programs are delivered on-ground and virtually. We are committed to offering that consistency in the student learning experience throughout this transition.

Universal fees help to cover costs around practicum, externship and internship liability coverage, Time2Track utilization, qualifying/competency exam administration/grading, and lab/assessment materials for specific programs. Also embedded in these fees are resources and services that continue to be offered remotely to students as we offer virtual instruction and include, but are not limited to, the Center for Learning and Teaching (CLT), Library and Student Affairs.

- **How will Adler ensure safe air filtration on the Chicago campus?**

Adler is in close communication with the building management at 17 North Dearborn. Please note the following about air filtration:

- 17 North Dearborn has made significant operating changes to have as much fresh air flowing through the building as possible. Every weekday, when the building has scheduled to run the HVAC for a particular floor, they run the HVAC system that serves that floor with 100% outside air intake for 2 hours before regular hours and for 2 hours at the end of the operating hours.
- During operating hours, the building will bring in a minimum of 20% fresh air as weather allows but will target 30% fresh air if static pressure and the ability to temper the air for creature comfort will allow. Only extreme weather or external forces will cause the building to vary from the 20% minimum standard.
- Building HVAC filters at the air handler units are MERV13 which is the CDC recommended filtration standard and replaced accordingly.
- The building is running the restroom and elevator shaft exhaust 24/7 indefinitely.

#### INFORMATION FOR EMPLOYEES AND STUDENT WORKERS

- **Can supervisors allow employees to work remotely?**

Yes. Click here to read the [Employee Attendance - Telecommuting Policy and Procedure](#).

- **What resources exist for employees and supervisors on working remotely and time off?**

Please refer the guidance documents that have been prepared to assist members of the Adler community successfully prepare for and execute their roles remotely:

- [Keep Teaching – Faculty](#)
- [Keep Working – Faculty & Staff](#)
- [Keep Learning – Students](#)

- **Can I use accrued sick time off? What if I don't have any?**

Employees who are working from home will not be penalized or forced to use sick leave time or vacation time. Use of sick leave time will only be required for employees who are actively ill and not able to work remotely. Documentation of proof of illness will not be required however, in the case of requesting a sick leave (unavailable to work remotely) medical certification will be required. For more information, please see the [Employee Attendance - Telecommuting Policy and Procedure](#).

- **What if my child's school is closed or care provider is unavailable?**

In addition to the telecommuting policy, in the case of an employee's child's school or daycare closing due to the COVID-19, we encourage supervisors to provide telework (work from home) options to employees, including student employees, whose job duties can be performed remotely without hampering operations. Supervisors have maximum flexibility to implement this. Employees will not be penalized or forced to utilize sick leave or paid time off during this time. Non-exempt employees will be required to utilize UltiPro Time Management to document the hours worked within the day. All Supervisors will be responsible for monitoring the productivity and reporting of department. **Work from home options will remain in place until grade schools and child-care re-open and public transportation is deemed safe by local authorities**

- **What technology do I need to work remotely?**

Guidance documents have been prepared to help all members of the Adler community successfully prepare for and execute their roles remotely. They can be accessed through the following links:

- [Keep Teaching – Faculty](#)
- [Keep Working – Faculty & Staff](#)
- [Keep Learning – Students](#)

- **Where can I find information on the expansion of the Family Medical Leave Act and Emergency Paid Sick Leave?**

Please refer to the policy on <https://www.adler.edu/page/news-events/coronavirus-update/university-policies> for further information.

- **When will Faculty and Staff return to Campus?**

We will remain largely 'work from home' through the fall term, and there may be slight adjustments regarding campus access as conditions change on the ground. This does not mean the workforce will return en masse. Instead, it means that how and when either campus will be available to you will change as conditions improve or degrade over time. Given the state of the pandemic in both locales, ground campus access will not change as we enter the fall term. We will reassess monthly using local health guidance to drive our decision making.

- **Will Campus reopen before a vaccine is widely available?**

If we re-open campus prior to a vaccine being widely available, proper precautions and planning would need to be in place, such as:

- No in person meetings; closed public spaces; wearing masks, etc.
- Working and teaching from campus will not be mandatory until after a vaccine is widely available.
- No preferential treatment will be afforded to those able to return and punitive action against those continuing to work from home will be prohibited.

CLASSES AND ACADEMIC QUESTIONS FOR STUDENTS

- **When should students consider staying home from class or practicum?**

Do not attend class or practicum/internship if you are sick. Contact your training director and your site supervisor for guidance.

- **How will a campus closing effect my Student Visa/Study Permit?**

Returning students on F1 Visas will be allowed to participate in virtual instruction and not lose their eligibility. For the 2020 Fall Term new students who plan to use a F1 Visa should remain in their home country and participate in virtual instruction. Please check with Ben Lyon for additional information on instruction or other concerns. International students who are studying at the Vancouver campus should contact Susanne Milner should they have Study Permit questions.

- **Where do I go if I don't have health insurance?**

American students without health insurance have several options that include Medicaid, The Affordable Care Act, and medical providers with sliding pay scales. Please see the [Health Care Provider Information](#) document for more details.

- **Can I adjust my Disability Documentation?**

Students in Chicago that have a documented disability or accommodation request should contact the Associate Vice President of Student Affairs at [disabilityoffice@adler.edu](mailto:disabilityoffice@adler.edu).

Vancouver students register with the [Office of Student Services and Alumni Affairs](#) for academic accommodations, so could you indicate that they can reach out to me for adjustments.

- **Will StudentAid BC be impacted by closure of the Vancouver Campus?**

StudentAid BC policy states that student financial assistance recipients should not be disadvantaged due to interruption of study caused by strike action, natural disasters, or other similar events. If you have additional questions, please email [msousa@adler.edu](mailto:msousa@adler.edu) or call StudentAid BC at 1-800-561-1818.

- **Has Illinois issued guidance on how COVID-19 will impact licensure for Counselors?**

The Illinois Department of Financial and Professional Regulation has issued a [variance](#) to licensure rules. Please see the hyperlink for further information.

#### TRAVEL & STUDY ABROAD

- **Will University sponsored travel, including study abroad, be cancelled?**

Adler has suspended University sponsored and related student travel. This includes study abroad opportunities. Limited exceptions can be granted including for students traveling for PsyD Internship. Please speak with your program chair or email [coronavirusinfo@adler.edu](mailto:coronavirusinfo@adler.edu) for more information.

- **Is University sponsored travel between the Chicago and Vancouver campuses permitted?**

Adler is suspending all University sponsored travel between the Chicago and Vancouver campuses.

- **Does the University recommend restrictions to personal travel?**

Faculty and staff as well as students should consider their own health status and other reports before making plans for personal travel, recognizing that the status of COVID-19 infection in the United States and Canada continues to change.