

Chicago Return to Campus Plan

Updated March 17, 2021

As we 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, state, and federal health authorities. The Chicago Campus 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. Please refer to the [COVID-19 informational webpage](#) to see updates on the current phase of campus access.

Phases of Campus Access

Adler Phase A (Current)

1. **Access to campus for students for instruction:**
 - None – Instruction will be delivered entirely online.
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.
 - i. **NEW:** No more than two persons per department without prior approval from the Facilities Manager. If more than two persons are needed from a specific department, please contact the Facilities Manager to coordinate the request.
 - Requests should be sent through the [Campus Access Booking platform](#) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](#) must be completed immediately.
 - Appointments are limited to ensure safety for all staff and faculty and will be rescheduled if capacity gets unsafe.
3. **Access to campus for working:**
 - Limited to those providing essential, in-person services and functions.
 - **NEW:** No more than two persons per department without prior approval from the Facilities Manager. If more than two persons are needed from a specific department, please contact the Facilities Manager to coordinate the request.
 - Building is closed to public, employees, and students.

- Requests should be sent through the [Campus Access Booking platform](#) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](#) must be completed immediately.

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.
- No food deliveries or guests, including family and children, are allowed on campus. All guests and food deliveries must be met in the first-floor lobby of the building.
- No campus access outside of the allotted times: Monday and Thursday between 9 a.m. – 5 p.m.

Adler Phase B

1. Access to campus for students for instruction:

- None – Instruction will be delivered entirely online.
- Students are not expected to be present on the ground campus 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**.
 - i. Access must occur during the campus open days and hours and within the campus population limit of 15 people at any one time: Mondays and Thursdays from 9:30 - 4:30 p.m.
 - ii. By-appointment services are to be made directly through the department and are limited to:
 1. Assessment and test kit check out and return: details on kit access for Psy.D. and ACHS are TBD; check with your department for more information.
 - iii. Requests should be sent through the [Campus Access Booking platform](#) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](#) must be completed immediately.

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.

- Requests should be sent through the [Campus Access Booking platform](#) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](#) must be completed immediately.

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 the 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.
- Present the plan for approval to area VP.
- If the plan is approved, work with Facilities to ensure that workspaces conform to guidelines below regarding distancing between workstations, 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 tracking calendar. Coordinate with Facilities Manager to verify if additional categories are needed via Campus Access Booking platform .

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 C

The campus 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 local guidelines.

- 1. Access to campus for students for instruction:**
 - Instruction will be delivered on campus for selected courses and virtually for courses with larger class sizes as per the Chief Academic Offices.
- 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 students and employees 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 lobby and 15th floor (Phase B).

Campus population monitoring:

- Total campus population on a given day will be monitored using a master calendar through the Campus Access Booking platform (Phases A, B and C).
- Anyone entering campus will be required to sign in and out to facilitate contact tracing if they test positive for COVID-19 (Phases A and B). Upon arriving to campus, the daily COVID-19 Questionnaire must be completed immediately.

1. 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, and exposure to those who have tested positive. Those who answer “yes” to any of the questions will not be able to enter campus.

2. 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 coverings.
- 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.

3. 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.

4. Hand sanitizer:

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

5. Signage:

- There will be health and hygiene reminders throughout the building including the proper way to wear, handle, and dispose of masks, the use gloves (in positions

deemed appropriate by medical experts), proper hand-washing, and the need to maintain physical distancing. Electronic signs will also be used for messaging and communication.

6. 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 or 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 or 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 or 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 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.

Employee Attendance Policy

Employee Conduct - Absenteeism & Tardiness:

Regular and predictable work attendance is considered essential for Adler University 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/their 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/they 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/their immediate supervisor or supervisor designate before the start of the assigned workday. 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:

- **If diagnosed with COVID-19**, students who believe they have been exposed to COVID-19 should email 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. Staff and faculty should then contact their immediate supervisor/department chair and the Department of People & Culture at peopleandculture@adler.edu 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 in 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.**
- 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 CDC and Illinois Department of Public Health (IDPH).
- 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 peopleandculture@adler.edu to discuss available leave options.

The Centers for Disease Control and Prevention maintains a [current list of symptoms associated with COVID-19 and most recent public health updates](#).

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.

Case or Outbreak of COVID-19 on Campus

The following scenarios will activate fully remote operations for an entire campus.

Campus Exposure:

In the event one person in the building or a student, faculty, or staff member tests positive for COVID-19 and potentially exposed others on campus, the University may review the situation and advise the community that we are moving our operational and educational efforts to a completely virtual environment. The length of the move will depend on the specific context of the exposure, the amount of time necessary to deep clean the facilities and the risk of continued exposure if we re-open the physical campuses.

External Entity Requires Closure:

Possible scenarios that include external entities exercising authority to require the University to suspend operations on its physical campus locations include:

- Building Closure – if the building in which the campus is housed closes, the campus will subsequently move to remote operations or virtual classes. The campus will reopen based upon the building schedule, the amount of time necessary to clean the facilities, and the risk of continued exposure if we re-open the physical campuses.
- Government Intervention - if the state or federal government requires quarantine or closure of businesses, the University will move to remote operations and virtual classes. The campus will reopen based upon guidance from the state or federal governments, the amount of time necessary to clean the facilities, and the risk of continued exposure if we re-open the physical campuses.
- Closure of Essential City Services – In the event essential city services – such as public schools, public transportation – are suspended or are materially compromised, the University will evaluate the impact on our learning community and may move operations and education to an online environment. The campus will reopen based upon guidance from the local, state and federal governments, the amount of time necessary to clean the facilities, and the risk of continued exposure.
- Communication of Campus Location Closure – Decisions regarding campus or location closure or transition will be made by the President. Related communications will be conveyed via the University’s Emergency Communication guidelines, utilizing Everbridge, Email, Website, and Adler Main Phone. Members of the University community should make it a priority to review all email or other messages from the University, the President of the University, department supervisors, or members of the COVID-19 steering committee.

Campus Reporting:

- The Vice President of Finance and Operations will contact the local public health authorities to establish plans to reduce the risk of further transmission at the institution.
- The University will share the information with the Illinois Department of Public Health (IDPH) and assign a staff to provide regular updates on the case or the outbreak status at Adler University.
- Adler University will implement outbreak control measures by posting outbreak signs at entrances and affected area; informing outside agencies that use campus facilities of the outbreak; initiate enhanced environmental cleaning and disinfection; reinforce the importance of hand hygiene with staff, students, and faculty; and consider the need for closure of the campus, if appropriate.
- The Vice President of Finance and Operations will support IDPH in contact tracing and follow the Contact Identification and Management Guidelines provided.
- Those identified as being in close contact with the affected individual will be informed about the situation and required to leave the campus and self-isolate for a minimum of 14 days to monitor for symptoms.
- All close contact of the affected individual will be provided with an active daily monitoring form and the University will conduct regular check-ins until the case is resolved.
- An ongoing notification process system will be implemented to inform the IDPH of the health status of the close contacts.

Employee and Student Accommodations

Please refer to the following policies:

- [Telecommuting/Remote Work Policy](#)
- [Student ADA Policy](#)
- Employee Reasonable Accommodations (pending)

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, or 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** will be provided.
- **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 A, B, and C.
- **Sanitation:** Personal and 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 students 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, or touching the face,
- **Personal Protective Equipment (PPE):** Every student at 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 common equipment or space should be sanitized after use with available antibacterial wipes.

Cleaning Protocols

Please see the detail below on the cleaning services currently provided to the Chicago Campus.

Classroom Cleaning (Between Classes and Evenings):

- Electrostatic disinfecting all seats, desks, boards, and equipment
- Replenishment of disinfectant wipes and hand sanitizer

Common Areas, Offices, and Hubs (Five Nights per Week):

- Electrostatic disinfecting all seats, desks, boards, handrails, doorknobs, and equipment (avoiding paperwork)
- Replenishment of disinfectant wipes and hand sanitizer
- Filter cleaning

Washrooms (2 times per day):

- Electrostatic disinfecting all seats and touch points
- Replenishment of disinfectant wipes and hand sanitizer

COVID-19 Exposure

- Should there be an exposure, campus and direct areas of contact will be disinfected per CDC guidelines. Campus closure procedures will be discussed and evaluated.