**Campus Reopening: Frequently Asked Questions**
 *Updated August 17, 2021*

**Accommodations for Students:**

**Chicago:**

* **Who may request an accommodation?**
	+ Any student may request an accommodation based on **documented medical conditions** that may:
		- Preclude their return to an in-person academic environment due to COVID-19 (e.g., a student who is immunocompromised and unable to be vaccinated for medical reasons)
		- Impact their in-person academic environment that requires reasonable accommodations to modify (e.g., a student with hearing loss who will require an accommodation to hear the faculty member speaking through a mask)
		- Mean a student is experiencing ongoing symptoms (beyond three weeks of infection) and secondary medical issues as a result of contracting COVID-19 that are impacting their academic experience either online or in-person.

The University will consider all accommodations on a case-by-case basis consistent with its policies and legal obligations. Students who received reasonable accommodations before the COVID-19 pandemic also may be eligible for additional or altered accommodations.

* **I live with someone who is immunocompromised, but I am not high risk. May I receive an accommodation?**

**Accommodations are only available to students with medical conditions themselves, not for members of their household.**

* **What types of accommodations may be reasonable?**

Each accommodation request will be evaluated and determined on a case-by-case, interactive process. For student accommodations, Disability Services will consider academic adjustments, auxiliary aids and services needed to enable full participation in University programs and services.

* **What is required to request an accommodation?**

Students with documented medical conditions may contact Disability Services (DisabilityOffice@adler.edu) to begin the accommodation process, which includes an intake appointment, completing an Accommodation Request Form and providing medical documentation. The entire process is outlined on the [Disability Services page on Adler Connect](https://connect.adler.edu/studentservices/studentaffairs/Pages/ada.aspx). Each accommodation request will be evaluated and determined on a case-by-case, interactive process.

It does take some time to process accommodations (typically between 3 days to 2 weeks). While accommodations requests are considered on an ongoing basis, we encourage you to initiate the process as soon as possible. Accommodations are not retroactive.

* **What happens when the CDC determines certain populations are no longer at risk?**

Generally, when the CDC determines that certain populations are no longer at increased risk for serious illness related to COVID-19, then COVID-19-related accommodations will no longer be necessary.

Students that have requested and received approval for certain accommodations at any time may contact Disability Services to discuss any modifications to their accommodations.

* **What is Adler doing to support d/Deaf and hard of hearing students returning in-person?**

Assuming that face masks will be a requirement upon our return, Disability Services will provide transparent face masks to faculty members teaching in-person courses for students who are d/Deaf and hard of hearing who have indicated they need full view of the instructor’s face during classroom instruction. Transparent face coverings permit lipreading and view of facial expressions. They may also be provided for group interaction. Students interested in requesting this accommodation should contact Disability Services (DisabilityOffice@adler.edu).

Adler has assistive listening devices (ALD’s) available for students who are hard of hearing at the Chicago Campus who especially may be struggling with hearing faculty members due to mask wearing. To request this accommodation for your class, please contact Disability Services (DisabilityOffice@adler.edu).

Students who require additional accommodations due to a disability may contact Disability Services at any point to explore possible accommodations that Adler may provide.

* **What if I can’t wear a mask due to a medical condition or disability?**

Under some circumstances, students may need to use facial covering alternatives due to disability-related and medical reasons. In these instances, the student’s disability symptoms are significantly exacerbated by use of a facial covering and medical necessity is verified.

All reasonable accommodation options are explored as part of the interactive accommodation process including remote instruction where possible. Some students may be unable to engage in remote instruction due to specific circumstances such as essential academic program requirements that require face to face student engagement. In these instances, students may request a Facial Covering Alternative accommodation through Disability Services (DisabilityOffice@adler.edu).

Student eligibility will be noted on the Letter of Accommodations that students share with their faculty members.

* If we have ADA accommodations, should we expect all sections to be allowing virtual options?

If you’ve specifically spoken with Disability Services about requiring virtual options for Fall 2021, then yes. However, if you haven’t spoken with Disability Services specifically related to medical conditions and returning to campus in-person, then you should plan to do so. If in doubt, contact Disability Services: DisabilityServices@adler.edu  or call 312-662-4141.

* When is deadline for applying to disability services?

There is no deadline for applying for accommodations; however, if you specifically require accommodations related to returning in-person for Fall 2021, you’re encouraged to contact Disability Services as soon as possible. Contact DisabilityServices@adler.edu  or call 312-662-4141.

**Vancouver:**

* **Who may request an accommodation?**
	+ Students with documented medical conditions may contact Susanne Milner, Manager, Student Services at smilner@adler.edu, which includes completing an Accommodation Request Form and providing medical documentation to support the request.   The entire process is outlined on Adler Connect via this [link](https://connect.adler.edu/studentservices/studentaffairs/Pages/Academic-Accommodations.aspx).  Each accommodation request will be evaluated and determined on a case-by-case, interactive process.

**Building Access:**

* Will I need an ID card to enter the building?
	+ Yes, all students entering the Vancouver and Chicago Campus will be required to present their student ID card to the security guard in the main lobby entrance.
* How will everyone enter/ exit the building?
	+ Vancouver Campus, students will enter through the main lobby at 520 Seymour Street. Once classes are over, students will exit the building via elevators and exit through the 510 Seymour Street entrance. Students will not be able to use the elevators to go between each floor. However, students with an approved accommodation for elevator access will be able to use the elevators. Students requiring elevator access will need to apply for an accommodation via Susanne Milner, Manager Student Services, Vancouver Campus, smilner@adler.edu.
	+ Chicago Campus, the entrance will reopen at 17 N. Dearborn and use elevator lobby as usual.
* Will the building have a different mask policy than Adler?

At the Chicago Campus, the building is no longer requiring vaccinated individuals to be masked. However, Adler is requiring all University students, employees, and visitors to be masked in the building elevators as well as on campus.

At the Vancouver Campus, the building is no longer requiring the use of masks but is recommending them. On campus, masks will be required in all common spaces and classrooms through phase C and strongly recommended for those who are unvaccinated during Phase D

* Is the building still limiting elevator access to 4 people at a time?

The building at both the Chicago and Vancouver Campuses no longer has limited elevators to 4 people at a time.

* Are there rules that need to be followed while on campus?
	+ Yes, please see [Return to Campus Plan](https://www.adler.edu/news/coronavirus-update/#return-to-campus-plans) posted on adler.edu. There is a list of guidelines that need to be followed during this time until restrictions are eased in Chicago and Vancouver.
* I ordered food from Uber Eats, can it be delivered?
	+ Yes, food orders can be delivered to Adler. Students will have to meet the delivery carriers in the main lobby to retrieve their food.
* I’m on campus and my friend texted me mentioning they tested positive for COVID-19 within the last 14 days. What are my next steps as I am already on campus?
	+ In this event, students, faculty & staff are to leave the premises immediately and report this to coronavirusinfo@adler.edu. Staff and Faculty will also have to report this to the People & Culture department as well and will receive further guidance on the next steps to take. See Return to Campus plan for full details.
* Will departments be able to host visitors on campus?
* On both campuses, visitors will be limited and by appointment only. More guidelines will come from Facilities.
* All visitors must follow the same masking and vaccination guidelines as Adler employees and students on the campus that they are visiting.
* No walk-in visitors will be allowed.
* Will departments be able to host events on campus for those outside the University?
* At this point, there are no plans to host outside events on either campus.

**Classrooms and Other Campus Spaces:**

* + Will employees have access to the shared kitchen spaces on campus?  What is cleaning protocol for these areas?
* Vancouver: the shared kitchen spaces on campus will be accessible for employees and students. Cleaning protocols provided by building management will consist of daily cleaning in both morning, and evenings. Facilities management will work with building housekeeping to work out a schedule on how often the shared kitchen will need to be cleaned.
* Chicago: Employees will have access to shared kitchen spaces. Sanitization products are available for the staff and faculty. Kitchen utensils will be individually packaged. Facilities will increase cleaning services in shared spaces.
* What are the provisions that have been made for the use of the restrooms re: social distancing?
* Vancouver: building management has installed social distancing barriers within each washroom at Adler. Currently, occupancy limits within each washroom are two people at one time. Housekeeping cleans each washroom three times throughout the day.
* Chicago will follow recommended CDC guidelines for restroom safety. Currently, each restroom has alternate sinks and stalls marked as unavailable, extra sanitation products, and handwashing protocol reminders.
* What is process for cleaning classrooms between uses?
* Vancouver: Facilities will disinfect classrooms between class as recommended by the BCCDC and following the Communicable Disease Plan protocols. Disinfecting supplies will be provided in all classrooms.
* Chicago: Facilities will disinfect classrooms between class as recommended by the CDC. Disinfecting supplies will be provided in all classrooms.
* Will the Mosak Library in Chicago and the Learning Commons in Vancouver be open this fall?

Yes, the Mosak Library in Chicago and the Learning Commons in Vancouver will both be open for studying on your own or in quiet groups, using or borrowing library materials or computers, or meeting with librarians.  The Library and Learning Commons are not suitable for participating in online classes.  Fall Mosak Library and Learning Commons hours can be found at the bottom of [this page](https://library.adler.edu/Welcome).

* Will all campus common areas be open this fall?

Yes, all common areas in both Chicago and Vancouver will be open when the campuses reopen this fall. This includes the collaboration zones, quiet study area, and Learning Commons in Vancouver and Alfred’s Café, the west lobby area on the 16th floor, the seating areas outside Community Hall, and the Mosak Library in Chicago.

* **Chicago Only:** If I have an online class and an in-person class on the same day, where can I go on campus to participate in my online class?

Students are welcome to use common areas and numerous seating options around campus to attend a virtual class. We request you wear earbuds or headphones.  There are multiple common areas throughout the 15th and 16th floors of the Chicago Campus, including Alfred’s Café on the 16th floor, the west lobby area on the 16th floor at the top of the west stairs/outside the Wellness Studio, and the counter and seating area outside of Community Hall on the 15th floor. The Mosak Library will not be available for participation in online classes and will remain a quiet study area.

Due to limited number of classrooms, we cannot reserve classrooms for individuals to attend virtual classes.

Students may use empty classrooms to attend virtual classes on a walk-in, non-reservable basis. Students using a classroom to attend a virtual class will need to vacate the classroom for on campus classes.

A list of available classrooms for student use will be posted on Adler Connect. Employees are encouraged to reserve conference rooms, via Outlook, for their meeting needs during the Fall term.

* Are we using the small video rooms in phase D at the Vancouver Campus?

Video rooms will not be accessible to students for recording counselling sessions as the capacity of each room is limited to one person. We may provision the rooms as individual study rooms.

 **Classes: Chicago Campus**

* Will anymore classes be added to on campus offerings?

Course offerings are determined by each academic program. Please consult with your Department Chair or Program Director regarding additional course offerings for the Fall 2021 term.

* What is the average number of students in a classroom?

For the Fall 2019 term, the average number of students in on campus courses were:  seminars = 8; lecture = 13.  Course capacity is determined by the academic program. Classroom capacities range from eight to 40. Classroom capacities for the Fall 2021 term, will not exceed the capacity of the classroom.

* Will the Chicago CMHC cohort meet on campus this summer?
* No, all classes will remain remote for the summer semester
* How will I know if classes are strictly online?

Online classes have a location indicator of “Chicago Online Instruction”.

 Some online classes have on campus meeting dates throughout the term. This information is included with the course section information in Self-Service. Some instructors will determine on campus meetings dates once the course begins.

**Classes: Vancouver Campus**

* I’ve never had a class on campus at Adler. When do we find out which room our classes are located?

*Students are invited to campus tours in the month of August to learn more about the layout of our campus.* A daily schedule of courses and classroom location will also be posted on the LCD screens on each floor of the campus.

* It was mentioned briefly that a hybrid instruction model or online class options will not work for the Vancouver Campus. Can you please elaborate on this?

The Ministry of Advanced Education has not authorized any of the Vancouver programs to be delivered in an online format and consent has been based on in class instruction. During the pandemic and through the summer 2021 term this restriction was lifted for all post-secondary institutions. Further to this, on Monday March 8, 2021 the Provincial Health Officer (PHO), Dr. Bonnie Henry, [advised the presidents of all public post-secondary institutions](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tru.ca%2F__shared%2Fassets%2FLetter_to_PSI_Presidents53212.pdf&data=04%7C01%7Cmsousa%40adler.edu%7C66859a705ae34015e4ad08d8e73dd0c8%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637513599961658402%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=2uWZjokQkYlmFX4uz%2Ft3ldTxfNlcLgfqd8TG8d%2BTVFA%3D&reserved=0) to prepare for a full return to on-campus teaching, learning and research in September 2021.

**Cleaning:**

* How quickly can the facilities be deep-cleaned in the event we have a case of COVID-19 on campus?
	+ The Vancouver Campus is looking at a one-day turnaround time in the event a classroom or floor needs to be deep cleaned. The Facilities manager will contact housekeeping who will arrange for their team to enter the campus to conduct a deep cleaning of the areas in need of cleaning.
	+ Chicago will have a 48-hour turnaround time for disinfecting and deep-cleaning contaminated areas.
* What protocols are in place for regular cleaning each campus?
* Cleaning is detailed in the current [return to campus plans](https://www.adler.edu/news/coronavirus-update/#return-to-campus-plans)
	+ Chicago: page 10
	+ Vancouver: page 11

**Commencement, Chicago Campus**

* We are excited to be preparing for an in-person commencement ceremony at the Chicago Theatre on Sunday, October 24, 2021, from 11am – 1pm CT. Chicago and Online campus graduates from 2020 and 2021 are invited to join the celebration.

CHECK WITH YOUR DEPARTMENT IF YOU HAVE QUESTIONS ABOUT ELIGIBILITY

Chicago Campus students currently enrolled in a degree program are required to meet specific benchmarks established by their program to be eligible to participate in the annual commencement ceremony. Please connect with your Department Chair or Program Director with questions. Contact StudentAffairs@adler.edu with any additional questions.

**Communication:**

* How will the Re-Opening Committee keep the University up to date with changes?
	+ This FAQ document will be continuously updated as public health guidance changes and as the Reopening Task Force gathers more answers to the community’s questions.
	+ Emails will be sent highlighting new information in the FAQ and containing the link to that document.
* How can I ask the Reopening Task Force a question in privacy and with confidentiality, especially if I’m not comfortable asking a question at a Town Hall where my supervisor is also present?
	+ All emails sent to reopencampus@adler.edu are confidential. The task force chairs monitor this email account daily and do not share email messages with an employee’s supervisor.
* As guidance changes, will there be additional opportunities for the community to share new or revised questions, say via new community surveys?
* At any time, you can send questions to the Reopening Task Force by emailing reopencampus@adler.edu.
* Will there more Campus Reopening Town Halls before the fall return to campus?

Town Halls were held the week of June 22 for students and employees of both campuses. Each session began with general reopening news and attendees were then able to participate in separate breakout rooms for either students or employees to get role-specific questions addressed.

* Will we have another town hall after we return to campus to check in? I hear a lot of concerns being raised that are being left in the air. How do we reconnect on those?

At this time, no specific dates for additional town halls are scheduled for the Chicago and Vancouver Campuses. For any questions on reopening and the return to campus, please check the latest FAQ, email reopencampus@adler.edu, or consult your supervisors.

**Contact Tracing, Questionnaires, COVID Response, and Health Monitoring:**

* Will I have to complete a COVID-19 questionnaire?
* In phases A and B (Chicago) and in phases A, B, and C (Vancouver), everyone entering the Chicago and Vancouver Campus will be required to complete the COVID-19 questionnaire. This includes all students, faculty, staff, security personnel, along with vendors/ contractors.
* What protocols are in place for contact tracing? When a case of COVID-19 is disclosed to a member of the University, what is the turn- around time for contacting the student/employee with further action steps to take?  What are the steps with reporting potential cases of COVID-19 on campus?
	+ See the current [Return to Campus Plans](https://www.adler.edu/news/coronavirus-update/#return-to-campus-plans)
		- Chicago: page 7
		- Vancouver: page 8
* If someone is exposed to a person who tests positive for COVID on campus, will they need to use their own sick time to quarantine?
	+ If an employee is quarantining but not sick, they should work remotely. If they are sick and unable to work and have paid sick time, they should use sick time.
* If an employee is exposed to COVID on campus and then becomes ill with COVID, do they have to use their sick time to recover?
	+ Yes, if an employee is sick and has paid sick time, they will use sick time.
* What are Adler’s plans in the case of a COVID case on campus and potential contamination?

* Chicago:
	+ 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.
	+ See details in [Chicago Return to Campus Plan under Campus Reporting](https://www.adler.edu/news/coronavirus-update/#return-to-campus-plans)

COVID-19 Exposure Cleaning Response

In Accordance with the CDC, in the event someone on campus, a student, faculty, or staff member tests positive for COVID-19 and potentially exposed others on campus, the University will follow the protocols.

When an exposure is confirmed:

* Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
* Contact Tracing measures will also be conducted to advise anyone who was on campus, or in the area near the affected area since the known exposure.

While cleaning and disinfecting the cleaning crew will perform the following:

* Doors will be opened, and we will use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
* Use products from[EPA List Nexternal icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19) according to the instructions on the product label.
* Be wearing a mask and gloves while cleaning and disinfecting.
* Focusing on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
* Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
* Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.
* Vancouver:
	+ The Executive Dean 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 BC Ministry of Advanced Education, Skills and Training 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 Executive Dean will support VCH in contact tracing and follow the Contact Identification and Management Guidelines provided by the BCCDC.
	+ 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 VCH of the health status of the close contacts.
	+ In response to let the Adler Community aware of contamination, the Facilities department will use the University’s Everbridge Alert system to inform the community about the contamination.

**Dates and Parameters for Return to Campus:**

* What will cause us to scale back from a full return to campus?
* We are closely following local public health guidance in each country and will continue to do so as we plan for the fall. In Vancouver, our planned return to campus is based on instruction from British Columbia’s Provincial Health Officer to prepare to resume on-campus education in the fall. In Chicago, our return is based in part on the Centers for Disease Control and Prevention (CDC) planned changes to its guidance on social distancing as vaccines become more widely available this spring. We will also be monitoring forthcoming guidance form the Illinois Department of Public Health (IDPH) regarding guidelines for Higher Education.
* Our return to both campuses comes with the assumption that social distancing guidelines will change in the coming months, allowing us to use our campuses at the same capacity as we did before the pandemic. We will closely monitor public health guidance in both countries and modify our implementation plans accordingly, reserving the ability to continue operating in a virtual environment if necessary.
* Is there a specific date in mind for a return?
	+ Yes, as outlined in recent emails and Town Halls, the Chicago Campus staff, and 12-month faculty begin returning to campus the week of July 12 and 10-month faculty can begin to return on July 26. Vancouver staff begin returning to campus on July 12 and faculty on July 19.
* Why has the University made a decision now, in March, about the fall?
	+ Over the past year, students and employees have moved away from Adler’s campuses and new students and employees may not have yet moved to Chicago or Vancouver. These people will need time to relocate, and employees and students who have taken on greater responsibility of the care of family members will need time to make alternate arrangements. The University also needs time to plan all aspects of our return including development of new policies and work by campus facilities and IT teams.
* Is there a deadline for making the decision to go back to online modality if the social distancing or CDC guidelines haven't changed by Fall?
	+ At this time, the University has decided to return to campus in Chicago and Vancouver for the fall semester. If local public health guidance and conditions change, we will reevaluate that decision and would notify the University community of a change of plans for the fall with as much notice as possible while still responding to the most current health and safety guidance.

**Dress Code**

* Will there be an updated dress code?

People and Culture is revisiting many policies, including the campus dress code, but it isn’t a high priority at this time.  Adler’s existing dress code remains in place.

**Events on campus**

* Will outside organizations and community partners be able to host events on campus this fall?

No, only student organization and employee events and conferences organized by Adler may be held events on campus this fall.

**Food and Beverage on Campus (Chicago)**

Will vending machines and water-bottle filling stations be available on campus this fall?

Yes, water bottle filling stations and vending machines will be operating again by August 1. All water-bottle filling stations have been cleaned and filters replaced.

**Guests**

* Will normal operations in the fall/Phase D allow guests on campus, such as potential students, walk in inquiries looking for advising sessions, and tours from admissions counselors?

Guest will be allowed on campus but by appointment only, to meet with advisors, or accompanied by staff, faculty, or student at all times.

Guests must follow the same masking guidelines as Adler students and employees on the campus that they are visiting.

Guests must meet the same COVID-19 vaccine and/or testing requirement as Adler students and employees on the campus that they are visiting.

**ID cards for Employees: Chicago Campus**

**What should I do if I’ve lost my employee ID, or never received one?**

If you need a new or replacement employee ID request one using this link: [https://support.adler.edu/support/catalog/items/18](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.adler.edu%2Fsupport%2Fcatalog%2Fitems%2F18&data=04%7C01%7Caorlov%40adler.edu%7C1f3908bd57d546deef8d08d942e7fd0e%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637614386492370069%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qbQrfKTxNYI%2BkNcO0dYndnyux8jKAJWeSYfO%2FQvOQEg%3D&reserved=0).  IT will schedule a time to get the ID delivered before the end of the day it is requested

To access campus before receiving your ID card, please enter campus through the Adler University lobby at 17 N. Dearborn between 8:00 a.m. and 4:00 p.m., Monday-Thursday and Adler security will provide access to the elevators, which can only be operated by swiping an Adler ID.

**ID Cards for Students: Chicago Campus**

* Is Phase C2 only for returning students, or can new students also come to campus to get ID cards?

Only students who started at Adler during the pandemic may visit campus in early August (Phase c2, exact date TBD) to get ID cards, and only by appointment. Students who are starting at Adler this fall will get their ID cards during their on-campus orientation, the week of 8/23.

* I saw that students who joined Adler during the pandemic will be able to get our IDs during phase C2. Will we also get a short orientation during that time?

Students who started at Adler during the pandemic had a fully online orientation. When visiting campus to get your IDs, a brief campus tour will be offered. The Office of Student Affairs will contact all students who started during the pandemic with information about these visits and the appointment system.

**Library: Chicago Campus**

* We recently received correspondence from the University saying that the library will not be open while on campus for students to attend virtual class, we just heard that it will be open.  Can we just clarify this please?

The Mosak Library will be open for the same activities that it was open for before the pandemic: quiet study, using or borrowing library materials, and meeting with librarians.  It is not a suitable space for participating in online classes.

**Library books, Chicago Campus:**

Is there a way to return to library books before the fall semester?

* Yes, there will be a book drop available in the 17 N. Dearborn lobby starting on July 20, Mondays-Thursdays, 9:00 a.m.-3:30 p.m. Students may not return books by visiting the library until campus reopens for all students on August 23.

**Masks:**

**Chicago Campus:**

* Will masks be required when we return to the Chicago Campus?

As of July 30, masks are required on the Chicago Campus per the CDC guidelines for masking regardless of vaccination status in areas with substantial or high levels of COVID-19 transmission.

This mask requirement applies to students, employees, and visitors regardless of vaccination status:

* Masks are required in all common areas (classrooms, bathrooms, lobbies, hallways, hubs, library, etc.)
* Masks are required in elevators – even though the building does not require it
* Masks are required in all in-person meetings
* Masks are optional in cubicles, as distancing and plexiglass are in place
* Masks are optional in offices when no one else is present

**Vancouver Campus:**

Will masks be required when we return to the Vancouver Campus?

In Phase D --Non-medical masks are recommended in indoor common spaces for all people who are not yet fully vaccinated. Proof of vaccination is not required. You are fully vaccinated 14 days after your second dose of vaccine. **Unvaccinated individuals are strongly encouraged to always wear a mask on campus.**

* What if someone is still not comfortable being unmasked even after the CDC or BCCDC says that masks are no longer needed. Can a student or employee still wear masks if this is how they feel most comfortable?
	+ Yes, even if masks are no longer required on campus, students and employees may still choose to wear them.
* If instructors wear masks this fall, won’t that make it difficult to hear faculty lectures?
	+ IT is looking into providing microphones as part of the classroom equipment refresh.

**Meetings**

* If I have a meeting with a student or with another employee, do we meet in the office or reserve a room?

You may choose to meet over Zoom, in your office, or reserve a meeting room, based on your level of comfort and the space available.

If you chose to meet in person, all people attending the meeting must be masked.

Please note: Chicago Campus Employees may not reserve classrooms to use as meeting rooms. These spaces are being kept available for students taking remote and in-person classes on the same day so that they have a quiet place on campus to attend online classes.

Employees are encouraged to reserve conference rooms, via Outlook, for their meeting needs during the Fall term.

**Mental Health Support:**

* What is Adler providing for students who may be struggling with the mental health impacts of the past year?

Chicago students:

* + The Adler Student Assistance Program is called GuidanceResources, and it provides support, resources, and information for personal and work-life issues. Adler Student Assistance Program or GuidanceResources is university-sponsored, confidential, and provided at no charge to you and your dependents. GuidanceResources can help you and your family deal with everyday challenges, personal issues, planning for life events or simply managing daily life and how it can affect your work, health, and family.
	+ Effective November 1, 2020, you have 12 sessions with a counselor or therapist per issue available to you through the Adler Student Assistance Program. As a reminder, these sessions are free with no copay or cost.
	+ Start by registering at: [ComPsych Corporation - GuidanceResources Online - Login](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.guidanceresources.com%2FgroWeb%2Flogin%2Flogin.xhtml&data=04%7C01%7Caorlov%40adler.edu%7Cd93ca0b62a7d4dbb76ef08d8fe08264f%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637538658363881981%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=A5qHJmqqTujDkXyIoGpPe%2BeSc0Ybj2pIsKv5agpb2XA%3D&reserved=0). Our Web ID: Adler
	+ Or call any time 844.230.9697. If you call, you will speak to someone that will work with you to find the support you need.

Vancouver students:

* [**EmpowerMe**](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fstudentcare.ca%2Frte%2Fen%2FIHaveAPlan_Adler_EmpowerMe_EmpowerMe&data=04%7C01%7Caorlov%40adler.edu%7C522553a3756445816c5308d903674b09%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637544564460746780%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HPIfHEXsMS%2FV%2Biee0%2FCK4xAcDn%2Bn9KSXE77jd74SVBw%3D&reserved=0)**:** All current students, **including those who have opted out of the StudentCare extended health plan**, can access 24/7 solution-focused counselling through a service called **Empower Me**.
* **What is EmpowerMe?**  It’s a Student Assistance Program where you can receive direct support from registered clinical counsellors, consultants, and life coaches.
* **How can I connect with their services?**  You will do an intake session by phone at **1-833-628-5589**, 24/7 and will then be referred to the support you need.  This number can be used in Canada and the United States.  You can meet in person or using telehealth methods of phone and online counselling.
* **I’m outside of Canada. How can I access these services?** There are toll-free numbers for students in 22 countries outside of Canada and the United States.  Please see page 4 of the [FAQ document](https://www.studentcare.ca/RTEContent/Document/EN/FAQ/Empower_Me_Optima_FAQ.pdf) for more details.
* **What’s their website?**
	+ <https://www.studentcare.ca/rte/en/IHaveAPlan_Adler_EmpowerMe_EmpowerMe>

[**Here2Talk**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhere2talk.ca%2Fhome&data=04%7C01%7Caorlov%40adler.edu%7C522553a3756445816c5308d903674b09%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637544564460756736%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=iAaziTdy%2FNG%2FAnSRd%2FCcBPQiG8MeD1xVseBc6DNzDZQ%3D&reserved=0) **– for all post-secondary students in BC, including Adler University**

* **What is Here2Talk?** In mid-April, the BC. Provincial Government launched a mental health support site for students, which includes confidential telephone and online counselling.
* **Is there a cost to this?** This service is free for all students registered at a public or private post-secondary institution like Adler.
* **How do I access these services?**Login Site: [www.here2talk.ca](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.here2talk.ca%2F&data=04%7C01%7Caorlov%40adler.edu%7C522553a3756445816c5308d903674b09%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637544564460766704%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TEMYY8z0ByiPIeJqlEdnktdr1ucwBxIboeM%2BCwwkstY%3D&reserved=0) and create a profile under your Adler University Email.  To speak with a counsellor, call **1.877.857.3397 or Direct 604.642.5212**
* **Is there an app?** Yes, you can also download the Here2Talk app through the app store on your smartphone.

**Office space for employees: Chicago Campus**

* Will 12-month faculty who do not have an office right now have an office by mid-July since they are asked to be on campus by then?

Yes, Facilities is currently working on this in preparing for the return to campus.

* Lots of people have been hired. How can we assure everyone gets assigned a space to work?

Facilities is assigning workspaces for all new employees.  If you have specific questions about your workspace, or about a workspace for one of your direct reports, contact Facilities, Facilities@adler.edu

* If we had an office before, will it be the same when we return?

In most cases, yes.  For specific questions, please contact Facilities, Facilities@adler.edu (Chicago Campus) or kmaclellan@adler.edu (Vancouver)

* For hubs like admissions—are they going to remain the same or will we be split up elsewhere so there aren’t so many people in one location?
* Vancouver- Facilities will be connecting with the Director of Admissions to see what the Admissions team plan is going to be come Fall 2021 start date for scheduling.
* Chicago – Chicago is evaluating the current seating assignments (offices and cubicles) to follow CDC guidelines. All cubicles that share a partition have plexiglass barriers extended to 6ft high.
* Is a shield being installed for the Student Services Hub window?
* Vancouver- yes, plexiglass barriers will be installed prior to the reopening of campus.
* Chicago – Yes, plexiglass barriers are installed at the Student Services hub.
* What plans do we have to help familiarize colleagues with the campus, who have never worked in the office?
	+ Vancouver Staff and Faculty will have the opportunity to book a campus tour with the Manager of Facilities beginning July 12th
	+ Vancouver Adjunct Faculty can make an appointment for a campus tour and to obtain access and ID cards starting July 19th. Request can be sent to the Manager of Facilities.
* Will our old access cards still work?
* Yes, program cards will be reactivated for access into the campus based on the Phase the campus is in and your access status of student, adjunct faculty, or employee

**Online Campus Employees working on the Chicago Campus:**

* Does the return apply to employees from the Online campus as well?

Yes, the return to campus applies to all employees who physically work on the Chicago Campus, regardless of which campus (s) they serve.

* What about Online Campus employees who work on the Chicago Campus? How should they think about the return to campus?
	+ For all workplace issues and policies, Online Campus employees who work on the Chicago Campus will follow the same procedures and policies as Chicago Campus employees.

**Parking, Chicago Campus:**

* Are there parking discounts available in nearby garages? Is student parking available?

Adler provides a student and employee discount for the parking garage at 20 East Randolph.  The fee to park for a full day is $15.00, reduced from $18 before the pandemic. Adler has also negotiated a new monthly rate with this garage of $200 per month.

A discount sticker required for discount every time you park:

* + - Available at 15th floor reception desk
		- If you do not get discount sticker, you will pay full price!
* Monthly: $200 per month
	+ Savings occur if you park at InterPark on Randolph and Wabash more than 13x per month
	+ Getting this benefit: Contact Scot Malysa at InterPark

312-935-2894

Scot.malysa@interpark.com

**PPE:**

* What PPE supplies available on each campus?
	+ Masks:
		- While masks are required on campus per Adler reopening phases and/or CDC/BCCDC guidelines, each student and employee will be provided with an Adler University mask or may choose to wear one of their own masks.
		- Each campus will also have disposable masks available for students or employees that arrive on campus without a mask.
	+ Hand sanitizer:
		- Touchless hand sanitizer dispensers are located at campus entrances, reception areas, and public-facing service counters for use when entering campus and throughout the day.
	+ Wipes:
		- Disinfectant wipes are provided for the cleaning of personal and common/shared spaces after each use.

**Registration for Online Course Sections:**

Chicago:

* When students register for Fall classes, will there be indicators that certain classes will have virtual meetings as opposed to on-campus meetings (as departments make these selections?)  How will students know which sections will be virtual vs on ground? What will happen if virtual sections fill up?
* Once the Office of the Registrar receives the Fall 2021 schedule from all academic departments, current students will receive an email that details the advisement and registration dates for the Fall 2021 term from the Office of the Registrar. New students will receive information regarding registration from Admissions. Each course section indicates a location. For Chicago on campus courses, the location = Chicago; for Chicago online courses, the location = Chicago Online Instruction.
* Example: if the course meets Monday from 9AM-10AM and the course is online, they will see Monday 9AM - 10AM with a location of Online instruction.
* The course schedule, including the addition and cancellation of course sections is always determined by each academic department. Students are encouraged to connect directly with their Department Chair or Program Director regarding any questions regarding course offerings for the Fall 2021 term.

Vancouver:

* **Why are there no online class options for the Vancouver Campus?**
* The Ministry of Advanced Education has not authorized any of the Vancouver programs to be delivered in an online format and consent has been based on in class instruction. During the pandemic and through the summer 2021 term this restriction was lifted for all post-secondary institutions. Further to this, on Monday March 8, 2021 the Provincial Health Officer (PHO), Dr. Bonnie Henry, [advised the presidents of all public post-secondary institutions](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tru.ca%2F__shared%2Fassets%2FLetter_to_PSI_Presidents53212.pdf&data=04%7C01%7Cmsousa%40adler.edu%7C66859a705ae34015e4ad08d8e73dd0c8%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637513599961658402%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=2uWZjokQkYlmFX4uz%2Ft3ldTxfNlcLgfqd8TG8d%2BTVFA%3D&reserved=0) to prepare for a full return to on-campus teaching, learning and research in September 2021.
* **For international students that are still in their home countries and are not able to move, will there be an online course option?**

Chicago:

* For the Fall 2021 term the guidance from the US government is that if you were a student on an F1 visa as of March 2020 then you can continue to take fully online courses in the 21-22 academic year. If you obtained an F1 visa after March 2020 and you wish to study in the United States, then your academic program must be at least a hybrid of in person/online. For more information contact Ben Lyon, Director of Compliance at 312.662.4103 or blyon@adler.edu.

Vancouver:

* For students on the Vancouver Campus, classes are only offered on campus, in person and no online sections are available per provincial government guidelines.  Continuing students who are unable to enter Canada due to travel restrictions will need to consult with Student Services at   vanstudentservices@adler.edu for support.  Incoming students will need to consult with Admissions at vanadmissions@adler.edu.

**Reopening Phases: Chicago Campus**

* The Chicago Campus is in Phase B until July 12 when we transition to Phase C1 with the return of employees to campus
* Phase C2 will begin in the first half of August with students who began at Adler during the pandemic visiting campus briefly and by appointment to get IDs and see the campus
* Phase D, our return to normal operations, will begin one week before the start of the fall semester on August 23. All students will have full access to Chicago Campus at this time.
* Are we considered to be in Phase C until the semester starts, when we transition to Phase D? Can the “Return to Campus Plan” be updated to be clearer on what is expected in those phases and when they start and end?
* We are in Phase B until July 12 when we transition to Phase C1.  C2 begins in early August and Phase D begins on August 23. Phase B is accurately described in the Return to Campus plan. The definitions and procedures for phases C1, C2, and D will be updated in the Return to Campus plan to reflect recent changes in University plans and CDC guidance.

**Reopening Phases**: **Vancouver Campus**

* The Vancouver Campus is in Phase A until July 12 when we transition to Phase C1 with the return of employees to campus
* Phase C2 will begin in the first half of August with students who began at Adler during the pandemic visiting campus briefly and by appointment to get IDs and access cards and see the campus
* Phase D, our return to normal operations, will begin at the start of the fall semester on September 7. All students will have full access to Vancouver Campus at this time.
* Are we considered to be in Phase C until the semester starts, when we transition to Phase D? Can the “Return to Campus Plan” be updated to be clearer on what is expected in those phases and when they start and end?
* We are in Phase A until July 12 when we transition to Phase C1.  C2 begins in early August and Phase D begins on September 7. The definitions and procedures for phases C1, C2, and D will be updated in the Return to Campus plan to reflect recent changes in University plans and BCDC guidance.

**Second Year Students (2020 Starts) invited to campus**

* The Office of Student Affairs welcomes 2nd years to visit campus on August 10, 11, or 12 to:
•    take your Student ID photo
•    get your UPASS ordered
•    get a quick tour of the campus

**This visit is optional**
This campus visit is nota requirement; if you prefer to set up your Student ID and UPASS on or after August 30th, that's fine too! We felt given the unique circumstances faced by 2nd-year students that it would be helpful to make the option available to those who wanted to come by sooner.

**BOOK YOUR TIME SLOT**: If you did not receive a personalized email, please reach out to StudentAffairs@adler.edu to book a time.

 **Social Distancing:**

 At this time, Adler is planning our return to campus based on planned changes in social distancing guidelines by public health officials in each country that will allow us to use our campus spaces as we did before the pandemic.

The information below describes what our current social distancing procedures look like in reopening phases A and B in Chicago and reopening phases A, B, and C in Vancouver leading up to fall, and the procedures we would fall back to, should public health guidance require.

* Are there signs and procedures in place for everyone to follow social distancing guidelines?
	+ - Yes, at the Vancouver and Chicago Campus, all LCD screens have social distancing guidelines in place, along with a QR code to the COVID-19 questionnaire. There is also a poster in the main lobby of campus with the QR code, along with signage on each floor marking social distancing. Building management also has signage at all common areas (elevators, lobby, etc.).
* What protocols are in place for everyone within the Adler Community to practice social distancing?
	+ - Please see [Return to Campus Plans](https://www.adler.edu/news/coronavirus-update/#return-to-campus-plans) for more details. This would be our guidelines section (masks worn at all times, no meetings in offices, etc.).
* What barriers are in place to keep everyone safe on campus?
	+ - At the Vancouver and Chicago Campus, there are various plexiglass barriers around common areas to secure staff/ faculty working in these spaces. There is also PPE available, along with signage and posters on each floor indicating social distancing, occupancy limits, how to wear a mask and the QR code to the COVID-19 questionnaire, etc.
	+ Will there be a directional flow to foot traffic in common areas at the Vancouver Campus?
		- Yes, there will be signage placed on the floor in common areas and hallways to direct foot traffic.
	+ I’m just wondering what the difference is between classrooms and common areas? Why social distancing is not also required in classrooms when we are in Phase D at the Vancouver Campus?

The recent COVID -19 Return to Campus Guidelines have been revised to eliminate the requirement of social distancing on campus common areas during the fall term and Phase D.

 **Social Distancing, Chicago Campus, Phases C1, C2, and D (July 12 and onwards**

* When did CDC guidance change on social distancing?
* I am still seeing at least 3 feet for students and 6 between any teachers and students.
* Why are we not going to be social distancing? I believe the CDC recommends that we do so as we will not be fully vaccinated as a community.

The CDC updated their guidance on social distancing on May 28, 2021. That update clarified that fully vaccinated people can resume activities without wearing masks or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations. That is why we are seeing an increasing number of people in our communities not wearing masks and not physically distancing in grocery stores, pharmacies, and local businesses.

Subsequent increases in the prevalence and spread of the Delta variant have led to Adler’s Chicago Campus aligning our policy with new CDC guidance and masks are now required on campus. See the Masks portion of this document for details.

Vaccination is the leading prevention strategy to protect individuals from COVID-19, according to the CDC, and Adler has now implemented a vaccine requirement, see the Vaccination Requirements section of this document for details.

On June 4, 2021, the CDC provided guidance for all Institutions of Higher Education. However, that guidance appears to be designed for larger, more traditional colleges and universities that have many more students, faculty and staff, residential life including dorms, workout facilities and dining halls, athletics, and other features that Adler does not. Our campus is a commuter school – so the guidance issued on May 28 stating fully vaccinated people can resume activities without wearing masks or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules and regulations is more appropriate/applicable to our learning community.

 Updated July 30: Masks are now required on the Chicago Campus per CDC guidelines. Please see the “Masks” section of this document above.

**Social Distancing, Vancouver Campus, Phase D (September 7th onwards)**

Only July 5th, the COVID -19 Return to Campus Guidelines were updated and the requirement of social distancing on campus common areas during the fall term was eliminated. The *RTC Guidelines* were developed by a team of experts from B.C.’s post-secondary sector in partnership with representatives from the Office of the Provincial Health Officer, regional health authorities, the BC Centre for Disease Control and the Ministry of Advanced Education and Skills Training. The *RTC Guidelines* are [hosted here](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww2.gov.bc.ca%2Fgov%2Fcontent%2Feducation-training%2Fpost-secondary-education%2Finstitution-resources-administration%2Fstudying-during-covid-19&data=04%7C01%7Cmsousa%40adler.edu%7C3e80c7303add4dce97e608d93fea6b9f%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637611098325091699%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=POZlZCUEUAuRjfPsW2Q5UnhzTm5ZLsufHoT64SyDxXk%3D&reserved=0).

**Social Justice Practicum, Chicago**

 Will the Social Justice Practicum be in person or virtual? Or will this vary based on degree plan?

* Fifteen sections will be offered in-person and 5 will be offered virtually

**Technology**

* Will we have access to Zoom in the same ways that we do now?

Yes, employees and students will still have access to Zoom when we return to campus.

* My Adler computer is a laptop that I have been using at home since campus closed. If I’ll be working both remotely and on campus in the fall, will I need to carry this laptop back and forth to campus, or will I get a second computer for my Adler office?

Your Adler laptop is meant to be used both on campus and while working remotely if you continue to do so in the fall. IT will be able to provide laptop docking stations in offices for use with keyboards, monitors, and mice.

* Is it possible to have handouts/links for any new tech “how-tos” so that we can share with students if they must use it as well?

The IT Department will update new technology information through resource guides. In addition, IT will be working with student affairs to incorporate elements within orientation for both students and faculty.

**Transportation:**

* Will employee parking be reimbursed if we no longer want to take public transportation?
	+ No, the University will not be paying for employee parking. Employees who work on the Chicago Campus can use their transportation FSA to cover parking costs.
* In the event city services such as public transportation shuts down, what is Adler’s response for students who will not be able to make it onto campus?
	+ In the event essential services- such as public schools and public transportation- are suspended or are mutually compromised, the university will evaluate the impact on our learning community and may move operations and education to an online environment. The campuses will reopen based upon guidance from the provincial and federal authorities, the amount of time necessary to clean the facilities, and the risk of continued exposure.

**TransLink in Vancouver**

* What additional cleaning measures have TransLink implemented for bus, SkyTrain and Seabus units?
	+ TransLink has deployed cleaning crews to disinfect SkyTrain cars at high traffic stations. Cleaning crews will be stationed at major hubs to disinfect high-touch surfaces on trains during peak hours. Crews will also be on board to clean between stations.
	+ Daily cleaning and disinfecting schedules: Across SkyTrain, West Coast Express and HandyDART vehicles, TransLink will be conducting daily cleaning, including a disinfectant spray down of poles, seats, ceilings, handles, windows, sills, and all other high touch surfaces.
	+ As part of a pilot project, high-contact pole surfaces within transit vehicles are being coated with copper as an anti-bacterial agent.
	+ Passengers are now permitted to open windows for additional fresh air. TransLink is also testing a new technology called photocatalytic oxidation (PCO) to sanitize the air and surfaces onboard certain transit vehicles.

* Will the number of passengers per transit vehicle be limited?
	+ Starting July 1st, TransLink is resuming normal service levels on SkyTrain, bus, and SeaBus. TransLink continues to encourage all passengers to social distance inside transit vehicles and wear masks.

* What protections measures against racism and violence have been implemented?
	+ Transit Police have created the SeeSay app for iPhone and Android so that TransLink passengers may report and track crime and receive the latest Transit Police information.
	+ Passengers can also text 87-77-77 or call 604-515-8300 to report an incident.

**Vaccination Requirements: Chicago Campus**

**On August 12, Adler University announced that beginning August 30, COVID-19 vaccinations will be required for anyone to access the Chicago Campus.**

**Individuals who are not fully vaccinated, or still in the process of becoming fully vaccinated, will be required to provide proof of a negative COVID-19 test that is no more than 72 hours (3 days) old.**

This new policy applies to students, faculty, staff, and visitors to the Chicago Campus only.The Vancouver Campus will continue to follow the guidance of British Columbia’s Provincial Health Officer.

A person is considered fully vaccinated:

* Two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
* Two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

Will we be submitting copies of our vaccination cards or are we using an honor system? How will you know if someone has been vaccinated?

Where and how should I get tested if I’m not vaccinated or not yet fully vaccinated?

* This information will be shared through emails and FAQ updates as soon as it becomes available.

Becoming fully vaccinated is the single best way to protect yourself and the rest of the community.

Any student or employee who is unable to receive the COVID vaccine because of documented health issues may submit the necessary documentation to be exempted from the return to campus. Student shouldcontact DisabilityServices@adler.edu.  Employees should complete the return to Campus Exception request form. Adler expects that all other members of our community will be fully vaccinated before returning to campus.

As of July 30, masks are required on the Chicago Campus for students, employees, and visitors regardless of vaccination status. For full details see the “Masks” section of this document.

**Vaccination Requirements: Vancouver Campus**

* + In Canada, there are no vaccines that are mandatory. However, ImmunizeBC and Adler University highly recommend getting the vaccine.

**Vaccines: General Questions**

* What percentage of employees are vaccinated?  What percentage of students are vaccinated?
	+ Adler’s Chicago Campus is not asking for proof of vaccination until August 30 so that information is not available.
	+ At this time, we do not anticipate this information being available for the Vancouver Campus.
* Are we legally able to ask people if they are vaccinated? Can we choose not to hire someone because they are not vaccinated?
	+ The Equal Employment Opportunity Commission has issued guidance indicating that it is generally permissible for employers to ask employees and applicants about COVID-19 vaccination status. At Adler, questions on vaccination status may only be posed to applicants by People and Culture during the initial screening interview. Hiring managers and members of interview panels and selection committees should not include questions regarding an applicant’s vaccine status. While vaccination status information can be obtained and confidentially handled, vaccination status should not serve as the only determining factor in whether a final candidate is offered a position. As is the current practice, several factors contribute to the decision to offer (hire) a finalist and this practice will continue.
* When will the majority of our community, or substantial subgroups, based on their Adler University status, have ready access to a vaccine?
	+ This will vary based on location (country and state/province). In the U.S., everyone aged 12 years and older is eligible to receive the vaccine. In Canada, anyone who is 12 years of age or older is eligible to register to get vaccinated. the expectation is that all individuals 12 years of age and up will receive at least one dose of the vaccine by the end of June and a second dose of the vaccine by September.
* **As an international student, how can I register for the vaccine?**

            Vancouver:

* International students at the Vancouver Campus who are already living in BC can register for the COVID-19 vaccine via the BC government [website](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.getvaccinated.gov.bc.ca%2Fs%2F&data=04%7C01%7Caorlov%40adler.edu%7Cc8ee5937213f41b2cc5b08d90ac6e9af%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637552671709265682%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=x%2B%2F1fuXTG%2FtC6GKNjmNWz9YQbVptCZgju%2BTWtCpeGyg%3D&reserved=0).
* Students without a BC Provincial Health Number should call 1-833-838-2323 to register.

Chicago:

* International students on the Chicago Campus should refer to the vaccine information provided below for Illinois residents.
* **Why hasn’t the University offered vaccines to employees?**

Chicago:

* In Illinois, vaccines are now widely available in healthcare, pharmacy, and mass vaccination settings across the state for all residents aged 16 and up.  The institution has researched the option of offering on-site vaccinations but at this time our campus does not currently have the ability to host a vaccination event.  Adler University strongly encourages all students and employees to get the COVID-19 vaccine as soon as they are able to do so and to be fully vaccinated (which is two weeks after the 2nd dose of Pfizer or Moderna) before returning to campus this fall.

Vancouver:

At this time appointments for vaccines are being issued through the [Get Vaccinated Provincial Registration System](https://www2.gov.bc.ca/gov/content/covid-19/vaccine/register?utm_campaign=20210412_GCPE_Vizeum_COVID___Google_Search_BCGOV_EN_BC_VaccinePage_Text#register).

After vaccine registration you will be invited to ID an appointment at the vaccine clinic in your local health authority.

**Vaccines: Where can I get vaccinated?**

**Chicago Campus**:

* + The City of Chicago’s Vaccine Finder website has information all COVID-19 vaccination options in the city and surrounding suburbs: https://www.chicago.gov/city/en/sites/covid19-vaccine/home/vaccine-finder.html
		- This link allows you to search by county within the entire state of Illinois, and provides any restrictions for those sites, as well as links to the appropriate site to sign up. [https://www.ilvaccine.org/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ilvaccine.org%2F&data=04%7C01%7Caorlov%40adler.edu%7C585b760ff02e46064cac08d8eecd22b0%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637521912115484656%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CZGdZqZuuHV0OF3xbHzOGuh%2BHNiRQVlngfY0uhJLcTE%3D&reserved=0)
		- This link includes some additional places such as grocery store pharmacies and includes the links to the appropriate sites.

<https://www.goodrx.com/covid-19/illinois>

* + This link is to the State of Illinois vaccine website.

<https://coronavirus.illinois.gov/s/statewide-vaccination-locations>

* + Cook County has Community Vaccination Centers in locations throughout the county. For locations see [myshotcookcounty.com/locations](https://r20.rs6.net/tn.jsp?f=0015gPxp8whXwFgnJ5ZghO7uFLmhqFNHrQFxug7t7xz4qOeH3oF2ZlS943U4_JzcQ78hT9EQOmHovFdr4aPCD5ugGgzaaiCk6ZUoSD3tyCeljdJ9rrfMxHalKe_wqwbblXXsW4TH4AN6DXbbVXsNB-Wjh9NVhE8fWBd&c=l50bE6vDNBhtT8tXgMbHa4elzAqA8bdnRbO49vuf1nnBG7EcbbgbNA==&ch=NanBWWLb6bVf7jo4kWqTRol5ZkpWtQDzBBlF1a0TPYypsB_uGztf3Q==).
* You can make an appointment or just walk-in
* If you would like to make an appointment, please click [https://vaccine.cookcountyil.gov/c/1B/02252021-7a4a36/60602](https://r20.rs6.net/tn.jsp?f=0015gPxp8whXwFgnJ5ZghO7uFLmhqFNHrQFxug7t7xz4qOeH3oF2ZlS9yz37bzZmlv_lATjVzdsllwZc3IBbC5tIdRUmgrlVCV61iMjvKgxVZYyZkiCq-qLAyLexmzXEhUIde3c0nQYHd3U8xiO0V7lGFPuyZyt-NQ7&c=l50bE6vDNBhtT8tXgMbHa4elzAqA8bdnRbO49vuf1nnBG7EcbbgbNA==&ch=NanBWWLb6bVf7jo4kWqTRol5ZkpWtQDzBBlF1a0TPYypsB_uGztf3Q==&__=1B/02252021-7a4a36/60602)
* Hours of Operation:
* Monday – Friday 8:30AM – 7:00 PM
* Saturday 8:30 AM – 5:00 PM
* Patients are encouraged to bring their ID and insurance cards to their appointment. You will not be turned away if you do not have an ID or insurance card
* Youths aged 12-17 must be accompanied by a parent or legal guardian to receive a vaccine
* Youths do not need to bring identification, however parents are asked to bring an ID
* If a parent does not have an ID, they can confirm at the time of vaccination that they are their child's parent or legal guardian
* More details about the COVID-19 vaccines and vaccination site locations are available at [myshotcookcounty.com/locations](https://r20.rs6.net/tn.jsp?f=0015gPxp8whXwFgnJ5ZghO7uFLmhqFNHrQFxug7t7xz4qOeH3oF2ZlS943U4_JzcQ78hT9EQOmHovFdr4aPCD5ugGgzaaiCk6ZUoSD3tyCeljdJ9rrfMxHalKe_wqwbblXXsW4TH4AN6DXbbVXsNB-Wjh9NVhE8fWBd&c=l50bE6vDNBhtT8tXgMbHa4elzAqA8bdnRbO49vuf1nnBG7EcbbgbNA==&ch=NanBWWLb6bVf7jo4kWqTRol5ZkpWtQDzBBlF1a0TPYypsB_uGztf3Q==)
* If you have questions or would like to make an appointment by phone, contact the Vaccine Sign-Up Hotline at 833-308-1988 M-F 8AM-8PM CT
* **Vancouver Campus:**
	+ COVID-19 vaccines are available to all adults living, working, or studying in BC during the pandemic. You do not need a Personal Health Number, BC Services Card or to be enrolled in B.C.’s Medical Services Plan to get the vaccine. All adult students will be eligible to receive the vaccine, including International students. International students who arrive in BC with either partial or no access to vaccine from their home country can and encouraged to get the COVID-19 vaccine. The vaccine is available to everyone regardless of citizenship or your immigration status in Canada.

* + Vancouver residents should refer to[https://immunizebc.ca/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fimmunizebc.ca%2F&data=04%7C01%7Caorlov%40adler.edu%7Ccc91be82c4604722188e08d901034eeb%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637541935974794365%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TUdMKhbSlEMPmly7kVpIfFFGeD5H%2F19JdVBQ6zoha1w%3D&reserved=0) for the most accurate and current vaccination information.

**Ventilation:**

* What is the schedule of the HVAC system?
	+ In Vancouver, current HVAC fresh air supply schedule is from 8am to 6pm (normal setting) on Mondays through Sunday. The schedule of each floor’s air supply fan running time variable (1-8 hours) to maintain each floor CO2 level within 900ppm.
	+ In Chicago, we have made significant operating changes to have as much fresh air flowing through the building as we possibly can. Every weekday, when we have scheduled to run the HVAC for a particular floor, we 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 the operating hours, we bring in a minimum of 20% fresh air as weather allows but target 35% fresh air of static pressure and our ability to temper the air for creature comfort will allow. Our HVAC filters at the air handler units are MERV13 which is the CDC recommended filtration standard. We are running the restroom and elevator shaft exhaust 24/7 indefinitely.
* Do any windows open on campus?  Will the windows be open on campus to help with more air supply to enter the building?
	+ - No, windows do not open on either the Chicago or Vancouver Campus.

**Workspaces and Offices:**

* What about Online Campus employees who work on the Chicago Campus? How should they think about the return to campus?
	+ For all workplace issues and policies, Online Campus employees who work on the Chicago Campus will follow the same procedures and policies as Chicago Campus employees.
* For hubs like admissions—are they going to remain the same or will we be split up elsewhere so there aren’t so many people in one location?
* Vancouver- Facilities will be connecting with the Director of Admissions to see what the Admissions team plan is going to be come Fall 2021 start date for scheduling.
* Chicago – Chicago is evaluating the current seating assignments (offices and cubicles) to follow CDC guidelines. All cubicles that share a partition have plexiglass barriers extended to 6ft high.
* Is a shield being installed for the Student Services Hub window?
* Vancouver- yes, plexiglass barriers will be installed prior to the reopening of campus.
* Chicago – Yes, plexiglass barriers are installed at the Student Services hub.

**Work from home**

* What are the expectations around the number of days per week each of us is expected to be back on campus beginning July 12 or 19? Is that still up to supervisors?
	+ Each supervisor was asked to complete a Departmental Return to Campus plan and submit it to their area VP for approval by June 21. These plans will vary by department and by individual employee. Every department is required to have an on-campus presence every day and to continue to provide the same high level of services to students and colleagues. If you have campus about your individual situation, contact your supervisor.

**Work Study Students: Chicago Campus**

* Will work study students be allowed on campus during Phase C1 (begins July 12th))?
	+ Yes, if they are performing work that cannot be done remotely and will be on campus with their employee supervisor.  The supervisor will need to contact Facilities at Facilities@adler.edu ahead of time to get that student’s ID card reactivated so that they can physically access campus.
* What about in September and beyond?
	+ Once the Chicago Campus enters Phase D on August 23, all students will have access to campus as they did before the pandemic so they will be able to perform their work study jobs as they did in the past.