

**Chicago Return to Campus Plan**

Updated September 21, 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](https://www.adler.edu/news/coronavirus-update/#return-to-campus-plans) to see updates on the current phase of campus access.

**Phases of Campus Access**

**Adler Phase A (Through May 16, 2021)**

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.
     1. 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](https://outlook.office365.com/owa/calendar/AdlerUChicagoCampusAccess@adleruniversity.onmicrosoft.com/bookings/) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](https://forms.office.com/Pages/ResponsePage.aspx?id=ZhDpnct8g0SiJv0n1LnFcLZx4YPMNitGn5bAf_bMmzpUOTVIWlRDTk9WQjdZTFo0OFRRNkU3MVpTWC4u) 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.
   * 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](https://outlook.office365.com/owa/calendar/AdlerUChicagoCampusAccess@adleruniversity.onmicrosoft.com/bookings/) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](https://forms.office.com/Pages/ResponsePage.aspx?id=ZhDpnct8g0SiJv0n1LnFcLZx4YPMNitGn5bAf_bMmzpUOTVIWlRDTk9WQjdZTFo0OFRRNkU3MVpTWC4u) 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**: Beginning **on May 17, 2021 through July 9**

* **Access to campus for students:** 
  + Instruction will be delivered entirely online.

Students who hold student worker positions may work on campus if doing a portion of their regular work study job that can only be done on campus, with the approval of their supervisor, and working under their supervisor’s direction. Student workers meeting these criteria will still need to use the booking system.

* **Access to campus for employees):**
  + **In general, employees will continue to work from home during Phase B.**
  + Access for employees will be limited to those providing essential, in-person services and functions that cannot be completed remotely. and will be **by appointment only.**
    1. Access must occur during the campus open days and hours and within the campus population limit of 30 people at any one time: Mondays and Thursdays from 9:00 - 4:30 p.m.
    2. Appointment requests should be sent through the [Campus Access Booking platform](https://outlook.office365.com/owa/calendar/AdlerUChicagoCampusAccess@adleruniversity.onmicrosoft.com/bookings/) with at least 24 hours advance notice. Upon arriving to campus, [the Daily COVID-19 Questionnaire](https://forms.office.com/Pages/ResponsePage.aspx?id=ZhDpnct8g0SiJv0n1LnFcLZx4YPMNitGn5bAf_bMmzpUOTVIWlRDTk9WQjdZTFo0OFRRNkU3MVpTWC4u) must be completed immediately.
    3. Limit of 2 employees per department at any time.
    4. Access is limited to the following functions/departments:
* Accounting/Finance Team
* Assessments
* Student Accounts
* People and Culture
* Facilities
* IT
* Library

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](https://outlook.office365.com/owa/calendar/AdlerUChicagoCampusAccess@adleruniversity.onmicrosoft.com/bookings/) .

**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 more than 2 employees in any department at one time.

**Adler Phase C 1**

Beginning on July 12 through August 9

1. Access to campus for students for instruction:

All classes remain virtual. There are no on campus classes during Summer 2.

1. Access to campus for students for specific services:
2. All student services continue to be delivered remotely.

3.Access to campus for working:

* + Staff and 12-month faculty begin to return to campus during the week of July 12 and July 19.
  + 10-month faculty may begin to return to campus the week of July 26

**Adler Phase C2**

**Beginning August 10,**

1. Access to campus for students for instruction:

* All classes remain virtual. There are no on campus classes during Summer 2

1. Access to campus for students for specific services:

* Students who started at Adler while operations were remote will be able to visit campus by appointment only to get their IDs/access cards.
* All other services continue to be delivered remotely.

1. Access to campus for working:

* All staff and 12-month faculty are working on campus to prepare for fall semester reopening.
* 10-month faculty have access to campus to prepare their offices for the fall semester.

**Adler Phase D**

Beginning on August 23

Return to full on-campus operations.

1. Access to campus for students for instruction:

* Fall semester classes are held on campus or online, based on departmental decisions on individual class modalities.

1. Access to campus for students for specific services:

* All student services are operating on campus.

1. Access to campus for working:

* All staff and 12-month employees are working on campus
* All 10-month faculty return to teach on campus for fall semester, based on departmental decisions on invidvidual class modalities.

**On-Campus Health and Safety Protocols, Phases A and B**

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 and B, 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.

1. **Masks:**

* Employees and students will be required to wear masks at all times (Phases A and B.
* 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.

1. **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.

1. **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.

1. **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 handwashing, and the need to maintain physical distancing. Electronic signs will also be used for messaging and communication.

1. **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.

**On-Campus Health and Safety Protocols, Phase C**

1. **Temperature and symptom checks on arrival:**

* Adler will not check temperatures of those who enter campus.
* Adler will no longer require completion of online system reporting for campus access.

1. **Masks:**

In accordance with CDC guidance, all Adler Chicago campus students, employees, and visitors must be masked, regardless of vaccination status. Mask requirements in Chicago are as follows:

* Masks are required in all common areas (classrooms, bathrooms, 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

1. **Physical distancing:**

* 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. Vaccination is the leading prevention strategy to protect individuals from COVID-19, according to the CDC, and Adler issued updated guidance on vaccine requirements on August 12, 2021:
* 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.

1. **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.

1. **Signage**

* There will be health and hygiene reminders throughout the building including the proper way to wear, handle, and dispose of masks, and proper handwashing.

**6. Travel to Campus**

* For Students and employees who prefer to avoid public transportation, Adler offers reduced parking at the 20 East Randolph Street garage a rate of $16.00 per day.

**On-Campus Health and Safety Protocols, Phase D**

1. **Temperature and symptom checks on arrival:**
   1. Adler will not check temperatures of those who enter campus.
   2. Adler will not require those entering campus to complete a system check
2. **Prof of Vaccination or Negative COVID test requirement to enter campus**
   1. Beginning Monday, August 30, proof of vaccination or a negative COVID test that is less than 72 hours old will be required to access the Chicago Campus.
   2. Details on using the Magnus Health app for this process and a list of commonly asked questions can be found in the current Campus Reopening FAQs, <https://www.adler.edu/news/coronavirus-update/#frequently-asked-questions> in the section titled *Accessing the Chicago Campus: vaccination proof, COVID testing, and masks for students, employees, and visitors.*
3. **Masks:**

In accordance with CDC guidance, all Adler Chicago campus students, employees, and visitors must be masked, regardless of vaccination status. Mask requirements in Chicago are as follows:

* + Masks are required in all common areas (classrooms, bathrooms, 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

Masks are available at the 17 N. Dearborn lobby desk and at the 15th floor reception desk for anyone who has arrived on campus without a mask.

1. **Physical distancing:**
   1. 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. Vaccination is the leading prevention strategy to protect individuals from COVID-19, according to the CDC, and Adler issued updated guidance on vaccine requirements on August 12, 2021:
   2. 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.
2. **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.

1. **Signage**

* There will be health and hygiene reminders throughout the building including the proper way to wear, handle, and dispose of masks, and proper handwashing.

1. **Travel to Campus**

For Students and employees who prefer to avoid public transportation, Adler offers

reduced parking at the 20 East Randolph Street garage a rate of $13.00 day.

**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](mailto:coronavirusinfo@adler.edu) and request a medical leave of absence, including medical documentation (documentation can be provided within 30 days of request). The institution will confirm the request and administratively process a withdrawal from courses in which they have been enrolled for that term with no drop fees applied. The institution’s refund policy will apply.

**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 homework 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 students and employees who** receive a positive COVID-19 test result must :

* + Email [coronavirusinfo@adler.edu](mailto:coronavirusinfo@adler.edu) so that all students and employees who may have been exposed can be notified and email, call or text their program director or chair or their supervisor so that guidance on continuing their work or classwork can be provided.
* Students and employees may not 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.

If you test positive for COVID-19

* Whether you are vaccinated OR unvaccinated and test positive for COVID-19 do not return to campus until you have a negative COVID-19 test.

If you were exposed to someone who has tested positive for COVID-19

* If you are not vaccinated: Quarantine for 10 days if you have been within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period with someone who has COVID-19. Get tested 3-5 days after the exposure.  You will be able to return to campus when you have a negative COVID-19 test result.
* If you are vaccinated: People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fsymptoms.html&data=04%7C01%7Caorlov%40adler.edu%7C2f074e0ca36e484d92e208d96bac7a1d%7C9de910667ccb4483a226fd27d4b9c570%7C0%7C0%7C637659210786822197%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=1cVW%2FSSdKy1VtPpSBE2xJrTq2LskxPZ57McwK5fxXxs%3D&reserved=0). If you do not have symptoms you may keep coming to campus. Fully vaccinated people should get tested 3-5 days after their exposure, even if they don’t have symptoms and wear a mask at all times while on campus for 14 days following exposure or until their test result is negative.
* Employees or students 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. Students should notify their department chair or program director.
* 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](mailto: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](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

If you are experiencing any of these symptoms, it’s important to stay home, even if you’re vaccinated and don’t think you’ve been in close contact with anyone who has tested positive for COVID. You’ll feel better faster and will avoid getting others sick. Even vaccinated individuals can contract and spread COVID, and the flu or other non-COVID viruses will also become more prevalent as we move into the fall and winter and can make people very sick. Stay home until you feel better, get tested for COVID, and don’t return to campus unless you have a negative test result, regardless of your vaccination status.

**Case or Outbreak of COVID-19 on Campus**

The following scenario mayactivate fully remote operations for an entire campus.

**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 Exposure:

In the event a large number of students and/or employees test positive for COVID-19 and potentially exposed others on campus, and/or the people who might have been exposed are untraceable 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.

**Employee and Student Accommodations**

Please refer to the following policies:

* Students:
* Please see the detailed accommodations information in the current Return to Campus FAQ and on the [Disability Services page on Adler Connect.](https://connect.adler.edu/studentservices/studentaffairs/Pages/ada.aspx)
* Employees:

Please see the policies, emailed to all employees on June 14, 2021: Remote Work Telecommuting Policy and Return to Campus Exception Request. These are the University’s current policies for all employees.

**Employee Responsibility**

The active participation by Adler employees 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.
* **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:** In accordance with CDC guidance, all Adler Chicago campus students, employees, and visitors must be masked, regardless of vaccination status. Mask requirements in Chicago are as follows:

Masks are required in all common areas (classrooms, bathrooms, 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

* **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 if they are not fully vaccinated.

**Entering Campus:**  In accordance with CDC guidance, all Adler Chicago campus students, employees, and visitors must be masked, regardless of vaccination status. Mask requirements in Chicago are as follows:

Masks are required in all common areas (classrooms, bathrooms, 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

* **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

**Positive COVID-19 test result reported by an individual on the Chicago campus**

* Campus and direct areas of contact will be disinfected per CDC guidelines.