



*Bluejays
Unite!*

A RETURN TO CAMPUS

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BLUEJAYS UNITE! GUIDING PRINCIPLES

Elmhurst University has a long history of embracing change and responding to the evolving needs of students, faculty, staff, community and society. We will build on these longstanding strengths as we continue to confront the challenges presented by the COVID-19 pandemic.

As we prepare to welcome students back to campus for Fall Term 2020, our plans are guided by evidence-based scientific principles, best practices for higher education institutions, and government guidelines. Our plans will evolve as we learn more about the virus and receive additional guidance from local and national agencies.

Our plans are also grounded in the following:

▶ **Our Mission**

Elmhurst University inspires intellectual and personal growth in our students, preparing them for meaningful and ethical contributions to a diverse, global society.

▶ **Our Campus Community's Health and Safety**

The health, safety and well-being of all members of our campus community are always our top priority.

▶ **Equity and Inclusion**

Planning will be thoughtful and inclusive, recognizing the disparate effects of the current health situation on various members of our community. We are committed to ensuring that all students have access to a quality academic program, and that faculty and staff have the support they need to provide extra assistance to students who need it.

▶ **Resilience**

These are unprecedented times, and the future remains unclear. Planning needs to be flexible to account for the evolving nature of the pandemic. We must be innovative in developing new mechanisms for supporting our mission and agile in implementing these strategies as the situation evolves.



HEALTH AND SAFETY

We must all help prevent the spread of COVID-19 by following a few simple practices.

► Masks

As required by the state of Illinois, everyone must wear a mask inside campus buildings and when physical distancing is not possible.

- You don't need to wear a mask when you're alone in your private office or room, but you'll need to wear it when you leave your private space and in all face-to-face interactions.
- If a residential student is visiting another residential student, both students must wear masks in the room.
- If you are outside and cannot maintain six feet of physical distance, you must wear a mask. If you can physically distance, a mask is not required. It is recommended that you carry a mask on you to help with indoor-outdoor transitions.

The University will provide one cloth mask and one disposable mask for each employee and student. We encourage you to buy or make additional masks, as you'll need to wear them for the foreseeable future.

► Hand Hygiene

Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing your nose, coughing, sneezing or using the bathroom, and before eating or preparing food.

If soap and water aren't available, use alcohol-based hand sanitizer that is at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

You can find hand-sanitizer stations in classroom buildings, the Frick Center, A.C. Buehler Library, Faganel Hall and other locations across campus.

► Physical Distancing

Stay at least six feet away from others at all times. Physical distancing remains one of the best strategies for preventing the spread of COVID-19.

We have installed signage and floor markings in many areas to provide physical distancing guidance. Some areas also have barriers that further assist with physical distancing and line management. Please observe all posted signage and barriers.



CLEANING AND DISINFECTION

We will expand our campus cleaning according to guidance from the Centers for Disease Control and Prevention (CDC). Routine services will be augmented with additional cleaning and disinfectant activities in all buildings. There also will be frequent cleaning of spaces with higher occupancy levels and work activity.

High-traffic areas, including the Frick Center, Office of Admission, A.C. Buehler library, Tyrrell Fitness Center, classrooms, labs, dining hall and residence halls, will be cleaned multiple times throughout the day.

Please clean your own workspaces and residence hall rooms with disinfectant cleaner and wipes.

Facilities Management is taking many steps to meet or exceed CDC cleaning guidelines:

- Use of electrostatic cleaning equipment to deliver around-the-clock disinfectants and virus-killing chemistry throughout campus
- More frequent cleaning and wipe-downs in high-use areas and surfaces, including service counters, bathroom counters, door handles, push plates, elevators and stair railings
- Installation of medical-grade Merv-13 filters on all air handlers throughout the campus to ensure a greater degree of allergen and virus removal from air and duct work
- Placement of plexiglass screens at key contact points in high-occupancy areas and service counters
- Strategic placement of queuing stanchions, physical distancing floor markers, directional arrows and caution tape to ensure adherence to physical distancing standards
- Establishment of a curbside and loading dock automated package delivery and tracking system to greatly reduce delivery contact time and eliminate the need for delivery personnel to enter campus buildings



ACADEMIC INSTRUCTION

Elmhurst University will open this fall to offer our full curriculum for undergraduate and graduate students with a full commitment to ensuring continuity of teaching and learning. The learning experiences of both our residential and commuter students were considered in making these plans.

- **The health and safety of Elmhurst University students, faculty and staff are our highest priority.** We will follow all guidelines provided by the CDC and the Illinois Department of Public Health to create a safe, effective learning environment.
- The Fall Term 2020 Academic Calendar remains unchanged. **Classes will begin on Monday, August 31**, and the last day of finals will be Thursday, December 17.
- **Classes will be offered through a mix of in-person, hybrid, and online instruction.** Our creative faculty members have worked hard to design flexible versions of their courses, emphasizing learning, interaction and support. All courses will remain small, allowing for easy student-faculty interaction.
 - **In hybrid courses**, students will participate in traditional face-to-face learning activities supported by additional online learning experiences. Many of these courses will take advantage of new classroom technology being installed across campus this summer.
 - **In online courses**, students may experience live lectures and discussions, learning activities that do not require meeting at a specific time, or a combination of the two.
 - **We are upgrading and expanding academic technology in classrooms** to facilitate multiple instructional modalities, and we are expanding support for the use of this technology.
- Information about which courses will be offered in which format will be **communicated to students in early August**.
- Because of our small class sizes and low faculty-to-student ratio, **many of our classes will be able to meet in person** while maintaining physical distancing requirements.
- Faculty and students will be required to **abide by physical distancing guidelines** and wear masks in the classroom for in-person instruction. We will be making adjustments to classroom spaces and capacities to facilitate physical distancing. Enhanced cleaning of classrooms will occur, and hand sanitizer will be available.
- Students in extenuating circumstances can request to receive all instruction online. Students may also request a leave of absence, if necessary. The leave of absence request must be made by Sept. 4, 2020. Contact Monisha Murjani, director of student support services and intervention, regarding a request for a leave of absence.
- Public health experts believe an increase in the number of COVID-19 cases may occur in the fall, so we are planning for the possibility of moving instruction and finals to an online format after Thanksgiving Break. We will announce a decision in time for sufficient planning and preparation.



SCREENING AND TESTING

► Screening

COVID-19 symptoms generally appear two to 14 days after exposure. All faculty, staff and students are expected to screen themselves for COVID-19 symptoms each day before reporting to work or class. Please stay home if you have any symptoms, including:

- Fever greater than 100.4 degrees Fahrenheit
- Chills
- Shortness of breath or difficulty breathing
- Persistent chest pain
- Cough
- Muscle or body aches
- Sore throat
- Recent loss of sense of taste
- Recent loss of sense of smell
- Congestion or runny nose
- An unusual or persistent headache
- Nausea or vomiting
- Diarrhea
- Fatigued/run-down

If you have any symptoms, contact your personal physician for further guidance. If you're a student and you don't have a personal physician, contact Student Health Services at (630) 617-3565. Please do not go to Student Health Services without calling first.

Students should also contact instructors to make arrangements to keep up with their work. Employees should notify their immediate supervisor.

Employees and off-campus students **may not** come to campus if they have:

- Tested positive for COVID-19 within the past 14 days,
- Had close contact with someone who tested positive within the past 14 days, or
- Any of the symptoms listed above

Residential students will be self-isolated on campus.

► Testing

If testing is needed, all members of the University community are responsible for scheduling their own COVID-19 test with their personal physician or the use of a walk-in testing center for Illinois residents. Students who do not have a personal physician or are not Illinois residents may call Student Health Services at (630) 617-3565 to identify testing options. [The DuPage County Department of Public Health's website](#) also lists available testing sites.

For everyone's safety, if you test positive for COVID-19, you will need to report the results in accordance with the requirements listed below.



▶ COVID-19 Reporting Requirements

The University requires campus community members to formally report cases and assumed cases of COVID-19.

You must complete the Elmhurst University COVID-19 Self-Reporting Form online if:

- You have tested positive for COVID-19
- A health care professional suspects that you have COVID-19, but you haven't been tested or are awaiting the results
- You have been exposed to someone with a confirmed case or someone with an assumed case of COVID-19
- You have recovered from a confirmed or assumed case of COVID-19

▶ 3 Ways to Report

- Visit elmhurst.edu/covid-19-reporting
- Email covidreporting@elmhurst.edu
- Call (630) 617-3222

▶ Confirmed Case

Employees and Commuter Students

If you're an employee or a commuter student with a confirmed case of COVID-19, remain isolated at home for a minimum of 14 days after the onset of symptoms. You will be allowed to return to campus after you have been symptom-free for three consecutive days, or with a doctor's note stating that you may return to work or class. If you are using Student Health Services, you will need a note from Barbara Wittersheim stating that you are allowed to return to classes.

Residential Students

If you live on campus and test positive, you will receive immediate instructions on relocating to a dedicated on-campus quarantine room.

- **Isolation** is used to separate someone who has a confirmed or assumed case from those who are healthy. Individuals with COVID-19 are believed to be contagious starting two days before symptoms begin and lasting the duration of the illness.
- **Quarantine** separates an apparently healthy person who has been exposed to someone with COVID-19. Quarantine is used to minimize the spread of the virus.

▶ Contact Tracing

If any member of the campus community tests positive for COVID-19, Elmhurst will conduct contact tracing to evaluate exposure to other members of the University community. To the best of its ability, the University will contact exposed individuals to notify them of their exposure, ask them to complete the self-reporting form, and encourage them to follow quarantine protocols.

The University **will not disclose the names** of individuals diagnosed with COVID-19 without permission.

A contact tracer will contact the employee or student who tests positive for COVID-19 within 24 hours of receiving the Elmhurst University COVID-19 Self-Reporting Form.

Contact tracers will use the 6-15-48 Rule. Infected employees or students should identify others who work or live within six feet of them, for 15 minutes or more, within the 48 hours prior to the individual showing symptoms, or later.

The COVID-19 Self-Reporting Form will be available at elmhurst.edu/covid-19-reporting.



HOUSING

All residential facilities will open with enhanced safety protocols in Fall 2020. The foundational goal of these plans is to create an environment that supports the health and safety of students and the larger campus community.

▶ Arrival and Fall Move-In

A staggered move-in process will help us maintain physical distancing during move-in. Students will schedule their move-in appointments using My Housing on the myElmhurst Portal when notified by the Office of Housing and Residence Life. Each resident may bring two helpers to assist with the move-in process. These measures are designed to protect you and your family members as you settle into campus housing.

▶ Housekeeping and Disinfection

- Housekeeping in the residence halls will be increased.
- Common bathrooms will be cleaned and disinfected twice daily using a hospital-grade aerator.
- Lounges and other communal spaces will be cleaned on a daily basis.
- High-traffic areas will be cleaned and disinfected based on CDC guidelines.

▶ Lounges and Common Spaces

- Common spaces within the residence halls, including laundry rooms and lounges, will have capacity limits.
- All drinking fountains will be disabled, except for bottle filler stations.

▶ Masks

Masks must be worn:

- Outside your private residence hall room, suite or apartment
- In the hallways, lounges, laundry room, study lounges and elevators
- If you are visiting another resident in their room

▶ Elevators

No more than two individuals may use an elevator at a time. Please use the stairwells whenever possible. Wear a mask in the elevators, and consider wearing gloves or using your elbow to press the elevator buttons instead of using your exposed fingers.

▶ Guests

Until further notice, no visitors will be allowed in the residence halls except fellow Elmhurst students. Guests must wear a face mask at all times.

▶ Personal Protective Equipment (PPE)

At the beginning of the academic year, we'll provide you with one cloth mask, one disposable mask and a 2 oz. bottle of hand sanitizer. Residential students should plan to bring additional masks and hand sanitizer, as well as disinfectant wipes to clean their rooms.

All students are expected to self-monitor on a daily basis for symptoms including a temperature of 100.4 or higher, cough, loss of smell or taste, labored breathing, headache and/or muscle aches.



DINING

Elmhurst University is working closely with our dining partners at Chartwells to guarantee a safety-first dining experience in the cafeteria and the Roost. Chartwells will incorporate expanded sanitation procedures, grab-and-go selections, and a mobile ordering system for certain menu options.

Here are a few of the ways Chartwells is providing a safer dining experience this fall:

- Hot meals will be served by dining staff and prepackaged food options will replace buffet and self-service options.
- Seating capacity in the cafeteria and Bluejays' Roost has been reduced to meet the Restore Illinois Guidelines.
- Additional hand-sanitizer stations will be available in both the cafeteria and the Roost.
- Tables and chairs will be cleaned between uses.
- Chartwells employees and managers are required to wear masks at all times.
- Students must wear masks in the cafeteria unless they are seated and eating. Please observe physical distancing while waiting in line for food.



STUDENT HEALTH AND SUPPORT SERVICES

A full spectrum of health and support services will be available, though many will operate in modified forms to conform to health and safety protocols. We encourage all members of the University community to take advantage of available resources as necessary.

▶ Student Counseling

In-person counseling will be available to all students by appointment only. Students should call (630) 617-3565 to schedule an appointment. Walk-ins will not be accepted. Workshops and counseling groups will be available to all students virtually.

▶ Student Health Services

Student Health Services will move to an appointment-only system so that we can maintain physical distancing in our waiting room.

A nurse practitioner can be reached at (630) 617-3565 to help you with any questions or medical concerns you have.

▶ Case Management

The director of student support services and intervention will be available for phone and video meetings. You may contact the director by calling (630) 617-5790.

▶ Office of the Chaplain

Faith can play a significant role in well-being. The University chaplain is available to provide spiritual guidance and prayer to any and all members of the campus community. The Office of the Chaplain can be reached at (630) 617-3360.

▶ Office of Diversity and Inclusion

The Office of Diversity and Inclusion is available to assist members of the Elmhurst University community during the rapidly changing circumstances being posed by the COVID-19 pandemic. You may contact the Director of Diversity and Inclusion by calling (630) 617-3207.

▶ Employee Assistance

Some employees may be dealing with pandemic-related stress and personal challenges. We encourage supervisors to provide support for employees who are experiencing stress. We also encourage employees to explore our Employee Assistance Program (EAP) by contacting Human Resources.



THE STUDENT EXPERIENCE

Campus life will look a bit different amid COVID-19, but we're committed to maintaining a full roster of opportunities for students to get involved on campus and beyond. For more information on what the student experience will look like in Fall 2020, visit elmhurst.edu/studentactivities.

▶ Fitness Options

The Tyrrell Fitness Center and Thomas Roberts Family Weight Room will be open for faculty, staff and student use. Physical distancing will be in place, and the equipment will be cleaned after each use. Please do not use either facility if you have any medical symptoms.

▶ Frick Center

Founders Lounge and the Bean Coffee Shop, both located in the Frick Center, will be open for faculty, staff and student use. Please practice physical distancing when ordering and waiting for your order.

In keeping with Restore Illinois guidelines limiting gatherings to fewer than 50 people, we will recreate many annual Founders Lounge programs and events as virtual experiences. We will continue to evolve our programming as the state of Illinois updates its guidelines.

▶ University Shuttle

The University shuttle will operate this fall with a reduced occupancy to meet health and safety standards. The shuttle will be sanitized daily, and hand sanitizers will be installed in the shuttle.



COMMUTER STUDENTS

Our commuter students are an important and vital part of the Elmhurst University community. Two-thirds of our students commute to campus on a daily basis.

Elmhurst University understands they lead a hectic life, balancing classes, working, travel to and from campus, dealing with family obligations, and whatever else may come up. The safety of our campus commuters is paramount in our plans to slow the spread of COVID-19 and ensure a healthy and safe campus community.

If you are a commuter student looking for a place to connect your laptop to check emails or review class assignments, please check out the new Student Commuter Lounge in the lower level of the Frick Center (former mailroom area). The Student Commuter Lounge will have tables and chairs, soft seating, a TV and access to the internet and charging stations for all your electronics. Remember to wear your face mask and practice physical distancing in this new space.



PUBLIC TRANSPORTATION

Please follow CDC guidelines for using public transportation to and from campus.

- Before you leave, wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Once you reach your destination, wash your hands again with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol as soon as possible upon arrival.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your coughs and sneezes with a tissue or use the inside of your elbow.
- During travel, try to keep six feet of distance from people who do not live in your household.
- Wear a face covering when physical distancing is difficult.
- Avoid touching surfaces such as kiosks, touchscreens, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons, and benches as much as possible. If you must touch these surfaces, wash your hands or use a hand sanitizer with 60% alcohol as soon as possible after.
- Try skipping a row of seats between yourself and other riders if possible.
- Avoid accepting water bottles and magazines or other items that may be provided by car services.
- After leaving the vehicle, use hand sanitizer containing at least 60% alcohol.
- When you arrive at your destination, wash your hands with soap and water for at least 20 seconds.



WORKPLACE PLANS

As we continue to prepare for the return of faculty, staff and students, we have established the following guidelines to provide a safe, healthy work environment. The following guidelines have been established to provide a safe and healthy work environment.

▶ Meetings

Please continue to hold meetings in a virtual environment when possible, using Microsoft Teams, Zoom or conference calls. You may also use email, telephone and instant messaging in lieu of face-to-face meetings.

▶ Working in the Office

The following practices will help to ensure a safer working environment:

1. If you work in an open-office environment, maintain at least six feet of distance from your co-workers.
2. Wear a mask at all times while in a shared workspace or room, and do not sit facing your co-workers.
3. Minimize the use of shared work materials and equipment (e.g., copiers, office supplies), if possible.
4. Consider removing personal items from your desk to make it easier to clean.
5. Shared use of common refrigerators, microwaves, coffee pots and other kitchen equipment is highly discouraged.
6. Shared printers should be wiped down with University-provided sanitizer between each use.
7. Please avoid office gatherings and break rooms.
8. Discourage unnecessary visitors and vendors in the workplace.
9. We encourage you to clean and disinfect your personal office space—including doorknobs and other high-touch surfaces—each day before leaving the office.

If an employee tests positive for COVID-19, their office or workspace will be cleaned and sanitized according to the CDC guidelines by the Facilities Department. Additionally, if the employee works in a suite of offices, the entire suite will be cleaned as well. An assessment will be made to determine if any short-term building closure will be necessary.

▶ Temporary Alternative Work Arrangement

The University is offering a policy in consideration of a temporary alternative work arrangement for staff and administrator employees.

In addition, staff and administrator employees can request to adjust a workplace setup.

Employees can review and fill out a request form by following [this link](#). (Note: login required.)

Please email Human Resources at hr@elmhurst.edu for any assistance, if needed.



Although the University will do its best to accommodate the request, there is no guarantee of approval. Each request will be reviewed and decided on a case-by-case basis. Please note that this consideration expires December 31, 2020. Some arrangements may be subject to early revocation due to changed circumstances.

► **Travel**

Elmhurst has suspended all University-related travel except for essential trips within the United States. We will not sponsor international travel until further notice.

Traveling can increase your exposure to the virus. If you decide to travel, please take the following precautions:

- Wear a mask
- Wash your hands and/or use hand sanitizer frequently
- Stay at least six feet away from others as much as possible



ATHLETICS

The College Conference of Illinois & Wisconsin (CCIW) announced that it will postpone all fall conference competition and championships due to the ongoing COVID-19 pandemic. The decision was made following a unanimous vote by the CCIW's Council of Presidents.

As a result, Elmhurst University will postpone all contests in football, volleyball, golf, tennis, cross country and soccer this fall.

Despite the disappointment, the Elmhurst University athletic department remains committed to providing its student-athletes the best competitive and training environment possible within the circumstances. Coaching staffs and the athletic administration will be sharing details with their teams about what that will entail.

The CCIW Council of Presidents has charged the conference staff with exploring competition opportunities for cross country, football, soccer and volleyball in the spring, while maintaining conference competition for all spring sports including golf and tennis. A decision on a start date for winter sports has not yet been made.

Elmhurst University's athletic department is establishing health and safety guidelines for practices and competition in order to facilitate the safest environment possible for its student-athletes, coaches and staff.

Student-athletes in the affected sports will not be charged with using a season of participation, as a blanket waiver has already been approved by the Division III Administrative Committee.



IN CLOSING

As COVID-19 continues to spread around the world, our top priority remains the health, safety and well-being of all Elmhurst University students, faculty, staff, alumni and visitors.

Protecting the members of our campus community will require a shared commitment to the safety and health precautions outlined here. We will all need to adapt to new expectations in classrooms, in residence halls and around campus.

Through faithful adherence to our shared goals, we will fulfill our collective responsibility to our students and our campus community. Now more than ever, we must come together as one united Bluejay community.