



# COVID-19

## Return to Campus Guide

### FALL 2021



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## Return to Campus

Following current (as of August 2, 2021) Center for Disease Control (CDC), federal, state, and local guidelines, Benedictine University intends to welcome our students, faculty and staff back to our physical campuses.

## Prepared Learning and Working Environment

All students, faculty, staff and campus visitors are asked to follow the University's directives included in this plan for the good of our campuses as well as their own health. The University has made space and service updates to maintain good hygiene and six-foot physical distancing best practices in seven primary ways:



### Increased Cleaning

The University has implemented heightened cleaning measures to improve the health and well-being of our campuses. Mitigation best practice measures have also been deployed, such as increased frequency of disinfecting areas of campus, including high-touch surfaces, common areas and lounges.



### Behavioral signage

Cleaning standards and capacity protocols continue to be reinforced with strategically placed signage and wayfinding. We are all part of a larger community and the well-being of our University depends on everyone's commitment to safety protocols.



### Personal Protective Equipment (PPE)

Based on current federal, state, local and CDC recommendations, masks or face coverings must be worn to prevent the spread of COVID-19. This is most important in situations when maintaining six-foot physical distancing is difficult or not possible. NOTE: Consult your physician about individual health concerns related to wearing a mask or face covering.



### Hand Washing

Frequent hand washing is a critical element of preventing disease transmission. It is recommended that hands be washed for at least 20 seconds with soap and warm water multiple times a day. At a minimum, please wash hands when arriving on campus, before leaving campus, before eating and after any sneezing or coughing. Additionally, the University has significantly increased the number of touchless hand sanitizer dispensers throughout its campuses.



### **Consistent Communication**

Sharing of timely, accurate and pertinent information will be essential to engaging the Benedictine community in measures to prevent the spread of COVID-19 within our campus community.



### **Health monitoring and contact tracing**

Students and employees are asked to conduct self-checks for any COVID-19 symptoms, prior to coming on campus each day. If symptoms are noted, students and employees are not permitted to come to campus until 10 days after the onset of symptoms and fever free for 24 hours without the use of fever relieving medications.

Lisle resident students, student athletes and students taking in-person classes will need to complete daily monitoring.

All students, faculty and staff need to confidentially report any illness. Students must complete an [online](#) reporting form which is routed to Student Health Services. Faculty and staff complete an [online](#) reporting form which is directed to Human Resources.

In the event of an outbreak on a campus, the DuPage County Health Department or Maricopa County Department of Public Health will be responsible for contact tracing (the process of determining each person with whom the sick person may have come into contact during the presumptive infectious period).

### **Surveillance Testing in Lisle**

Students and Staff that are not fully vaccinated against COVID-19 are expected to undergo weekly COVID testing..

- Testing will take place regularly in the Rice Center Eagle Room.
- Loop Medical will conduct PCR testing with same day results.
- Register for your COVID testing at the following link:  
<https://consumer.scheduling.athena.io/?locationId=15632-26>
- Testing will be billed to your primary health insurance, but you will have no out-of-pocket cost.

### **Surveillance Testing in Mesa**

Residents, Student Athletes and students taking in-person classes will need to complete surveillance testing utilizing testing services provided by the University in Gillett Hall and the Higher Education Center.

## General Information

Benedictine University's Safe Return to Campus Plan incorporates direction from the U.S. Centers for Disease Control (CDC), federal, state and local government agencies. We also reference best practices as recommended by other institutes of higher education and private companies.

This guide may be subject to change as new information comes to light and updated guidance is received. The plan will be updated frequently to provide the latest information and protocols. Be sure to always review and check these local resources to the latest information.

- [BenU COVID-19 Website](#) (Lisle Campus)
- [BenU COVID-19 Website](#) (Mesa Campus)
- [U.S. Center for Disease Control](#) (All Campuses)
- [Illinois Department of Health](#) (All Campuses)
- [Arizona Department of Health Services](#) (Mesa Campus)
- [DuPage County Health Department COVID-19 Website](#) (Lisle Campus)
- [Maricopa County Department of Public Health COVID-19 Website](#) (Mesa Campus)
- Additional information provided by the State of Illinois and Arizona Governors' Executive Orders on a weekly basis or whenever notified of the availability of new guidance.

## COVID-19 Vaccination

Benedictine University is strongly encouraging all students, faculty, and staff to be vaccinated. Full vaccination exempts individuals from COVID surveillance testing and quarantine after exposure.

COVID-19 vaccination is available through our vaccine partners, Metro Infectious Disease Consultants. Vaccination can be schedule at their Burr Ridge location via the following link: <https://www.zocdoc.com/doctor/metro-infectious-disease-consultants-burr-ridge-317343>

If you are a student who is vaccinated, please upload a copy of your vaccination card here: <https://www.ben.edu/student-life/student-health-services/immunizeupload.cfm>

If you are an employee who is vaccinated, please upload a copy of your vaccination card here: [https://benu.formstack.com/forms/staff\\_vaccination\\_records\\_upload](https://benu.formstack.com/forms/staff_vaccination_records_upload)

## Modifying the Campus

Campus has returned to full capacity for all indoor spaces. Mask wearing will follow current CDC guidance. As of August 2, 2021, all individuals are required to mask indoors while on campus.

**IMPORTANT:** Students, faculty and staff should not post COVID-19 signage on their own; all signage must be coordinated through Facilities Management by calling (630) 829-6420.

## Campus Cleaning Improvements

Facilities staff have updated cleaning procedures, enhanced the disinfecting process and increased the frequency of scheduled cleanings of campus study areas, offices, lounges, eateries and other areas. Cleaning procedures will also be focused on sanitizing frequently touched surfaces such as door latches, elevator buttons and handrails.

Shared cleaning will help ensure a healthier campus. Students, faculty and staff will have a joint responsibility for sanitation in their own work, study and living areas, and also when using shared resources (e.g. lounges, athletic training equipment, meeting rooms and commonly touched surfaces). Disinfecting wipes (or disinfecting spray and paper towels) will be provided in these areas so students, faculty and staff can do their part.

## Building Systems Support

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible (by opening windows and doors, for example). However, do not open windows and doors if doing so poses a safety or health risk to students, faculty or staff using the facility.

To minimize the risk of diseases associated with water, Facilities has flushed, cleaned and inspected all water systems (e.g., sink faucets, drinking fountains) to ensure that they are safe to use after the virtual campus period. Although drinking fountains have been cleaned and disinfected, these are shared community systems and students, faculty and staff are encouraged to bring their own water to minimize use and touching.

## Signage and Markings

Indoor and outdoor signage and markings will be added to all areas of campus as needed. These signs will reflect any current guidelines or policies that may be in place to safely use those areas. Please obey any posted signage.

## Personal Protective Equipment (PPE)

According to the CDC and our local health department partners, Personal Protective Equipment (PPE) and good personal hygiene (specifically hand washing) are critical elements in securing a safe, healthy campus.

Reflecting on our BenU Hallmarks, we are all part of a larger community, and it is our shared responsibility to take care of one another. We all must follow these recommendations to mitigate the transmission and spread of COVID-19 and other diseases.

## Masks and Face Coverings

Based on current CDC guidelines, all students, faculty, staff and campus visitors must wear a mask or face covering. Masks and face coverings are not expected while in personal campus apartments, dorm rooms, individual workstations or in private offices.

Masks can be obtained by visiting University Police if a student, faculty, or staff member has forgotten, lost, or damaged their mask.

Please note the following general guidance regarding the use of face coverings:

- A mask or face covering is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most individuals and should be laundered in a washing machine daily after use.
  - After putting on their mask or face covering, students, faculty and staff should not touch the face covering and wash their hands frequently. Use caution when removing a mask or face covering, careful to not touch eyes, nose or mouth.
  - Cloth face coverings should not be worn by:
    - Babies and children younger than 2 years old.
    - Anyone who has trouble breathing or is unconscious.
    - Anyone who is incapacitated or otherwise unable to remove the cover without assistance.
    - Anyone who has a preexisting health condition, which could be exacerbated by wearing of a face covering.
  - Wearing a mask or face covering is meant to protect other people, in case the wearer is unknowingly infected but does not have symptoms.
  - Cloth masks and face coverings are not surgical masks, respirators or other medical personal protective equipment.



## **Individual Personal Hygiene**

Frequent hand washing is critical in preventing disease transmission. It is recommended that hands be washed for at least 20 seconds with soap and warm water multiple times a day. At a minimum, it is recommended to wash hands when arriving on campus, before leaving campus, before eating and after sneezing or coughing. Additionally, the University has significantly increased the number of touchless hand sanitizer dispensers throughout its campuses. Please also remember to:

- Cover coughs and sneezes.
- Turn away from others when coughing or sneezing.
- Wash hands after any coughing or sneezing.
- Undergo frequent and thorough hand washing.
- Utilize hand sanitizers, available in multiple locations on campus.
- At a minimum, wash hands as you arrive on campus, before you leave campus, before you eat and after any coughs or sneezes!

## **Health Monitoring and Contact Tracing**

Students, faculty and staff will be required to monitor their own health daily to ensure they do not have signs or symptoms of COVID-19. Symptoms may appear 2-14 days after exposure to the virus.

Current symptoms of COVID-19 as defined by the CDC are as follows:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- Inability to wake or stay awake
- Bluish lips or face

### **Quick Reference Response to COVID-19 for Students**

1. Students, both resident and commuter, are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in face-to-face classes, on-campus activities, or University events.
2. All students who meet the following criteria should immediately complete a [Student Absence Reporting form](#). Additionally, these students are expected to isolate or quarantine immediately at home or in their room until they are contacted by a representative from Student Health Services or a member of the University COVID-19 Recovery Team for further direction.
  - a. Resident and commuter students who test positive for COVID-19 either through campus testing or testing with an off-campus health care provider.
  - b. Resident and commuter students who have contact with an individual who has tested positive for COVID-19.
  - c. Resident and commuter students who are experiencing COVID-19 or other flu-like symptoms.
3. Student Health Services or a member of the University COVID-19 Recovery Team will review the Student Absence Reporting form and contact the student via phone and email to determine next steps and a treatment protocol. Student Health Services will notify the University COVID-19 Recovery Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health to seek further assistance as needed.
4. The University COVID-19 Recovery team will work with Student Health Services to initiate contact tracing and appropriate notifications to faculty or staff who interact with students who have tested positive or been exposed to COVID-19. Isolation and quarantine procedures will be explained to the affected student by Student Health Services or the University COVID-19 Recovery team in conjunction with the DCHD/ Maricopa County Department of Public Health. Students are required to respond to phone and email contact received from University staff and their community partners.
5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.

## Quick Reference Response to COVID-19 for Faculty and Staff

1. Faculty and staff are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in any on-campus activity or University event.
2. If an employee is experiencing COVID-19 or other flu-like symptoms, they are expected to quarantine or isolate at home and immediately complete the [Employee Symptom Reporting Form](#).
3. Human Resources will review the Employee Absence Reporting form and contact the employee virtually to determine next steps and a treatment protocol. Human Resources will also notify the University COVID-19 Recovery Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health, who will assist the employee with treatment options and advice.
4. If Human Resources learns that an employee has tested positive for COVID-19 or has been exposed to the virus, contact tracing will be initiated by DuPage County Health Department or Maricopa County Department of Public Health and follow up conducted through the University COVID-19 Recovery Team, who will begin working with any other affected students, faculty or staff.
5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.

**IMPORTANT:** The University will report all positive COVID-19 cases in the campus community to the DuPage County Health Department or Maricopa County Department of Public Health as required.

## **COVID-19 Visitor and Guest Policy**

Visitors and guests are allowed on campus and are expected to follow all CDC guidelines for their vaccination status.

## **Communicating the Plan**

Timely, accurate and pertinent communication is essential to engaging our community in combating the spread of COVID-19 on our campuses and continuing the academic, research and service mission of our institution.

The University will provide a community messaging plan that will keep our students, faculty, staff and campus visitors informed of the return to campus plan, as well as information and developments during the 2021-22 academic year.

Targeted messaging to keep students, faculty and staff informed will include:

- What has been done to prepare and what will be done to maintain the campus in order to keep students, faculty, staff and campus visitors healthy.
- What is expected in terms of six-foot physical distancing, individual hygiene and ongoing PPE use.
- Steps the University will take when there is a positive COVID-19 case on the campus.

The outreach plan will also emphasize:

- Being diligent about hand washing, use of masks and face coverings.
- The importance of not coming to campus if sick.

## **Sustaining the Campus Emergency Evacuation Policy**

Evacuation during a fire alarm or other emergency situation is of particular concern, because it is difficult to maintain six-foot physical distancing while evacuating. Benedictine University's emergency preparedness manager will continue to work with University Police to plan safe building egress. For more information, call (630) 829-6122.

## Support Coping and Resilience

These are difficult times. Students, faculty and staff are encouraged to:

- Take breaks from watching, reading or listening to news stories, including social media, if they are feeling overwhelmed or distressed.
- Eat healthy, exercise, get enough sleep and find time to unplug and unwind.
- Talk to people with whom they trust about their concerns and how they are feeling.
- If in need support, for any reason, community members are encouraged to contact:
  - Lisle Campus: Student Health Services, (630) 829-6047 or the Counseling Center (630) 829-1800
  - Mesa Campus: [Rising Light Counseling](#) | (480) 339-7124
  - National Distress Hotline: 1-800-985-5990, or text TalkWithUs to 66746

## Campus Operational Readiness

The University implemented a variety of pre-return checks, tasks and assignments. As part of the return to campus plan, a reopening strategy was developed for each building to help provide for a healthy campus.



### Cleaning, Disinfecting and Related Supplies

- Inventory of cleaning chemicals, materials and consumables, contingent on the supply chain, have been secured to ensure levels are aligned with forecasted building occupancy. We will ensure a safety data sheet is available for chemicals, and the requirements for safe use are followed.
- Facilities has worked to ensure cleaning equipment and tools are in working condition.
- Housekeeping staff have been issued appropriate PPE as well as trained on recommended COVID-19 cleaning protocols.
- The treatment of all surfaces will use disinfectants from government approved or authorized lists, ensuring all chemical dwell times are adhered to.
- Areas that require thorough cleaning due to heavy usage (such as event centers, gyms/locker rooms, conference rooms and restrooms) will be cleaned accordingly, and a detailed cleaning schedule has been created.
- Housekeeping will continue to monitor and review existing cleaning guidelines and adjust or enhance as needed.



### Building Core Infrastructure Inspection

Facilities staff reviewed the proper function of the following systems:

- Mechanical systems
- Water systems
- Chilled water loops
- Conveyances
- Potable water: flush faucets and water fountains
- Fire life safety systems
- Ensure open site drains are inspected and traps are primed

Facilities has reviewed pertinent standards and optimum configuration for air handlers, filtration, etc. to minimize any potential for spread of environmental contaminants. Because

there are significant differences in HVAC age and design from one campus building to another, we cannot define one single configuration.



## **Building Entry and Reception**

### **Entrances**

- Hand sanitizer stations have been installed around campus, including in and around each building entrance.

### **Reception and Transaction Spaces**

- Reception or transaction-focused staff have been trained on safe interactions with students and campus visitors.
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## **Campus Public Restrooms**

Some adjustments have been made to campus restrooms.

- Masks or face coverings must be worn in public restrooms.
- Housekeeping has increased restroom cleaning frequency, including sinks, faucets and door latches.
- Be sure to wash your hands for 20 seconds after using the restroom. Signs have been posted to reinforce the importance of hand washing.



## **Stairs, Elevators, Corridors and Hallways**

Cleaning frequency for both stairwells and elevators has been increased, focusing on high-touch surfaces like elevator panels, buttons and handrails. Hand sanitizer stations have been installed near all campus stairwells and elevators.



## **Elevators**

- Instructional signage displaying healthy elevator use protocols (including use of masks or face coverings and safe distances in the elevator cars) has been installed.



## **Student Lounges and Common Areas**

- Student lounges and common areas are open and available for use.



## The Active Classrooms

Classrooms on campus have returned to regular capacity.

- Classrooms will be cleaned on a regular basis and will have disinfecting wipes available for use.
- As of August 2, 2021, masks are required by everyone in an active classroom.



## Laboratories

The needs of every laboratory space are unique and department staff has developed a specific plan for each lab to promote a healthy campus.

Here are some important highlights:

- Masks or face coverings must be worn in all labs.
- Hand sanitizer stations have been installed inside each lab.
- Disinfecting wipes or a spray bottle with paper towels will be available for each lab.
- Cleaning frequency has been increased along with additional attention taken to wipe down surfaces and lecterns at the start and end of every class.
- The College of Science will provide students with additional guidance, specific to science labs.



## **Music and Arts**

The College of Liberal Arts will provide students with additional guidance, specific to music and art labs and studios.



## **Athletics and Fitness Center Facilities**

Benedictine Athletics is excited to return to a full competition schedule for the 2021-22 season. We will continue to follow guidance from the NCAA and Northern Athletics Collegiate Conference, as well as all DuPage County guidelines regarding COVID mitigation and response. While COVID vaccination is not required, it is strongly encouraged. Fully vaccinated student-athletes will not need to wear masks in any athletic setting, will not be required to participate in COVID surveillance testing, and will not have to quarantine after exposure to a positive COVID case. Non-vaccinated student-athletes will be required to mask in indoor athletic activity, will be required to participate in COVID surveillance testing, will be subject to a 14 day quarantine after exposure to a positive COVID case, and will be subject to athletic travel restrictions.

If guidance from the NCAA, NACC, or DuPage county necessitates a change in protocol, those changes will be communicated as necessary.

The Lisle fitness center remains open with a return to regular hours. Staff will be cleaning equipment regularly. Patrons are encouraged to wipe down their equipment after use. Masks are required at all times while in the fitness center.

Mesa students will continue to have access through their Planet Fitness Membership as permitted by state and local guidance and guidelines. Students can call the University mainline to obtain their free membership.



## **University Housing and Residence Life**

Residence hall protocols will abide to COVID-19 safety practices. There will be no restrictions on the use of residence hall space, and on-campus guests will be limited to one per resident. Residents who decide not to vaccinate will be required to test weekly. Failure to do so will cancel their housing.

If a member of the campus community is instructed to isolate or quarantine due to a COVID-19 diagnosis, symptoms or exposure, they will be asked to do so at home for the designated timeframe. Campus community members cannot return to campus until cleared by the University.

University Housing protocol is subject to change per local guidance.



## Dining Plan

The needs of campus eateries are unique and dining department staff have developed a specific plan for each eatery to promote a healthy campus. Please visit the [BenUeats website](#) for more information regarding our Lisle dining options.

### Associate & Guest Safety

#### Associates

- Daily wellness checks are required for all associates.
- Personal protective equipment (PPE): face masks and gloves worn at all times; plexi health shield barriers at all registers and points of service.
- Regular trainings on COVID-19 protocols and safety procedures.

#### Cleaning & Sanitizing

- Associates wash hands and change gloves every 30 minutes or less.
- Associates continuously cleaning tables, chairs and all high-touch surfaces with sanitizer.
- Sanitizer stations are available for guests to use at the entrances and exits and in the production areas for associates.
- Upon closing for the day, the team will disinfect the entire facility utilizing Diversey disinfectant.
- Back-of-house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch areas.

#### Order Ahead

- Utilize Transact mobile ordering to pre-order food from #Coffee and The Pub.

## Location-Specific Plans

### Benny's

Experience	Change	Modification
Dining Room	No restrictions	
Food Stations	No self-serve	Associates serve, pre-packaged
Beverage	No restrictions	
Dishware	Support take-away service	All china
Silverware	Used but protected	Handed out by associate, no self-serve

### #COFFEE

Experience	Modification
Seating Area	No restrictions
Menus	Possible limited menus
Grab & Go Food	Individually wrapped, associate-served
Desserts	Individually wrapped, associate-served

## **Supply Risk Management: Monitoring the Supply Chain**

BenUeats closely monitors the supply chain for potential disruptions due to COVID-19. Our supply chain management team is maintaining daily contact with all suppliers to monitor daily inventory at distributors, track manufacturing progress of key items and assist with development of mitigation plans if necessary. A supply chain task force has been developed that includes sourcing, category management, quality assurance and distribution representatives.

Additionally, supplier and delivery protocols have been developed to ensure product arrives to each unit safely. We have established COVID-19 specific distributor and manufacturer policies that ensure pandemic preparedness in our supply chain and distribution systems.

# Academic Plan

Our goal is to deliver a safe, comfortable and engaging environment for both faculty and students; the best way to do that is to present options in course modalities, and to encourage clear communication between students and faculty and staff, should there be changes in the coming months.

While most classes began the spring term virtually, many more classes will be beginning the Fall 2021 term on campus.

The class schedule allows students (and faculty) options (online, in-person, or combination) for the courses they need to take to graduate on time. The available modalities are:

1. **BenUFlex:** These courses plan to be in-person or a mix of in-person/synchronous online. Courses would be subject to change modalities dependent on health conditions\*. The following are options under BenUFlex:
  - a. A non-experiential course (in person) that's taught regularly in-person and will make learning opportunities available for students who are ill or have medical reasons not to attend the live class. It is not expected that all class sessions are conducted "live" in multiple modalities. Instructors can design learning experiences that provide access to the content in the most appropriate format for those unable to attend. This can include live-streaming the class, recorded lectures, chat sessions, or other modes of instruction.
  - b. A course may meet in-person on X day(s) and virtual on Y day(s).
  - c. Classes meet in-person at a minimum of 25% of the time in order to be considered BenUFlex. BenUFlex courses are not designed to be a fully online option.
2. **In-person:** These courses are experiential courses; each of these requires meeting in-person to meet the course learning objectives.
3. **Online synchronous:** These courses are delivered through virtual sessions that have set meeting times and days for students to participate via live-stream virtually.
4. **Online asynchronous:** These courses are delivered online with virtual sessions posted online to allow students more flexibility on when to view class sessions. Students are expected to participate and engage in the courses through the length of the term. Often these are cross-campus offerings.

Please note that for in-person classes and class sessions, masks are **mandatory** as the semester begins. Masks must cover the nose and mouth, and should be of a material (or layers of material) sufficient to help prevent the spread of COVID-19. An instructor may ask any student who is not wearing a mask appropriately to leave the classroom, or to sit far away from other students. Repeated noncompliance with mask wearing (or any other mitigation measures adopted by the campus as a whole) may result in a student being administratively dropped from a course.

## Course Scheduling and MyBenU

Within MyBenU, the course format will be listed under “Class Details > Instruction Mode” when you click on each course. Any additional information about how your instructor intends to utilize the BenUFlex model (examples above) and whether an online course will be synchronous or asynchronous can be found under “Enrollment Information > Class Note.” Click here to view the [Class Search User Guide](#).

Your class schedule also provides other important information. Classes with designed times, days, and rooms will meet in person, while classes with times and days and a D2L location will meet synchronously online. A class with no time and a D2L site only is asynchronous online and has no regularly scheduled meeting times. It is advised that you check the D2L site for all of your classes before the first day of class, as your instructor will likely post information and expectations about where and how to attend.

Should you wish to change your schedule, you will be able to search for classes by these modalities through multiple ways in MyBenU. *However, please note that **incoming students (freshman and transfer)** will need to speak to their academic advisor about changes and should not make these changes on their own).*

Experiential learning is an important component of the BenU academic program, and we want to ensure we can deliver these experiences in a safe fashion that allows students to achieve intended outcomes. At this time, we are expecting to offer music lessons, labs, practicums, pre-clinicals, internships, and other experiences. Some of these programs are dependent upon partner organizations and we are in conversation with external providers and our academic departments to offer these experiences.

Minor changes may still be occurring in the course schedule, which will be reflected on the MyBenU site. This is not unlike a normal semester where classrooms may change up until the first week of classes. Student schedules will also be emailed one week before the semester starts and the day before the start of the semester.



# Return to Work Guide: Faculty and Staff

## University Designated COVID-19 Point of Contact Team:

Please submit any questions or concerns to the COVID Response & Resource Center at [COVIDResponse@ben.edu](mailto:COVIDResponse@ben.edu).

Following current Center for Disease Control (CDC), federal, state and local guidelines, Benedictine University welcomes our students, faculty and staff to our physical campuses.

The mix of returning students, faculty and staff will vary, and a segment of the community will continue to work and learn remotely. Our management of critically vital safety protocols and processes is without precedent; and, our COVID-19 team remains vigilant in this plan's oversight while collaborating with local experts and governments.



## **Faculty and Staff Workspaces**

### **Private Offices, Workstations and Shared Workspaces**

Faculty and staff are asked to continue to maintain a safe and clean environment in their respective work areas

### **Meetings and Conference Rooms**

Faculty and staff will meet either in-person or using virtual meetings utilizing Microsoft Teams or Zoom, whichever is suitable. Please ensure if in-person meetings are taking place that masks are worn and the space is larger enough to accommodate appropriate spacing between individuals. In-person meetings should occur when the local conditions allow.

NOTE: If a dial-in option is needed for a MS Teams meeting or you need assistance with Teams or Zoom, please consult with Information Technology.

## Gatherings

- Community gatherings will be allowed in indoor settings with masks required for all. Outdoor gatherings are another option where masks are not required.

## Travel and Transit

- All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.
- Students, faculty and staff who traditionally have accessed mass transit should consider using other transportation options when possible (e.g., walking, biking, driving or riding by car alone or with household members only).

## Personal Hygiene

Good personal hygiene and infection control practices are encouraged when faculty and staff are in the workplace, including:

- Covering coughs and sneezes.
- Turning away from others when coughing or sneezing.
- Utilizing hand sanitizers, available in multiple locations on campus.
- Frequent and thorough hand washing throughout the day. At a minimum, wash hands as you arrive on campus, before you leave campus, before you eat and after any coughs or sneezes.

## Workplace Etiquette

Good workplace etiquette is strongly encouraged.



### Increased Cleaning Services

The frequency of cleaning and disinfecting the workplace has increased across campus, including:

- High touch areas
- Hallways and common areas
- Kitchen areas
- Vending machines
- Bathrooms
- Conference and meeting rooms

**NOTE:** Although cleaning has increased, faculty and staff are still encouraged to frequently wash hands using soap and water or when hand sanitizer is unavailable.



## Ongoing Support

In addition to the recommendations outlined in this guide, students, faculty and staff will receive ongoing communication and training, especially during onboarding of new staff or orientation for visitors to the space.

## Mental Health

Benedictine University is committed to supporting the mental and emotional health of our employees by sharing support resources and policies. This includes reexamining what mental health-related benefits are offered and effectively communicating the existence of those benefits to all employees. We continue to stress the discrete nature of many of these benefits to help combat the lack of participation due to anxiety of retaliation or being exposed.

Benedictine University offers employees free, confidential Employee Assistance Program (EAP) support available 24/7 through ComPsych Guidance Resources. If you need to talk to a counselor: Phone: 877-595-5284TDD: 800.697.0353Online: <http://guidanceresources.com>App: Guidance Resources® Now Web ID: EAP Complete

## Employee Handbook Updates

Review of sick leave policies will take place to ensure compliance with any new state law mandates resulting from the pandemic.

## ADA Accommodations

Employees with disabilities returning to work may be at greater risk for serious illness from COVID-19 because of their underlying health conditions and may need reasonable accommodations. Work-from-home options could be considered accommodations, as well as reduced contact in the workplace and modified work schedules to reduce exposure.

## If you are sick, what should you do?

### Health Response: Recognize Signs and Symptoms

- Faculty and staff are asked to conduct daily self-checks (e.g., temperature screening and/or symptom checking).
- Sick faculty or staff should not return to campus or end isolation until they have met CDC criteria to discontinue home isolation.
- Faculty and staff who are sick need to report the illness using this [online](#) form.
- Faculty and staff who are sick with COVID-19 symptoms (such as fever, cough or shortness of breath), will be asked to immediately go home and follow CDC guidance for caring for oneself and others who are sick.

## **Staying Home and Self-Isolating**

- Faculty and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19 or have been potentially exposed to someone with COVID-19 (either through community-related exposure or travel) are to follow CDC guidance to self-isolate or stay home.
- Faculty and staff are required to stay home when they have tested positive for or are showing symptoms of COVID-19 and are required to stay home for 10 calendar days after the onset of symptoms.
- Faculty and staff who are sick or have recently had close contact with a person with COVID-19 are asked to stay home and engage in virtual learning or telework options, if feasible.

## **Absences**

Plans are in place for potential absences related to COVID-19. Employees may need time off for their own illnesses or their family members' illnesses. Family and Medical Leave Act (FMLA) leave may be available for employee and family member illnesses that are also serious health conditions under that law.

## Confidentiality

Any medical information collected as the result of COVID-19 workplace medical examinations and inquiries must be kept confidential as required by the Americans with Disabilities Act (ADA). The ADA requires covered employers to keep medical information in confidential medical files that are separate from regular employee personnel files.

Benedictine University will follow the guidance of the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), the Arizona Department of Health, the DuPage County Health Department, the Maricopa County Health Department and will also follow the State of Illinois ReStore Illinois Guidelines as well as those from the State of Arizona.

Of critical importance to every one of these steps is your ability to be flexible and adaptive. The nature of the epidemic has changed drastically over the last few months. It will continue to change as we are met with new challenges, but also new solutions, and a better understanding of the disease. We will build the ability to change into our procedures and have a structured and measured way to incorporate changes as they arise.

## Campus Reported Illness Response Procedure

COVID-19 illness response will be managed by University Police and Student Health Services in close coordination with the DuPage County Health Department or Maricopa County Health Department.

The University COVID-19 Recovery Team includes representatives from Academic Affairs, Facilities, BenUEats, Student Affairs, Student Health Services, Housing, Athletics, Human Resources and University Police. Once an issue is identified, a representative from that team will fill in Facilities and Dining Services on any pertinent details. The University COVID-19 Recovery Team will work with any students who test positive to address any quarantine and/or isolation needs.

In accordance with applicable federal, state and local laws and regulations, Benedictine University will notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) external icon, FERPA and/or other applicable laws and regulations.

### Quick Reference Response to COVID-19 for Students

1. Students, both resident and commuter, are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in face-to-face classes, on-campus activities, or University events.
2. All students who meet the following criteria should immediately complete a [Student Absence Reporting form](#). Additionally, these students are expected to isolate or

quarantine immediately at home or in their room until they are contacted by a representative from Student Health Services for further direction.

- a. Resident and commuter students who test positive for COVID-19 either through campus testing or testing with an off-campus health care provider.
  - b. Resident and commuter students who have contact with an individual who has tested positive for COVID-19.
  - c. Resident and commuter students who are experiencing COVID-19 or other flu-like symptoms.
3. Student Health Services or a member of the University COVID-19 Recovery Team will review the Student Absence Reporting form and contact the student via phone and email to determine next steps and a treatment protocol. Student Health Services will notify the University COVID-19 Recovery Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health to seek further assistance as needed.
  4. The University COVID-19 Recovery team will work with Student Health Services to initiate contact tracing and appropriate notifications to faculty or staff who interact with students who have tested positive or been exposed to COVID-19. Isolation and quarantine procedures will be explained to the affected student by Student Health Services or the University COVID-19 Recovery team in conjunction with the DCHD/ Maricopa County Department of Public Health.
  5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.

### **Quick Reference Response to COVID-19 for Faculty and Staff**

1. Faculty and staff are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in on-campus activities or University events.
2. If an employee is experiencing COVID-19 or other flu-like symptoms, they are expected to quarantine or isolate at home and immediately complete the [Employee Symptom Reporting Form](#).
3. Human Resources will review the Employee Absence Reporting form and contact the employee virtually to determine next steps and a treatment protocol. Human Resources will also notify the University COVID-19 Recovery Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health, who will assist the employee with treatment options and advice.

4. If Human Resources learns that an employee has tested positive for COVID-19 or has been exposed to the virus, contact tracing will be initiated by DuPage County Health Department or Maricopa County Department of Public Health and follow up conducted through the University COVID-19 Recovery Team, who will begin working with any other affected students, faculty or staff.
5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.



# **COVID-19 Response & Resource Center**

Benedictine has established the COVID Response & Resource Center to mitigate the spread of COVID-19 on the Benedictine University campus via testing, contact tracing, information distribution, and vaccination. Located in the Krasa Student Center, the COVID Response & Resource Center will follow and adapt to the changing local and national best practices. In working to ensure the safety of our community, the COVID Response and Resource Center is charged with formulating and enforcing COVID policies moving forward.

Director: Nate VanRaden MS, ATC, PES, Assistant Director of Athletics – Sports Medicine & Performance

Assistant Director: Michi Dubes – Emergency Preparedness Coordinator/Safety Specialist

Academic Liaison: Dr. Cheryl Heinz – Associate Provost for Academic Affairs

## Questions, Comments, or Concerns?

If you have any questions, comments or concerns related to this guide, please contact the Benedictine University COVID-19 Task Force by emailing [COVIDResponse@ben.edu](mailto:COVIDResponse@ben.edu).

The COVID Response & Resource Center is located in Krasa 115A.

Phone: 630-829-6039

**BenU COVID-19 Website:** [ben.edu/coronavirus](https://ben.edu/coronavirus)

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