



FALL 2020

# Planning A Safe Return to Campus

UPDATED: AUGUST 13, 2020



**UNITED**  
BENEDICTINE UNIVERSITY

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# Return to Campus

Following current (as of August 13, 2020) 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.

This migration of a largely remote work-and-study community to our campuses will look very different this fall semester. 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 vital safety protocols and processes is without precedent; and, our COVID-19 Task Force teams remain vigilant in this plan's oversight while collaborating with local experts and governments.

## HEALTHY HALLMARKS



We pledge to do our part to "Protect Our Flock" and to stop the spread of COVID-19. As we move forward together during these uncertain times, **we continue to stand by these Healthy Hallmarks in everything we do.**

### COMMUNITY

**We want our community to safely engage in a transformative BenU experience and thrive together in a safe place.** For this University to remain open, we must protect each other by following COVID-19 protocols.

### HUMILITY

**Even the healthiest among us must take precautions in order to protect others.** We recognize that no one is invincible to this disease and that people can spread COVID-19 before they are symptomatic.

### STABILITY

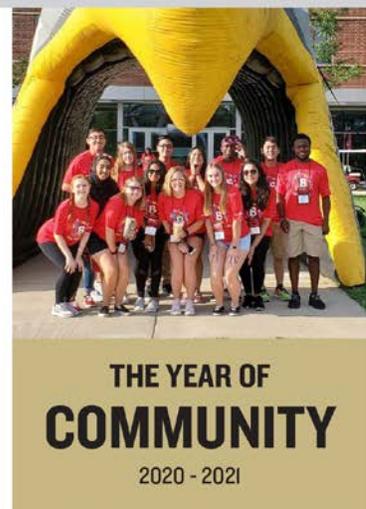
**We must work together to keep our way of life as stable as possible during this pandemic.** As we each do our part to stop the spread of COVID-19, we will grow, learn, work and thrive together in a stable environment.

### DISCIPLINE

**We commit to hold each other accountable to the ideals set forth in this pledge.** While following health department guidelines will not always be easy, we are not afraid to sacrifice short-time benefits for long-term goals.

### HOSPITALITY

**We pledge to let our Benedictine hospitality shine through.** While we cannot shake hands or embrace one another, we can still welcome the stranger, reach out to someone new, and greet each other with a smile — even while wearing a mask.



## Preparing for a New 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 is making space and service updates to maintain good hygiene and six-foot physical distancing best practices in seven primary ways:



### Social Distancing: A "Six-Foot Campus"

By modifying shared spaces with staggered seating and buffer zones, students, faculty and staff can continue to operate at the University while still maintaining a six-foot physical distance to support a healthy campus.



### 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

New cleaning standards and capacity protocols will 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 72 hours after symptoms abate.

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).

## 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.

Much is still being learned about COVID-19. Accordingly, this guide may be subject to change as new information comes to light and updated guidance is received. This 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 Governor's Executive Orders on a weekly basis or whenever notified of the availability of new guidance.

## Experiencing a “Six-Foot Campus”

**Social Distancing** is the cornerstone for a safe campus experience. The University has reimagined the place we learn, teach, work and live by creating a “Six-Foot Campus” culture. A six-foot physical separation is critical to minimizing transmission of COVID-19 and other contagious diseases among students, faculty, staff and visitors.

Solutions will differ from building to building and room to room as we support our **BenUFlex** learning model.

### Accomplishing six feet of separation

Social distancing in shared spaces, classrooms, laboratories, offices, study lounges, dining spaces and more can be especially challenging and requires cooperation of all students, faculty and staff.

The goal is to maintain at least six feet of physical separation at all times, which will be accomplished by reorganizing shared spaces, modifying teaching practices, working differently and eliminating unnecessary foot traffic.

### When six-foot physical distancing is difficult or not possible

There will be instances where it is impossible to achieve a full six feet of physical separation. This is especially true in spaces like elevators, science labs, hallways and stairways. Where feasible, modifications have been made to provide distancing solutions like one-way stairwell travel. In other instances, all students, faculty and staff must do the best they can to use common sense and minimize contact. A mask or face covering must be worn to protect the community.

**IMPORTANT:** Public safety codes, building codes, applicable laws, security requirements or individual medical conditions cannot be and will not be compromised to achieve social distancing or the requirements to wear a mask or face covering.

## Modifying the Campus

To accomplish a “Six-Foot Campus,” the occupancy capacity of classrooms, study spaces, lounges, eateries, offices and shared workstations will require a much lower, modified “COVID-19 Occupancy” rate to maintain social distancing.

Reducing population density on campus can minimize potential exposure should someone on campus become ill.

Academic Affairs, in combination with Facilities, has worked to identify and reduce capacities of shared spaces.

In coordination with Human Resources, each department will determine which of its personnel can continue working remotely while still performing their jobs. Faculty and staff can obtain more information on remote working policies and procedures by contacting Human Resources.

Faculty and staff should reduce meetings, conferences and social gatherings to minimize face-to-face contact.

Student groups will also need to reduce on-campus meetings and social gatherings to minimize face-to-face contact. Lisle students can reach out to Student Affairs (Marco Masini, Dean of Students, 630-829-6006) for more information. Mesa students can reach out to Rob Curtis, Campus Minister, or Shay Masterson, Career Development Coordinator.

## **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. It may be necessary to remove shared devices, like phones, remote controls, dry erase markers and other objects from shared areas to maintain a healthy campus.

**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. These signs will serve to inform and remind students, faculty, staff and campus visitors of recommended measures to help maintain our "Six-Foot Campus." Compliance with posted signs and notices is required.

**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.

## 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

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.

## Distribution of Masks and Face Coverings

The University will issue one (1) cloth mask to each student, faculty and staff member. If the mask is lost or forgotten, a disposable mask will be available for purchase.

- **Faculty and staff** may obtain a temporary disposable mask by contacting their department administrative support.

- **Students** may obtain a temporary disposable mask by contacting Student Affairs, Health Services or Campus Public Safety. Disposable masks will be required in some identified teaching spaces (such as science labs) and will be provided to students by the University.
- **Visitors** will be able to obtain disposable masks by visiting Campus Public Safety.

## 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
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

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

1. Students, both resident or commuter, 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 the student is experiencing COVID-19 or other flu-like symptoms or tests positive for COVID-19, they are expected to quarantine or isolate at home or in their room and immediately complete the [Student Symptom Reporting form](#).
3. Student Health Services will review the Student Absence Reporting form and contact the student virtually to determine next steps and a treatment protocol. If needed, Student Health Services will notify the University COVID-19 Tracking Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health to seek further assistance.
4. If Student Health Services learns that a student has tested positive for COVID-19 or has been exposed to the virus, the University has isolation and quarantine procedures in place. Isolation and quarantine procedures will be explained to the affected student by Student Health Services or DCHD/ Maricopa County Department of Public Health. Contact tracing will be initiated by DuPage County Health Department or Maricopa County Department of Public Health and follow up conducted through Student Health Services and the University COVID-19 Tracking 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.

### **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 Tracking 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 Tracking 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.

## 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 2020-2021 academic year.

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

- When and how faculty and staff can return to campus.
- 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:

- Shared responsibilities to make the “Six-Foot Campus” work for all students, faculty, staff and campus visitors.
- Being diligent about hand washing, use of masks and face coverings.
- Daily check-in with self-monitoring wellness before coming to campus.
- 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 and Campus Safety to plan safe building egress. For more information, call (630) 829-6122.

## Preparing the Campus

While the physical campus layout, policies and safety protocols are critical pieces of this safety plan, the emotional and psychological preparedness of our students, faculty and staff is equally important. The BenU campuses will likely look and feel very different this fall. Ensuring students, faculty and staff understand what the new campus experience might look or feel like is important. We hope students, faculty and staff will take some comfort in knowing these changes are designed to keep us all as safe as possible, while still providing an in-person, on-campus BenU experience.

To help students, faculty and staff adjust to the new reality of a “Six-Foot Campus,” campus leaders at all levels will:

- Take time to **engage with students, faculty and staff** to understand their attitudes and perspectives. This informs the creation of strategies that enable their success.
- **Provide timely and useful communication** about events and happenings.
- **Give virtual work support** to help students, faculty and staff continue their transition to virtual collaboration tools, whether working on campus or virtually.
- Offer **proactive training** to help students, faculty and staff learn new patterns of behavior and understand the “new normal” for our campuses.
- **Provide students, faculty and staff with reinforced messaging** after returning to campus; focused signage and communication will help community members acknowledge and retain important messages and information to help keep our campus healthy.
- Be prepared for a case on campus and a secondary surge of COVID-19. A second wave (most likely in the fall) could cause not only increased employee absences related to COVID-19 but also state-mandated workplace closures or restrictions.

## 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:** 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 is implementing a variety of pre-return checks, tasks and assignments. As part of the return to campus plan, a reopening strategy has been 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

Although none of our buildings have been shut down completely during the COVID-19 pandemic, many areas have been unoccupied for an extended period of time. Accordingly, Facilities staff will review 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 is also reviewing 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.
- Floor markings have been installed for safe distancing for any queues or waiting areas.
- Increased cleaning of entrance doors and entrance floor mats.

### **Reception and Transaction Spaces**

- Reception or transaction-focused staff have been trained on safe interactions with students and campus visitors.
- Screens (acrylic) for all reception and transaction areas have been placed.
- Reception furniture has been removed or rearranged to accommodate six-foot physical distancing.
- Disposable masks will be available for campus visitors.



## **Campus Public Restrooms**

Some adjustments have been made to campus restrooms to accommodate six-foot physical distancing, facilitating a healthy campus:

- 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**

Stairs, elevators and hallways represent a particular challenge for a six-foot campus. 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.

### **Stairwells**

- When possible, use the stairs. Be sure to always hold the handrailing and utilize a campus hand sanitizer station before and after traveling up or down a staircase.
- Signage has been posted to stairwells, temporarily identifying and designating as all UP or all DOWN.

**IMPORTANT:** These guidelines are not applicable in an emergency.

### **Elevators**

- Campus elevators will temporarily have reduced passenger limits with a posted “COVID Occupancy Maximum” sign.
- Instructional signage displaying healthy elevator use protocols (including use of masks or face coverings and safe distances in the elevator cars) has been installed.
- Signage has been installed to support social distancing queue management for waiting passengers.
- When possible, use your elbow to press the buttons within a campus elevator.
- Elevator signage will indicate consideration for “Preferred Riders.” Please give preference to students, faculty, staff or campus visitors who are differently abled and require additional assistance.

### **Corridors and Hallways**

- Maintaining six-foot physical social distancing is generally not possible in corridors and hallways. Masks or face coverings must be worn when traveling in a corridor or hallway on campus.



### **Student Lounges and Common Areas**

Adjustments have been made to student lounges and common areas to provide for six-foot social distancing, assisting with a healthy campus.

Here are some improvement highlights:

- Mounted hand sanitizers have been installed throughout campus, including in and around student lounges.
- Some furniture has been removed or redistributed to provide for six-foot physical distancing.
- Signage has been installed to explain new guidelines for common areas, lounges and amenities.



## Active Classrooms

Classrooms on campus have been rearranged to accommodate six-foot physical distancing, assisting with a healthy campus:

- Some seating and tables have been removed and redistributed in classrooms to facilitate six-foot physical distancing.

**IMPORTANT:** The moving of classroom tables and chairs by students and faculty is temporarily not allowed to ensure a six-foot campus. Additionally, in-class group working sessions have also been temporarily discontinued and will be allowed virtually.

- Masks or face coverings must be worn in all classrooms.
- For fixed seating classrooms, seats not able to ensure six-foot physical distancing have been taken offline and labeled.
- Hand sanitizer stations have been installed inside each classroom.
- A disinfecting wipe dispenser or spray bottle with paper towels will be available at the front of each classroom.
- Cleaning frequency has been increased, along with additional attention taken to wipe down surfaces, lecterns and chair arms at the start and end of every class.
- Whiteboard erasers and markers have been removed from all classrooms. Faculty will be provided with individually issued whiteboard markers and erasers.



## Laboratories

The needs of every laboratory space are unique and department staff has developed a specific plan for each lab to accomplish six-foot physical distancing and 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.
- Where possible, lab equipment has been reorganized to encourage six-foot physical distancing.
- The College of Science will provide students with additional guidance, specific to science labs.



## Music and Arts

The needs of every music and art space are unique and department staff have developed a specific plan to accomplish six-foot physical distancing and promote a healthy campus. The College of Liberal Arts will provide students with additional guidance, specific to music and art labs and studios. **More information is forthcoming, this section will be updated.**



## Athletics and Fitness Center Facilities

After intensive research, debate and collaboration between all member colleges, the Northern Athletic Collegiate Conference (NACC) and the California Pacific Conference (Cal Pac), the member conferences for both Lisle and Mesa, decided to move all conference competition from the first semester to the second semester (after January 1). Benedictine University (Lisle and Mesa) is committed to getting you back to campus. In light of the disruption caused by the pandemic, the NCAA will provide additional dates for practices and team contact. BenU teams will participate in as many athletic opportunities as possible. Coach-to-athlete contact in regards to practice and training will begin once the fall academic term begins.

More information regarding the protocols and safety guidelines will be available in the coming weeks.

## Academic Plan: The BenUFlex Model

**IMPORTANT UPDATE:** During the Fall 2020 Semester, classes will operate in a fully virtual format, with some exceptions for labs and other experiential learning coursework, as announced by University leadership on August 13, 2020. Our plans to reopen campus will continue, offering students opportunities for small group learning, individual study, tutoring and access to other campus resources.

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 and ensure a high level of flexibility to accommodate individual needs or challenges among students and faculty.

The BenUFlex model is our hybrid format of delivering coursework (also known as “Hyflex” or “blended”). This is a blend of instruction options (modalities), which includes in-person instruction supplemented by virtual learning. It is built for flexibility and should provide us all with choices when looking toward the fall semester.

The BenUFlex model allows students (and faculty) options (online, in-person or combination) for the courses they need to take to graduate on time. BenUFlex courses may take on a variety of forms based on your course or instructor. Here are a few example scenarios for how a class might be structured:

- Class meets on campus at the noted days and times, but sessions are recorded or live-streamed so students who need to stay at home may do so without missing any coursework.
- Class meets one day a week in person and one day a week online. In-person sessions may also be recorded or live-streamed for students who cannot attend any in person session.
- Half the class attends in-person and the other half of the class participates remotely via live-streaming. Students rotate who is coming to campus each class period so everyone has equal opportunity to receive in-person instruction if desired.

## BenUFlex Key Terms

**IMPORTANT UPDATE:** During the Fall 2020 Semester, classes will operate in a fully virtual format, with some exceptions for labs and other experiential learning coursework, as announced by University leadership on August 13, 2020. Please reference the “Online Only” option listed below for further explanation of virtual classes.

As you build or adjust your class schedule in MyBenU, here are **key BenUFlex** terms to know:

- **In-Person:** This course will function in a traditional format, offered on campus at the scheduled time listed in MyBenU with no virtual component. These types of courses might include pre-clinicals, practicums, music lessons, labs, etc. Sessions will not be live-streamed or recorded for viewing. Only a few courses will be strictly in-person.
- **Online Only (noted in MyBenU as “World Wide Web – Online”):** This course will not have an in-person component and will only be offered online. The professor will choose whether the course will be synchronous or asynchronous (see below).
- **Synchronous:** These (online or in-person) courses’ virtual sessions will have a set meeting time for students to participate via live-stream virtually.
- **Asynchronous:** These (online or in-person) courses’ virtual sessions will be posted online to allow students more flexibility on when to view class sessions virtually, while still meeting assignment and assessment deadlines outlined in the course syllabus.
- **BenUFlex:** This is a hybrid blend of in-person instruction, supplemented by virtual learning. These can also be a blend of synchronous and asynchronous.

*Please note that these modalities are still being finalized.*

## Course Scheduling and MyBenU

**IMPORTANT UPDATE:** The Fall 2020 Semester will operate in fully virtual classrooms, with some exceptions for labs and other experiential learning coursework, as announced by University leadership on August 13, 2020. Courses will be updated within MyBenU in accordance with this announcement.

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](#).

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 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.

Changes are still being made to the course schedule, which will be reflected on the MyBenU site. As modifications are made, updates will be sent to you from the Registrar's Office noting those changes. This is not unlike a normal semester where classroom numbers may change up until the first week of classes. **We are committed to communicating these changes to you in a swift and effective manner.**

## **Important Dates You Should Know**

- **July 13:** Email from the Registrar's Office inviting you to review your class schedule and make any changes as you set your Fall 2020 schedule. (Please remember, as we continue to create safe learning environments, not all class assignments have been finalized.)
- **July 20:** Email from the Provost and Chief Academic Officer with updates on our progress, along with more information about Academic Resources, the Library and plans for **experiential learning** (pre-clinicals, practicums, music lessons, labs, etc.).
- **August 1:** Email from the Registrar's Office with updates to your schedule.
- **August 24:** Email from the Registrar's Office with any schedule updates.
- **August 30:** Final email with your schedule for the Fall term.
- **August 31:** First Day of Classes

Please also remember that we **will shift to a virtual campus following Thanksgiving Break**, with all classes having two weeks of online instruction followed by a virtual final exam period.

## Academic Resources

**IMPORTANT UPDATE:** During the Fall 2020 Semester, classes will operate in a fully virtual format, with some exceptions for labs and other experiential learning coursework, as announced by University leadership on August 13, 2020. Campus will be open, and in-person academic resources will be available.

**Online tutoring and other virtual academic support services** are available through the Academic and Career Enrichment (ACE) Center. Please visit the ACE Center [website](#) for the contact information for our learning specialists in the areas of writing, math and science and the online tutoring schedule. Peer tutoring generally begins during the third week of the semester.

**The library** will be open and able to assist students. The vast majority of the library's resources can be accessed virtually through the library website. If physical items are needed, library staff will retrieve them during the library's open hours. To help maintain social distancing practices, all research questions will be handled through email and chat. Additionally, the librarians can assist students through research consultations and instruction sessions via Zoom.

Inside the library students will see some changes, such as single seating at tables, no group study spaces and socially distanced access to computers. While the library's virtual hours will be similar to past semesters, in-person hours will be shortened to help keep students, faculty and staff safe. Please check the [Library website](#) for up-to-date hours.

## Who to Contact

If you have questions or **need assistance with reviewing your class schedule or making changes**:

- Please consult your advisor in preparing your schedule to ensure you are registered for the classes you need, in the format that you need. Lisle students, you may also reach out to the **Advising Center**: [advisingcenter@ben.edu](mailto:advisingcenter@ben.edu) or by calling 630-829-1120.
- **The Registrar's Office** can help you with the process of class registration or changing schedules. Lisle students, please email [registrars@ben.edu](mailto:registrars@ben.edu) or call 630-829-6349. Mesa students, please email [mesaregistrar@ben.edu](mailto:mesaregistrar@ben.edu) or call 602-888-5502.
- **Academic Support: Students with a diagnosed disability** who are seeking to apply for new accommodations or have questions related to existing approved accommodations by Benedictine University and would like to schedule a virtual appointment with an accommodations specialist should contact the **ACE Center** by emailing [ace@ben.edu](mailto:ace@ben.edu) or call 630-829-6041. Additional resources regarding accommodations can be found on our [website here](#).



## Dining Plan

The needs of campus eateries are unique and dining department staff have developed a specific plan for each eatery to accomplish six-foot physical distancing and 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.
- Restrooms will be sanitized every 30 minutes.

#### Social Distancing

- One-way traffic management to help guests navigate dining and seating areas.
- Maintain six-foot distance from all others.
- New capacity thresholds for each dining location.
- Floor decals and signs for guests to follow proper distancing and flow of service.
- Do not re-arrange seating or pull seating together.

#### Guest Safety

- Face masks are required.
- Sanitize hands upon entering facilities.
- Utilize hand sanitizer stations throughout dining locations.

## Order Ahead

- Utilize Boost mobile ordering to pre-order food from #Coffee and Coal Ben Pub.

## Location-Specific Plans

### Benny's

Experience	Change	Modification
Dining Room	Open with restrictions	Tables arranged for social distancing
Food Stations	No self-serve	Associates serve, pre-packaged
Beverage	Limited fountain/bottles	Bottled/disposable cup
Dishware	Support take-away service	To-go packaging
Silverware	Used but protected	Handed out by associate, no self-serve

### #COFFEE & Coal Ben Pub

Experience	Modification
Seating Area	Tables arranged for social distancing; entrance/exit separated
Menus	Possible limited menus
Grab & Go Food	Individually wrapped, associate-served
Desserts	Individually wrapped, associate-served
Beverages	Bottles/cans encouraged; limited fountain beverage or associate-served
Coffee	Associate-served only
Coffee Condiments	Individual servings, associate-served
Plasticware	Pre-packaged/pre-wrapped disposables, associate-dispensed

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

BenUeats is closely monitoring 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.

## **University Housing Plan (Lisle)**

University Housing has established a plan and safety protocols to **Protect our Flock** in the nest! The health and well-being of our students and staff is our top priority and will require steadfast vigilance of the protocols in place to mitigate the spread of COVID-19 and protect our residents and staff.

Our residents represent a unique community from across the country who will share experiences, memories and spaces. We must all commit to our Healthy Hallmarks Pledge and strictly follow residential rules if we want to maintain a physical connection to campus life.

This plan has been developed based on professional guidance from members of the University Student Health Services (SHS), University Police (PD) and Facilities Management (FM), in addition to recommendations from the Center for Disease Control (CDC), American College Health Association (ACHA) and Illinois Board of Higher Education (IBHE).

### **Housing Capacity: Lisle**

Overall, we have **reduced occupancy in our residence halls (Jaeger/Ondrak) by 25 percent** to accommodate safe distancing amid the pandemic. This decision comes from guidance from the DuPage County Health Department (DCHD) and Illinois Department of Public Health (IDPH).

**Double occupancy is standard, and single occupancy is an option.** The University understands some resident students may prefer a single room accommodation option. By reducing occupancy, we are able to have more singles than in a typical year. **Students can email [housing@ben.edu](mailto:housing@ben.edu) to request a single or double.**

Founders' Woods apartments have single bedrooms and shared bathrooms.

### **Isolation and Quarantine Procedures**

**Self-Quarantine** is used to separate and restrict the movement of **well** persons who may have been exposed to a communicable disease to see if they become ill. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. Quarantine can also help limit the spread of communicable disease.

**Self-Isolation** is used to separate **ill** persons who have a communicable disease from those who are healthy. Isolation restricts the movement of ill persons to help stop the spread of certain diseases.

## Isolation/Quarantine Spaces and Considerations

BenU has designated spaces on and off campus for isolation and quarantining, and a protocol has been developed and made available to all individuals involved in the management of isolation spaces and its procedures.

**Ideally the ill/exposed student should return home for quarantine or isolation, but we realize that may not be possible.**

A portion of housing will remain available and clean for use as a quarantine and isolation space in the case of illness.

- The isolation and quarantine rooms are physically separated from other residential student rooms.
- The rooms will have private bathroom facilities and be stocked with sanitizing wipes, tissues, soap, hand sanitizer and toiletries.
- Spaces will be labeled with appropriate signage to restrict access but will not state the reason for the restricted access, as courtesy to those individuals, and due to HIPAA violations.
- A team of designated staff will be appropriately trained and on-call to assist students with their personal needs (medication pickup, delivery of hygiene supplies, etc.).
- Student Health Services staff should remotely monitor students on a daily basis (temperature checks and symptom screening) and transfer to an on- or off-campus site for a clinical evaluation if symptoms advance or the patient requests.
- Food delivery will be arranged.
- Counseling Services and/or Campus Ministry will be available remotely to students in isolation or quarantine as needed.
- To the degree possible, students should continue academic activities remotely or be provided with note takers.
- Transportation will be made available to and from the location if medical care is needed.
- Custodial and maintenance staff are provided with and required to wear appropriate PPE ([as per CDC guidelines](#)) when cleaning or entering isolation and quarantine spaces.

At any time, the University may request or require a resident to leave Benedictine if a resident's continued presence in the housing community poses a health or safety risk for community members. Resident students are required to comply with requests to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so is a violation of residence hall policies.

**In the event a student must quarantine or isolate on-campus** the following steps will occur:

- 1) Student Health Services, Housing and University Police will work with the DCHD to complete contact tracing to determine if roommate(s) or others have been exposed and will also need to be quarantined or isolated.
- 2) Staff will identify quarantine or isolation space and assist the affected student with move coordination (if transportation is required).
- 3) Facilities will preliminarily make up five kits that include: two rolls of toilet paper, five garbage bags, two rolls of paper towels, disinfectant and cleaning solutions.
- 4) The student will self-monitor daily and Student Health Services will check in with the student daily.
- 5) Student Health Services will provide COVID-19 testing site information for students, and the student will be required to complete testing.
- 6) Students should schedule meal delivery via Dining Services mobile ordering app.
- 7) Coordinate return to campus room assignment upon clearance of the following:
  - For students in quarantine, who have **not exhibited symptoms but were exposed to COVID-19**.
    - Students will stay in quarantine 14 days from last exposure.
    - While in quarantine, student will self-check temperature twice per day and watch for symptoms of COVID-19.
    - If symptoms develop, student will contact Student Health Services immediately.
    - Student Health Services will virtually check in with students in quarantine to ensure they do not need additional treatment.
  - For students who have **tested positive for COVID-19** and are in isolation.
    - Students will stay in isolation for a minimum of 10 days from testing positive if there are no symptoms
    - If experiencing symptoms after testing positive for COVID-19, student will stay in isolation for 10 days after symptoms first appeared and a minimum of three days with no fever and symptoms have improved.
    - Student Health Services will conduct daily virtual check-ins with students in isolation to ensure that they do not need additional treatment.
- 8) In the event students are unable to go home to quarantine, the following guidelines will be followed.
  - University Apartments (Founders' Woods, Lisle):
    - All residents in the unit will be required to quarantine or isolate and self-monitor (see above for quarantine- and isolation-specific guidance).
  - Residence Halls:
    - Students will move from their assigned room to one of the designated quarantine/isolation rooms (see above for quarantine- and isolation-specific guidance).

## **The BenU Six-Foot Residential Campus: General**

The BenU COVID-19 Task Force Teams and our medical advisors have devised a detailed and well-informed approach to help residents safely navigate University Housing. Intensive cleaning protocols, six-foot distancing, signage, masks and

adherence to the BenU Healthy Hallmarks pledge will be our collective 24/7 commitment to safety.

Specifically, residents will experience a newly planned residence experience to accommodate social distancing and ensure healthy habits:

1. **Daily Cleaning:** All residents will be educated on **cleaning protocols** by signage within their assigned apartments and during opening hall meetings.
  - Daily cleaning protocols will be supported by posters and signage in private rooms, common areas and throughout halls.
  - Staff and RAs will communicate frequently with residents to encourage compliance with daily cleaning protocols and waste disposal.
2. **Compliance:** Students will be responsible for upholding cleanliness standards. Regular health and well-being inspections will be completed throughout the semester by University Housing staff to ensure the safety of the residential community.
  - This expectation is covered in the Housing Health Policy Acknowledgement within the Housing Portal. Upon completion, students will receive a copy via email.
3. **Frequent Cleaning:** Facilities Management will engage staff in frequent cleaning of common areas and high-touch areas twice daily. (See Shared Spaces.)
4. **Increase in Hand Sanitizer Stations and Disinfectant Wipes:** Residents will be educated on location and availability of multiple cleaning resources throughout residence halls and campus.
5. **Indoor Air Quality Upgrades:**
  - Filters in all units will be upgraded.
    1. Air purifiers will be placed in each Founders' Woods apartment.
    2. In residence halls, air purifiers will be installed in hallways and common spaces.
  - Residents are encouraged to circulate fresh air whenever possible.
6. **Physical Distancing:** All medical advice suggests that maintaining a six-foot social distance from others will help mitigate the spread of COVID-19. Facilities Management teams will make accommodations to ensure spaces are marked and arranged to ensure residents maintain a safe, six-foot minimum social distance.
  - Community bathrooms are appropriately marked for social distancing.
  - Floors will indicate social distance directions/traffic flow in common areas, entrances, restrooms, etc.

## Shared Spaces in Residence Halls – Community Bathrooms & Lounges

Face masks are required in all community lounges, hallways and restrooms.

### Bathroom – Communal

- Each bathroom will have a maximum occupancy limit to ensure safe distancing supported by signage and barriers.
- Traffic flow will be directed by “exit only” and “entrance only” signage.
- Each shared bathroom will be disinfected at least twice per day.
- Protocols are in place to ensure community bathrooms are stocked with soap, towels and hand dryers. Trash cans will be checked and emptied frequently.
- Residents must use personal totes to transport their personal items and limit contact with surfaces. Toothbrushes should never sit on sinks.

### Lounges

- Access to community lounges and gathering places will be restricted to avoid unsafe gathering which can lead to the spread of COVID-19.
  - These recommendations are from DCHD and IDPH agencies.
  - Lounges will reopen on a phased schedule.
- Lounges will be clearly marked for social distancing, supported by signage and staff/RA communication with students.
  - A maximum occupancy limit will be communicated and enforced.
  - Furniture will be removed or staggered to accommodate safe social distancing.
  - Hand sanitizer stations will be frequent and visible.

### Laundry Rooms

- Laundry rooms will have a maximum occupancy limit to ensure safe distancing, supported by signage and frequent communication.
- Laundry rooms will be cleaned twice daily by staff with a focus on disinfecting high-traffic/high-touch fixtures, shared items, laundry machines and surfaces.
  - Disposable gloves and cleaning supplies will be available onsite.
  - Residents will be encouraged to clean/sanitize as an extra measure of prevention to protect their community.
- As a high-touch, shared space, laundry rooms will be stocked with adequate cleaning/disinfectant supplies for public use before and after utilizing this shared space, to help prevent the spread of COVID-19. *Note: laundry detergent will not be provided.*
- The [CDC guidelines](#) for doing laundry, maintaining the facilities and handling of dirty laundry will be posted and shared with residents.

## University Apartments - Common Spaces

Our goal is to emphasize the importance of precautionary measures through signage for guidance on the daily cleaning of commonly touched hard surfaces.

- All common spaces will have a maximum occupancy limit to ensure safe distancing, supported by signage and frequent communication.
- People who are sick, their roommates and those who have higher risk of severe illness from COVID-19 should eat or be fed in their own room, if possible.
- Do not share dishes, drinking glasses, cups or eating utensils. Non-disposable food service items that are used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. [Wash hands](#) after handling used food service items.
- Use gloves when removing garbage bags or when handling and disposing of trash. [Wash hands](#).

## Guests

All visitors must comply with the same strict guidelines as our residents. A well-check, hand washing, face masks and social distancing is mandatory for all guests while in BenU housing.

## Compliance

At any time, the University may request or require a resident to leave Benedictine housing if a resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply if public health is at risk with requests and leave their assigned space due to COVID-19 or other public health emergencies. Failure to do so is a violation of residence hall policies.

## University Housing FAQs

A list of frequently asked questions related to housing can be found on the main Benedictine University COVID-19 FAQs page [here](#).

Additional information can also be found in the full [Lisle University Housing Plan](#).

## **University Housing Plan (Mesa)**

University Housing has established a plan and safety protocols to Protect our Flock in the nest! The health and well-being of our students (and staff) is our top priority and will require steadfast vigilance of the protocols in place to mitigate the spread of COVID-19 and protect our residents and staff.

Our residents represent a unique community from across the country who will share experiences, memories and spaces. We must all commit to our Healthy Hallmarks Pledge and strictly follow residential rules if we want to maintain a physical connection to campus life.

This plan has been developed based on professional guidance from members of the University Senior Staff, Residence Life and Facilities Management (FM), in addition to recommendations from the Center for Disease Control (CDC), American College Health Association (ACHA) and State and local guidance.

### **Housing Capacity: Mesa**

Overall, we have **reduced occupancy in our Residence Hall (Alhambra) by 25 percent** to accommodate safe distance amid the pandemic.

**Double Occupancy is standard, and Single Occupancy is an option:** The university understands some resident students may prefer a single room accommodation option. By reducing occupancy, we are able to have more singles than in a typical year. Note: Singles utilize community bathrooms. Suites have semi-private bathrooms.

Students can request a room change by emailing [mesareslife@ben.edu](mailto:mesareslife@ben.edu).

### **Isolation and Quarantine Procedures**

**Self-Quarantine** is used to separate and restrict the movement of **well** persons who may have been exposed to a communicable disease to see if they become ill. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. Quarantine can also help limit the spread of communicable disease.

**Self-Isolation** is used to separate **ill** persons who have a communicable disease from those who are healthy. Isolation restricts the movement of ill persons to help stop the spread of certain diseases.

#### **Isolation/Quarantine Spaces and Considerations**

BenU has designated spaces on and off campus for isolation and quarantining and a protocol has been developed and made available to all individuals involved in the management of isolation spaces and its procedures.

**Ideally the ill/exposed student should return home for quarantine or isolation, but we realize that may not be possible.**

A suite will remain available and clean for use as a quarantine and isolation space in the case of illness.

- The rooms will have private bathroom facilities and be stocked with sanitizing wipes, tissues, soap, hand sanitizer and toiletries.
- Spaces will be labeled with appropriate signage to restrict access but will not state the reason for the restricted access, as courtesy to those individuals, and due to HIPAA violations.
- A team of designated staff will be appropriately trained and on-call to assist students with their personal needs (medication pickup, delivery of hygiene supplies, etc.).
- University staff will support students on a daily basis and assist in transferring to an off campus site for clinical evaluation if symptoms advance or the student requests.
- Residence Life staff can facilitate meal delivery at student expense.
- Counseling Services and/or Campus Ministry will be available remotely to students in isolation or quarantine as needed.
- To the degree possible, students should continue academic activities remotely. Students should request additional assistance from residence life staff.
- Transportation will be made available to and from the location if medical care is needed.
- Custodial and maintenance staff are provided with and required to wear appropriate PPE (as per CDC guidelines) when cleaning or entering isolation and quarantine spaces (available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>).

At any time, the University may request or require a resident to leave Benedictine if a resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so is a violation of the residence hall policies.

**In the event a student must quarantine or isolate on-campus** the following steps will occur:

- 1) University representatives will work with the Maricopa County Department of Public Health to complete contact tracing to determine if roommate(s) or others have been exposed and will also need to be quarantined or isolated.
- 2) Staff will identify quarantine or isolation space and assist the affected student with move coordination (if transportation is required).

- 3) Students will be provided with a personal cleaning supplies kit.
- 4) Facilities will preliminarily make up 5 kits that include: 2 rolls of toilet paper, 5 garbage bags, 2 rolls of paper towels, disinfectant, and cleaner solutions.
- 5) The student will self-monitor daily and University representatives will check in with the student daily.
- 6) The University will provide COVID-19 Testing site information for students and the student will be required to complete testing.
- 7) Students should schedule meal delivery via mobile app
- 8) Coordinate return to campus assignment upon clearance of the following:
  - For students in quarantine, who have **not exhibited symptoms, but were exposed to COVID-19**.
    - Students will stay in quarantine 14 days from last exposure.
    - While in quarantine, student will self-check temperature twice per day and watch for symptoms of COVID-19.
    - If symptoms develop, student will contact Student Health Services immediately.
    - Student Health Services will virtually check in with students in quarantine to ensure that they do not need additional treatment.
  - For students who have **tested positive for COVID-19** and are in isolation.
    - Students will stay in isolation for a minimum of 10 days from testing positive if there are no symptoms
    - If experiencing symptoms after testing positive for COVID-19, student will stay in isolation for 10 days since symptoms appeared and a minimum of 3 days with no fever and symptoms have improved.
    - Student Health Services will conduct daily virtual check-ins with students in isolation to ensure that they do not need additional treatment.
- 9) In the event students are unable to go home to quarantine, the following guidelines will be followed.
  - Residence Halls:
    - Students will move from their assigned room to one of the designated quarantine/isolation rooms (see above for quarantine and isolation specific guidance).

### **The BenU Six-Foot Residential Campus: General**

The BenU COVID-19 Task Force Teams and our medical advisors have devised a detailed and well-informed approach to help residents safely navigate University Housing. Intensive cleaning protocols, 6-foot distancing, signage, masks and adherence to the BenU Healthy Hallmarks pledge will be our collective 24/7 commitment to safety.

Specifically, residents will experience a newly planned residence experience to accommodate social distancing and ensure healthy habits:

1. **Daily Cleaning:** All residents will be educated on **cleaning protocols** by signage within their assigned apartments and during opening hall meetings.
  - Daily cleaning protocols will be supported by posters and signage in private rooms, common areas and throughout halls.
  - Staff and RAs will communicate frequently with residents to encourage compliance with daily cleaning protocols and waste disposal.
2. **Compliance:** Students will be responsible for upholding cleanliness standards. Regular health and well-being inspections will be completed throughout the semester by University Housing staff to ensure the safety of the residential community.
  - This expectation is covered in the Housing Health Policy Acknowledgement. Upon completion, students will receive a copy via email.
3. **Frequent Cleaning:** Facilities Management will engage staff in frequent cleaning of common areas and high-touch areas twice daily. (See Shared Spaces.)
4. **Increase in Hand Sanitizer Stations and Disinfectant Wipes:** Residents will be educated on location and availability of multiple cleaning resources throughout residence halls and campus.
5. **Indoor Air Quality Upgrades:**
  - Filters in all units will be upgraded.
    1. In residence halls, air purifiers will be installed in hallways and common spaces.
  - Residents are encouraged to circulate fresh air whenever possible.
6. **Physical Distancing:** All medical advice suggests that maintaining a 6-foot social distance from others will help mitigate the spread of COVID-19. Facilities Management teams will make accommodations to ensure spaces are marked and arranged to ensure residents maintain a safe, 6-foot minimum social distance.
  - Community bathrooms are appropriately marked for social distancing.
  - Floors will indicate social distance directions/traffic flow at common areas, entrances, restrooms, etc.

## Shared Spaces in Residence Halls – Community Bathrooms & Lounges

Face masks are required in all community lounges, hallways and restrooms and the kitchen.

### Bathroom - Communal

- Each bathroom will have a maximum occupancy limit to ensure safe distancing supported by signage and barriers.
- Traffic flow will be directed by “exit only” and “entrance only”
- Each shared bathroom will be disinfected at least twice per day.
- Protocols are in place to ensure community bathrooms are stocked with soap, towels and hand dryers. Trash cans will be checked and emptied frequently.
- Residents must use personal totes to transport their personal items and limit contact with surfaces. Toothbrushes should never sit on sinks.

### Lounges

- Access to community lounges and gathering places will be restricted to avoid unsafe gathering which can lead to the spread of COVID-19.
  - These recommendations are from DCHD.
  - Lounges will reopen on a phased schedule.
- Lounges will be clearly marked for social distancing, supported by signage and staff/RA communication with students.
  - A maximum occupancy limit will be communicated and enforced.
  - Furniture will be removed or staggered to accommodate safe social distancing.
  - Hand sanitizer stations will be frequent and visible.

### Laundry Rooms

- Laundry rooms will have a maximum occupancy limit to ensure safe distancing, supported by signage and frequent communication.
- Laundry rooms will be cleaned twice daily by staff with a focus on disinfecting high traffic/high-touch fixtures, shared items, laundry machines and surfaces.
  - Disposable gloves and cleaning supplies will be available onsite.
  - Residents will be encouraged to clean/sanitize as extra measure of prevention to protect their community.
- As a high-touch, shared space, laundry rooms will be stocked with adequate cleaning/disinfectant supplies for public use before and after utilizing this shared

space, to help prevent spread of COVID-19. *Note: laundry detergent will not be provided.*

- The CDC [guidelines](#) for doing laundry, maintaining the facilities and handling of dirty [laundry](#) will be posted and shared with residents.

## **Guests**

Guest restrictions are in place and no overnight guests are permitted.

## **Compliance**

At any time, the University may request or require a resident to leave Benedictine housing if a resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply if public health is at risk with requests and leave their assigned space due if COVID or other public health emergencies. Failure to do so is a violation of the residence hall policies.

## **University Housing FAQs**

Additional information can also be found in the full Mesa Housing Plan along with a list of frequently asked questions related to housing which are posted on the Benedictine University Mesa COVID-19 webpage [here](#).

# Return to Work Guide: Faculty and Staff

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

Please submit any questions or concerns to [COVID19@ben.edu](mailto:COVID19@ben.edu) email address.

Following current (as of July 20, 2020) 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.

This migration of a largely remote work-and-study community to our campuses will look very different this fall semester. 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 Task Force teams remain vigilant in this plan's oversight while collaborating with local experts and governments.

## Phased-In Reentry

Reopening the workforce in phases may be required, depending on the lifting of state stay-at-home orders in the states of Illinois and Arizona. Employees will return in small groups, and those who are identified to work remotely should continue to do so at least for the initial phases.

## Potential Phase-In Approach Options

Each senior staff member will determine those employees who need to be in the office and those who have the ability to work remotely, due to their job responsibilities and/or health/extenuating circumstances. Following are a number of workable scenarios for coordinating a safe return to the office:

- Have a certain percentage of the workforce come in on certain days. For example, having a small percentage of employees come in on Mondays, Wednesdays and Fridays with the remainder of the workforce cycling in on Tuesdays and Thursdays. This option will prevent the office from being over-crowded and allow flexibility to reverse the work week every other week. The days that employees are not in the office they will be in a virtual work environment.
- Have certain percentages come in each week for one week. For example, have 25% of employees come in for one week to get trained and accustomed to new safety procedures. This same group will work from home the next week, while a different 25% comes cycles into the workplace in the same way. By the end of the month, we will have everyone trained while minimizing exposure. Then we can switch to another schedule.
- Allowing employees to report to work at staggered start times to reduce crowding in office spaces, elevators and other common areas. This option may not work in confined and crowded workspaces, where social distancing is difficult.



## Faculty and Staff Workspaces

### Private Offices

Faculty and staff with individual offices are asked to take responsibility for disinfecting their work surface, keyboard, telephone and other items. Faculty and staff should consider the following:

- Minimize objects on the desk top to facilitate regular disinfecting.
- Do not use visitor chairs if office size is not sufficient to provide six-foot physical distancing.
- Ask office visitors to have conversations from the office doorway and to not enter the office; meetings should be held via videoconference or in a designated meeting rooms with sufficient space to maintain six-foot physical distancing. When possible, utilize the MS Teams "Chat" feature for inner office conversation.

### Workstations and Shared Workspaces

Faculty and staff with individual workstations (e.g. cubicles) will be asked to take responsibility for disinfecting their personal work surface, keyboard, telephone and other items. Faculty and staff should consider the following:

- Minimize objects on the desk top to facilitate regular disinfecting.
- Do not use visitor chairs if cubicle size is not sufficient to provide six-foot physical distancing.
- To maintain six-foot physical distancing, occupants of workstations and shared workspaces should communicate using a desk phone or via the MS Teams "Chat" feature. Avoid workstation and shared workspace conversations.
- If six-foot physical distancing is not possible, screens (acrylic) as an additional barrier can be requested by contacting HR.

### Meetings and Conference Rooms

Faculty and staff should consider the need to eliminate or reduce the number of in-person meetings when possible. As much as possible, replace in-person meetings with virtual meetings utilizing MS Teams. Always virtually host larger meetings rather than in-person utilizing Zoom Video Communications.

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

If an in-person meeting is required, prepare meeting rooms as follows:

- Use only chairs to ensure six-foot physical distancing. Limit the number of attendees at in-person meetings to accommodate safe distances.

- Bring your own whiteboard marker and eraser. These will be provided for faculty and staff.
- Disinfecting wipes or a spray bottle with paper towels will be available in each conference room; wipe down all contact surfaces before and after each meeting.
- Teleworking: Consult your Dean, supervisor or HR to discuss your individual teleworking options.

### **Gatherings**

- Classes, meetings and other gatherings greater than 50 participants are prohibited until further notice.
- Meetings and other gatherings less than 50 participants shall provide for a minimum of six-foot physical distancing. Limit the group size whenever possible.
- Limit nonessential visitors, volunteers and activities involving external groups or organizations as much as possible, especially with individuals who are not from the local geographic area.

### **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 encouraged, including:

- Following a clean-desk policy where all non-essential items are not stored on the desk but rather enclosed in cabinets or drawers.

- Do not share offices, work stations, work surfaces or phones.
- Communal snacks are currently restricted in the workplace or classroom.
- Furniture located in break rooms will be adjusted to discourage employees from eating in close proximity to one another, and the number of employees in the room at any one time will be limited.
- For common area copy machines, use a personal stylus pen and/or be sure to wash your hands or sanitize your hands after each use. Do not use sanitizer or liquid cleaning chemical on a copier touch pad.



### **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.

### **A Fear to Return to Work**

Faculty and staff who are at risk for more serious illness because of COVID-19 or who have family members who are at risk may be reluctant to return to work. According to the Center for Disease and Control Prevention (CDC), this group includes individuals 65 and over and people with underlying medical conditions such as those with chronic lung disease or moderate to severe asthma, serious heart conditions, diabetes, severe kidney disease, liver disease and severe obesity, as well as those who are immunocompromised (among others). Discussions of workplace precautions being taken to prevent the spread of COVID-19 will take place as well as consideration for allowing those at risk to work from home (if possible) or take leave under the ADA as an accommodation for their own disability or FMLA for a serious health condition.

## **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.

## **Training**

The University will make every effort to train leaders and supervisors not only on the fundamentals of safety (such as risk assessment and hazard recognition) but also on the impacts of COVID-19 on mental health and well-being, as employees will feel the effects of the pandemic long after it is over. Adjustments to training will be communicated as new guidance and procedures become available.

## **Employee Handbook Updates**

Review of sick leave policies will take place to ensure compliance with any new state law mandates resulting from the pandemic. Modification of return-to-work policies may be necessary to suspend medical certification requirements. Telecommuting policies will be implemented and updated to allow more employees to continue to work from home.

Contact Human Resources for more information on the faculty and staff “Return to Campus Guide.”

## **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 72 hours after any symptoms have ceased.
- Faculty and staff who are sick or have recently had close contact with a person with COVID-19 are asked to stay home or remain in their living quarters (e.g., dorm room) 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.

## **Return-to-Work Certification**

The EEOC allows employers to require return-to-work, fitness-for-duty certifications when an employee has been absent for medical reasons, but both the EEOC and the CDC are not currently recommending employers require return-to-work certifications because of the difficulties employees may have in getting these certifications from overwhelmed healthcare providers. Benedictine University will suspend the current medical five-day certification requirements during the COVID-19 pandemic and then reinstate the requirements once things are more "normal."

## 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 Campus Public Safety and Campus Health Services in close coordination with the DuPage County Health Department or Maricopa County Health Department.

The University COVID-19 Tracking Team includes representatives from Student Affairs, Student Health Services, Housing, Athletics, Human Resources and Campus 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 Tracking 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 or commuter, 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 the student is experiencing COVID-19 or other flu-like symptoms or tests positive for COVID-19, they are expected to quarantine or isolate at home or in their room and immediately complete the [Student Symptom Reporting form](#).

3. Student Health Services will review the Student Absence Reporting form and contact the student virtually to determine next steps and a treatment protocol. If needed, Student Health Services will notify the University COVID-19 Tracking Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health to seek further assistance.
4. If Student Health Services learns that a student has tested positive for COVID-19 or has been exposed to the virus, the University has isolation and quarantine procedures in place. Isolation and quarantine procedures will be explained to the affected student by Student Health Services or DCHD/ Maricopa County Department of Public Health. Contact tracing will be initiated by DuPage County Health Department or Maricopa County Department of Public Health and follow up conducted through Student Health Services and the University COVID-19 Tracking 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.

### **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 Tracking 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 Tracking 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 Task Force Teams

## Academic Task Force

Dr. Kenneth F. Newbold, Jr., Provost and Chief Academic Officer (Chair)  
Kevin Broeckling, Chief Executive Officer-Mesa  
Dr. Susan Cheng, Associate Professor and Department Chair  
Dr. Alan Gorr, Professor  
Jason Heidenfelder, Registrar  
Timothy Hopkins, Chief Information Officer  
Dr. Joan Libner, Professor and Department Chair  
Mark McHorney, Chief Engagement Officer  
Ken Reuter, Executive Director, Business Services and Systems  
Professor Peter Seely, Professor and Chair-Faculty Assembly  
Dr. Monica Tischler, Professor and Chair-Faculty Welfare Committee  
Chad Treisch, Chief Operating Officer

## Budget Task Force

Pat Ariano, Chief of Staff (Chair)  
Karen Campana, Chief Enrollment and Retention Officer  
Krissy Dulek, Director of Corporate, Foundation and Government Grants  
Irene Gendel, Interim Chief Financial Officer  
Dr. Kenneth F. Newbold, Jr., Provost and Chief Academic Officer  
Ken Reuter, Executive Director, Business Services and Systems  
John Schade, Director, Planning and Analysis  
Chad Treisch, Chief Operating Officer  
Kelly Zapp, Human Resources Information System Analyst

## Operations & Health Task Force

Chad Treisch, Chief Operating Officer (Chair)  
David Anderson, Chief of Police  
Kevin Broeckling, Chief Executive Officer-Mesa  
Dr. Susan Cheng, Associate Professor and Department Chair  
Dr. Peter Huff, Chief Mission Officer  
Mark McHorney, Chief Engagement Officer  
John Schade, Director Planning and Analysis  
Nancy Stoecker, Chief Legal and Risk Management Officer  
Kimberley Viehmann, Project Support Specialist

## **Academic Implementation Team**

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Rico D'Amore, Director Academic Services Technology  
Jack Fritts, University Librarian  
Jason Heidenfelder, Registrar  
Dr. Cheryl Heinz, Associate Provost for Academic Affairs  
Timothy Hopkins, Chief Information Officer  
Dr. Joseph Incandela, Dean College of Liberal Arts  
Dr. William Law, Dean College of Science  
Dr. Darrell Radson, Dean Goodwin College of Business  
Professor Peter Seely, Professor and Chair-Faculty Assembly  
Dr. Monica Tischler, Professor and Chair-Faculty Welfare Committee

## **Operations & Health Implementation Team**

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John Conover, Facility Manager- Mesa  
Steve Delmagori, Assistant Registrar for Course Management  
Michi Dubes, Emergency Preparedness Manager and Safety Specialist  
Bryan Goodwin, Director Facilities Management  
Jason Heidenfelder, Registrar  
Timothy Hopkins, Chief Information Officer  
Michael Koval, Catering Manager  
Janie Lamb, Manager Facility Support Services  
Dr. Cindy Lambert, Associate Registrar  
Jen Manola, Executive Chef  
Blake Masterson, Sous Chef  
Steve McCartney, Manager Maintenance and Engineering  
Mark McHorney, Chief Engagement Officer  
Zack Pacourek, Office Assistant Facilities Management  
Kimberley Viehmann, Project Support Specialist

## **University COVID-19 Tracking Team**

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Pat Ariano, Chief of Staff

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Bridget Cooper, Human Resources Generalist

Pam Deely, RN, Director Student Health Services

Michi Dubes, Emergency Preparedness Manager and Safety Specialist

Jen Manola, Executive Chef

Marco Masini, Dean of Students

Paul Nelson, Director of Athletics

Karla Palencia, Human Resources Coordinator

Monica Ragusa, Assistant Director for Co-Curricular Learning and Leadership Development

Nathan VanRaden, Assistant Director of Athletics, Sports Medicine and Performance

Liz Velez, Director of University Housing and Residential Life

Kelly Zapp, Human Resources Information System Analyst

## 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 [COVID19@ben.edu](mailto:COVID19@ben.edu)

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

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