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Return to Campus

Following current (as of January 7, 2021) Center for Disease Control (CDC), federal, state, and local guidelines, Benedictine University intends to welcome our students, faculty and staff back to our physical campuses.

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-term 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.
Prepared Learning and Working Environment

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

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

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

Personal Protective Equipment (PPE)

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

Hand Washing

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

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

**Health monitoring and contact tracing**

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

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

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

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

**Surveillance Testing in Lisle**

Residents Students, Student Athletes and Students taking In-Person classes will need to complete surveillance testing. Each student will receive guidance regarding the amount of testing required. Please complete the following link to register.

- If you were tested previously, please click “Existing Patient”. You will need to re-enter your demographic information, then you will be able to schedule a time. Click [here to register and/or schedule](https://clinic.docresponse.com/apps/control/intake/remote/1437/init/f83fe067adada247bcb7928f8060e9f5035c2d3) or go to the following URL: [https://clinic.docresponse.com/apps/control/intake/remote/1437/init/f83fe067adada247bcb7928f8060e9f5035c2d3](https://clinic.docresponse.com/apps/control/intake/remote/1437/init/f83fe067adada247bcb7928f8060e9f5035c2d3)
- If you have yet to register, please click “New Patient” and register for testing. You will be able to schedule a time. You will need to upload your driver’s license and insurance card.

Guidelines will be shared to make testing available for Faculty and Staff also.
Surveillance Testing in Mesa

Residents, Student Athletes and students taking in-person classes will need to complete surveillance testing and will receive guidance from the appropriate authority regarding the amount of testing required. Testing will occur at the Mesa Center for Higher Education at scheduled intervals throughout the term. Students who need regular testing will be notified of registration steps.

Lisle BenU Learning Center

Students can contact the BenU Learning Center (mdavidson@ben.edu or 630.829.6346) with any questions, concerns or challenges they are facing. This concierge style service will provide guidance and advice when approaching the variety of processes within the University. This does include understanding the University’s response to the COVID-19 situation. Our goal is to provide assistance and guidance so students are successful.

The Learning Center is hosting space on campus for students to use to complete coursework, collaborate with follow students, participate in class, and take quizzes and exams. Students should visit the Current Students section of the university website to access the Bookings Page to reserve a spot on campus. A reservation is required to utilize these spaces. Remember to display your University ID card on your lanyard when on campus.

Additionally, the BenU Learning Center has set up a website for students to access most of the university’s professor’s bookings links. This will allow you to set up appointments with your professors, faculty advisors, and professional advisors. Visit www.ben.edu/bookmyprofessor to set up an appointment.

Mesa Learning Center

The success of our students is of the utmost importance of all faculty, staff and administrators of the Mesa campus. For that reason, the campus is open for students who need academic support, reliable internet connectivity, or access to technology. Students should plan to reserve space through the campus bookings page. If a student needs help they cannot find through the bookings page, they can call the campus directly at 602.888.5500 or email mesastudentsuccess@ben.edu.

Additionally, students can reach out to their advisor and freshmen to their house leadership to help gain the help and support they need.
General Information

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

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

- BenU COVID-19 Website (Lisle Campus)
- BenU COVID-19 Website (Mesa Campus)
- U.S. Center for Disease Control (All Campuses)
- Illinois Department of Health (All Campuses)
- Arizona Department of Health Services (Mesa Campus)
- DuPage County Health Department COVID-19 Website (Lisle Campus)
- Maricopa County Department of Public Health COVID-19 Website (Mesa Campus)
- Additional information provided by the State of Illinois and Arizona Governors’ Executive Orders on a weekly basis or whenever notified of the availability of new guidance.
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 have reduced face-to-face meetings, conferences and social gatherings to minimize face-to-face contact.

Student groups will continue to work with staff on having on-campus meetings and social gatherings in the future. 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

If a 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, Heath Services or University Police. 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 University Police.

**Individual Personal Hygiene**

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

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

**Health Monitoring and Contact Tracing**

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

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

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

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
• Trouble breathing
• Persistent pain or pressure in the chest
• Inability to wake or stay awake
• Bluish lips or face

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

1. Students, both resident and commuter, are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in face-to-face classes, on-campus activities, or University events.

2. All students who meet the following criteria should immediately complete a Student Absence Reporting form. Additionally, these students are expected to isolate or quarantine immediately at home or in their room until they are contacted by a representative from Student Health Services or a member of the University COVID-19 Response Team for further direction.
   a. Resident and commuter students who test positive for COVID-19 either through campus testing or testing with an off-campus health care provider.
   b. Resident and commuter students who have contact with an individual who has tested positive for COVID-19.
   c. Resident and commuter students who are experiencing COVID-19 or other flu-like symptoms.

3. Student Health Services or a member of the University COVID-19 Response Team will review the Student Absence Reporting form and contact the student via phone and email to determine next steps and a treatment protocol. Student Health Services will notify the University COVID-19 Response Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health to seek further assistance as needed.

4. The University COVID-19 Response team will work with Student Health Services to initiate contact tracing and appropriate notifications to faculty or staff who interact with students who have tested positive or been exposed to COVID-19. Isolation and quarantine procedures will be explained to the affected student by Student Health Services or the University COVID-19 Response team in conjunction with the DCHD/ Maricopa County Department of Public Health. Students are required to respond to phone and email contact received from University staff and their community partners.

5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.
Quick Reference Response to COVID-19 for Faculty and Staff

1. Faculty and staff are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in any on-campus activity or University event.

2. If an employee is experiencing COVID-19 or other flu-like symptoms, they are expected to quarantine or isolate at home and immediately complete the Employee Symptom Reporting Form.

3. Human Resources will review the Employee Absence Reporting form and contact the employee virtually to determine next steps and a treatment protocol. Human Resources will also notify the University COVID-19 Response 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 Response Team, who will begin working with any other affected students, faculty or staff.

5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.

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

To safeguard the wellbeing of the University’s campus community members, to advance its Mission and assure operational continuity during the ongoing COVID-19 pandemic, it is the policy of Benedictine University to close its campus from time to time to outside guests, visitors and members of the general public, including specifically its grounds, facilities, buildings and residence halls.

Until further notice, only those with official University business will be allowed on campus. No individual may enter the University campus unless they are 1) a University Campus Community Member; or 2) an Essential Visitor as defined below. **University Campus Community Members are required to display their University ID card on a lanyard when on campus.**

**University Campus Community Member** is a current trustee, or a student, staff or faculty member with a University ID card allowing access to buildings.

**Essential Visitor** is defined as an individual that, while not a member of the University campus community, is still vital to college operations (including delivery personnel, contractors, regulatory auditors, prospective students and families and family of current employees).

Like all Campus Community Members, all Essential Visitors must conduct a self-check prior to coming to campus, to include COVID-19 symptom and temperature checks.

All Essential Visitors must sign in at the Police Department and be escorted on campus by the department requiring the visit.

**Guests** are all others not previously mentioned. We know that our neighbors, friends and visitors enjoy walking or jogging on our grounds, and we typically welcome you to our beautiful campus! However, we need to ask for your assistance in safeguarding our community by staying away from campus for now. We look forward to having you back on campus when it is safe to do so.
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 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 cases on campus and a possible surge of COVID-19.

Support Coping and Resilience

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

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

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

Cleaning, Disinfecting and Related Supplies

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

Building Core Infrastructure Inspection

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 reviewed the proper function of the following systems:

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

Facilities has reviewed pertinent standards and optimum configuration for air handlers, filtration, etc. to minimize any potential for spread of environmental contaminants. Because
there are significant differences in HVAC age and design from one campus building to another, we cannot define one single configuration.

### Building Entry and Reception

**Entrances**

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

Athletics and Fitness Center Facilities

The University, Department of Athletics and the Athletic Training Staff are in consultation with many different associations (NCAA, NAIA, NACC, Cal Pal, National Athletic Trainers’ Association, etc.) and plan to follow all guidance set forth by those entities, including COVID-19 prevention and testing strategies. The Department of Athletics will provide additional information to coaches and student-athletes as needed.

The Lisle fitness center remains open with limited hours and capacities. All equipment is regularly cleaned and the fitness center has been reconfigured to allow for adequate social distancing. Masks are required at all times while in the fitness center.

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

University Housing and Residence Life

Lisle Spring 2021 Move-in is scheduled for Saturday, January 16 and Sunday, January 17th. Individual move-in timeslots will be assigned to each student and will be communicated in January. The staff is looking forward to seeing students return and new students arrive on campus. Please review the University Housing Plan to prepare for spring move in.

Mesa Spring 2021 move-in must be scheduled in advance of arrival and all students must demonstrate a negative COVID test completed within five days of arrival to check into their rooms. After receiving their test, students are asked to quarantine and follow all COVID safety protocols until arriving to move into their room.

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.

**Order Ahead**
- Utilize Boost mobile ordering to pre-order food from #Coffee and Coal Ben Pub.
**Location-Specific Plans**

**Benny's**

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

**#COFFEE**

<table>
<thead>
<tr>
<th>Experience</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seating Area</td>
<td>Tables arranged for social distancing; entrance/exit separated</td>
</tr>
<tr>
<td>Menus</td>
<td>Possible limited menus</td>
</tr>
<tr>
<td>Grab &amp; Go Food</td>
<td>Individually wrapped, associate-served</td>
</tr>
<tr>
<td>Desserts</td>
<td>Individually wrapped, associate-served</td>
</tr>
</tbody>
</table>
Supply Risk Management: Monitoring the Supply Chain

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

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

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.

While most classes will begin the spring term virtually, some laboratories and other experiential learning coursework will take place on campus, as they did in the Fall 2020 term.

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

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.

Course Scheduling and MyBenU

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

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**

- January 11: First Day for Graduate Winter Term
- January 19: First Day of Semester Classes
- January 25: End of Add/Drop Course Changes and Late Registration for SEM 15 week classes
- March 1: Summer 2021 Term Registration Begins
- March 22-28: Spring Break; no SEM/MOD classes; all University offices open
- April 2-3 Good Friday and Holy Saturday; no SEM/MOD classes all University offices closed
- April 4 Easter Sunday; Last day to withdraw from SEM 15 week classes
- April 5 Easter Monday; MOD classes in session; no SEM classes; all University offices closed
- April 6 Fall 2021 Term Registration Begins
- May 10-14 SEM Spring Official Final Exam Period
- May 14 Interfaith Hooding Ceremony
- May 15 Baccalaureate Mass and Commencement Ceremony
Academic Resources

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 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 or call 630-829-6349. Mesa students, please email 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 or call 630-829-6041. Additional resources regarding accommodations can be found on our website 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 email address.

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

The mix of returning students, faculty and staff will vary, and a segment of the community will continue to work and learn remotely. Our management of critically vital safety protocols and processes is without precedent; and, our COVID-19 Task Force teams remain vigilant in this plan’s oversight while collaborating with local experts and governments.
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 will continue to meet using virtual meetings utilizing Microsoft Teams or Zoom. In-person meetings should only occur when the local conditions allow, and only when absolutely necessary.

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

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
• Community notification on the number of participants in classes, meetings and other gatherings will be communicated.
• Community notification of permitted nonessential visitors, volunteers and activities involving external groups or organizations will be communicated.

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.

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

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 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 University Police and Student Health Services in close coordination with the DuPage County Health Department or Maricopa County Health Department.

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

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

Quick Reference Response to COVID-19 for Students

1. Students, both resident and commuter, are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in face-to-face classes, on-campus activities, or University events.

2. All students who meet the following criteria should immediately complete a Student Absence Reporting form. Additionally, these students are expected to isolate or
quarantine immediately at home or in their room until they are contacted by a representative from Student Health Services for further direction.

a. Resident and commuter students who test positive for COVID-19 either through campus testing or testing with an off-campus health care provider.
b. Resident and commuter students who have contact with an individual who has tested positive for COVID-19.
c. Resident and commuter students who are experiencing COVID-19 or other flu-like symptoms.

3. Student Health Services or a member of the University COVID-19 Response Team will review the Student Absence Reporting form and contact the student via phone and email to determine next steps and a treatment protocol. Student Health Services will notify the University COVID-19 Response Team and DuPage County Health Department (DCHD) or Maricopa County Department of Public Health to seek further assistance as needed.

4. The University COVID-19 Response team will work with Student Health Services to initiate contact tracing and appropriate notifications to faculty or staff who interact with students who have tested positive or been exposed to COVID-19. Isolation and quarantine procedures will be explained to the affected student by Student Health Services or the University COVID-19 Response team in conjunction with the DCHD/ Maricopa County Department of Public Health.

5. Emergency notifications will be made to the Benedictine community as needed throughout the semester.

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

1. Faculty and staff are required to conduct a daily self-check for COVID-19 or other flu-like symptoms prior to participating in on-campus activities or University events.

2. If an employee is experiencing COVID-19 or other flu-like symptoms, they are expected to quarantine or isolate at home and immediately complete the [Employee Symptom Reporting Form](#).

3. Human Resources will review the Employee Absence Reporting form and contact the employee virtually to determine next steps and a treatment protocol. Human Resources will also notify the University COVID-19 Response 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 Response 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)
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
Debra Vanderploeg, Interim Chief of Police
Kimberley Viehmann, Project Support Specialist

Academic Implementation Team

Dr. Kenneth F. Newbold, Jr., Provost and Chief Academic Officer (Chair)
Kevin Broeckling, Chief Executive Officer-Mesa
Dr. Julie Cosimo, Director of Academic and Career Enrichment
Dr. Chris Duffrin, Dean College of Education and Health Services
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

Chad Treisch, Chief Operating Officer (Chair)
Pat Ariano, Chief of Staff
Diana Bolker, Manager Housekeeping and Event Services
Kevin Broeckling, Chief Executive Officer-Mesa
Karen Campana, Chief Enrollment and Retention Officer
John Conover, Facility Manager- Mesa
Steve Delmagori, Assistant Registrar for Course Management
Michi Dubes, Emergency Preparedness Manager and Safety Specialist
Benedictine University COVID-19 Return to Campus Guide

Updated 1/7/2021

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 Response Team

Nathan VanRaden, Assistant Director of Athletics, Sports Medicine and Performance (Co-Chair)
Dr. Susan Cheng, Associate Professor Public Health (Co-Chair)

Pat Ariano, Chief of Staff
Diana Bolker, Manager Housekeeping & Events
Kevin Broeckling, Chief Executive Officer-Mesa
Bridget Cooper, Human Resources Generalist
Julie Cosimo, Director Academic Enrichment
Marc Davidson, Director of the Learning Center
Pam Deely, RN, Director Student Health Services
Michi Dubes, Emergency Preparedness Manager and Safety Specialist
Bryan Goodwin, Director Facilities Management
Dr. Cheryl Heinz, Associate Provost
Jen Manola, Executive Chef
Marco Masini, Dean of Students
Stephen McCartney, Manager Maintenance Engineering Services
Mark McHorney, Chief Engagement Officer
Paul Nelson, Director of Athletics
Karla Palencia, Human Resources Coordinator
Monica Ragusa, Assistant Director for Co-Curricular Learning and Leadership Development
Debra Vanderploeg, Interim Chief of Police
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

BenU COVID-19 Website: ben.edu/coronavirus

BENEDICTINE UNIVERSITY

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