



UNIVERSITY OF ST. FRANCIS

Guidelines for the Fall 2020 Opening

#saintsunited



SAINTS UNITED

We're glad to have you home.

stfrancis.edu/saints-united

WELCOME HOME, SAINTS



With all that has transpired to date in 2020, we are all anxious for life to “return to normal,” but this is a new normal where face coverings, daily wellness checks and physical distancing are now mandatory at USF. Know that USF’s priorities are and will continue to be:

- » First and foremost, the **health and safety** of students, faculty, staff, and our neighbors in the Joliet and Albuquerque communities;
- » Providing **an excellent education** to every student;
- » **Strengthening bonds** as a welcoming community; and
- » Being **good stewards of our financial resources**.

In mid-May and with the State of Illinois in Phase 3 of Governor J.B. Pritzker’s five-phase Restore Illinois Plan, USF announced its intention to resume in-person classes for the fall 2020 semester. Immediately following the announcement, ten work groups comprised of faculty, administration, staff and students began work on researching and formulating the university’s plan for a safe and successful return to campus. As of June 26, Illinois went into Phase 4 allowing for schools to reopen.

The protocols presented here for responding to the COVID-19 pandemic are rooted in our USF values of protecting the safety of our students, our employees and the public including our families and friends with whom we interact. It is a shared responsibility we must all take seriously. Our decision to open this fall is based on input and study from across the campus, adhering to guidance from the Centers for Disease Control

and Prevention (CDC), the Illinois Department of Public Health (IDPH), and the Will County Health Department, while also operating within the guidelines of Governor Pritzker’s Restore Illinois plan.

We continue to prepare our campuses for your return with the intent of providing a safe environment while minimizing the potential spread of COVID-19. Among these preparations include the enhancement of cleaning practices and the placement of signage in common areas to promote safe general practices. We have also implemented a variety of technology and equipment upgrades (Internet, hardware, etc.)

A return to campus requires the continued, collective efforts of the entire USF community. We each have a part to play in keeping one another safe, and it’s imperative our entire USF community understand and fulfill their role to help mitigate the spread of this virus. Everyone will be asked to sign a “Statement of USF Expectations” as a covenant that one agrees to the principles as a condition of returning to and remaining on campus. Our new centennial goal is to have a 100% safe fall semester. Collectively, we can make our return to campus successful. Collectively, **we are Saints United**.

Please take some time to review this document and follow the practices outlined upon returning to campus.

For updated information as it becomes available, please visit stfrancis.edu/saints-united.

GENERAL PRACTICES

REMEMBER THESE FOUR GENERAL PRACTICES

Respecting the health of one another, we will be requiring these four general practices. Remember, we are Saints United!

1. WEAR A FACE COVERING AND USF ID

SERVICE: Wear this as a considerate means to protect yourself and others.

2. EXERCISE APPROPRIATE PHYSICAL DISTANCING

RESPECT: Be aware and attentive to the needs of everyone around you.

3. PRACTICE FREQUENT HAND HYGIENE

COMPASSION: Care for everything and everyone with whom you come in contact.

4. SELF-SCREEN DAILY

INTEGRITY: Be honest about symptoms and take proper action if exposed.

Face Coverings

Face coverings (or face masks) must be worn by all students, staff, faculty, and administration while on the USF campus, except when alone in a private room (office or residence hall room). Visitors to campus will also be expected to wear face coverings at all times. Diligent use of face coverings is critical in minimizing risks to others near you. You can spread COVID-19 to others even if you are not experiencing any symptoms. The face covering is not a substitute for physical distancing.

If you have a circumstance such as a medical condition that makes it impossible for you to wear a face covering, please contact the Dean of Students (students) or Human Resources (employees) to explore reasonable modifications. Face shields have not been deemed effective and are only to be used when other methods of protection are not available or appropriate.

Every student and employee will receive a starter kit of personal protective equipment (PPE) including USF reusable face coverings. These should be cleaned after each use.

Stay Informed

USF is dedicated to keeping our community informed as we prepare for a return to campus this fall. In order for you to stay as informed as possible, please be sure to:

- » Check your USF email account regularly.
- » Visit stfrancis.edu/saints-united for the most up-to-date details on the Fall 2020 return to campus.
- » Sign in to MyUSF regularly.



Proper Use of and Care for Face Coverings

PUTTING ON A FACE COVERING:

- » Wash hands or use alcohol-based hand sanitizer prior to handling face coverings.
- » Ensure face covering fits over the nose and under the chin.
- » Tie straps behind the head and neck or loop around the ears.
- » Avoid touching the front of the face covering.

REMOVING A FACE COVERING:

- » Do not touch your eyes, nose, or mouth when removing the face covering.
- » Loop your finger into the strap and pull the strap away from the ear or untie the straps to remove.
- » Wash hands immediately after removing.

CARE FOR A FACE COVERING:

- » Keep face coverings stored in a paper bag when not in use.
- » Cloth face coverings should be washed daily.
- » Properly launder face covering with regular clothing.
- » If face covering is damaged (e.g., stretched ear loops, torn or punctured) or visibly contaminated, it should be disposed of in trash and replaced.

GENERAL PRACTICES

Physical Distancing


Keeping space between you and others is one of the best practices to avoid being exposed to the COVID-19 virus and to slow the spread. Knowing that individuals can spread the virus without showing any symptoms and that infectious air particles are the most likely way to spread the virus, it is important to stay away from others when possible, even if they have no symptoms.


Physical distancing is important for everyone, especially to help protect people who are at a higher risk of getting ill. Everyone on campus must follow the 6 feet (2 meters) of physical distance between individuals.

DON'T FORGET

PRACTICE PHYSICAL DISTANCING

Keep six feet between you and others.





SAINTS UNITED
We're glad to have you home.
stfrancis.edu/saints-united

Hand Hygiene & Coughing/Sneezing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face or face covering. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching the eyes, nose, and mouth and wash your hands after touching your face.

Providing a Safe and Clean Environment

USF is dedicated to maintaining a safe and clean environment for the school community. In order to provide this type of environment, know that all efforts to do so will be done in alignment with CDC recommendations. These efforts include:

- » Classroom spaces will be appropriately cleaned and disinfected frequently.
- » Restrooms will be cleaned and disinfected regularly.
- » Frequently-touched surfaces such as door handles, sink handles and hand railings will be cleaned regularly throughout the day.
- » Seats and other frequently-touched surfaces on shuttle buses will be wiped down hourly and all shuttle buses will be disinfected nightly.
- » Reserved quarantine rooms on campus when needed for infected or exposed residential students.
- » Hand sanitizer dispensers installed throughout the campus in high traffic areas and classrooms.



Self-Screening & Self-Reporting

USF is working on a process where all students and employees will be expected to use a daily symptom checker app that will inform individuals with COVID-like symptoms. Check point temperature screening will be made throughout the campus for campus wide monitoring of this key symptom.

Campus Visitors

Visitors to campus must comply with these general practices and will be screened upon arrival. Visitors will then be issued a visitor badge to wear for the duration of their visit to campus. Visitors will also be required to wear a face covering for the duration of their visit to campus. Residential guests can visit in public spaces such as ground floor lounges or open areas in the quad.

GENERAL PRACTICES

Know the Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- » 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



This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

If You Exhibit Symptoms of COVID-19

If you exhibit symptoms of COVID-19, such as a cough, fever, shortness of breath or other symptoms of COVID-19 or are waiting for test results, you are required to:

- » Isolate yourself from others.
- » Contact your healthcare provider or the USF Wellness Center at 815-740-3399.
- » If living on campus, contact USF Housing at 815-740-4293 and begin a 14-day isolation.
- » Stay home until it is safe to be around others (see Returning to Campus/Work section on this page).

If You Test Positive for COVID-19

If you have been diagnosed with COVID-19 or are waiting for test results, you are required to:

- » Isolate yourself from others and follow instructions of your healthcare provider.
- » If you are living on campus, contact USF Housing at 815-740-4293 and begin a 14-day isolation, or until it is safe to be around others.
- » Stay home until it is safe to be around others (see Returning to Campus/Work section below).

If You Know You Have Been Exposed to Someone with COVID-19

If you feel healthy but recently had close contact with a person with COVID-19 within the past 7 days, you are required to:

- » Delay returning to campus for 14 days after your last exposure.
- » If you are a student and the exposure is at home, contact USF Housing at 815-740-4293 and do a 14 day quarantine on campus.
- » Check your temperature twice a day and watch for symptoms of COVID-19.

Returning to Campus/Work

Individuals who have quarantined due to either contracting COVID-19 or being in close contact with a person with COVID-19 may return to work if the individual meets the following criteria:

- » Is fever free for 72 hours without the use of medication and other symptoms have begun to improve.
- » Spends an additional 7 days of isolation or 10 days have passed since symptoms began (whichever is longer).
- » If asymptomatic, has quarantined for 10 days after the positive COVID test.

In addition, the individual must submit a written medical release.

LIFE ON CAMPUS

Classrooms

Classrooms on campus will operate in a modified format and with modified capacities, and will take into account appropriate safety practices. These practices include:

- » Maintaining 6 feet between students.
- » Maintaining 10 feet between the instructor and students.
- » Wearing of face coverings at all times.
- » Staggered scheduling of classroom spaces (to allow for appropriate cleaning and disinfecting between uses).
Note that in order to adhere to use and cleaning schedules, students and instructors should leave the classroom immediately upon the conclusion of the class session.
- » Attendance will be taken by the instructor as a way to contact trace in the event that an individual in the class contracts COVID-19 or has been in contact with someone with it.

Healthy Dining

The COVID-19 pandemic has massively disrupted the food and dining industry, resulting in shortages, closed restaurants and unpicked fields. USF dining spaces have undergone significant safety changes to limit exposure to high-touch surfaces and large groups of people. Some of these changes include:

- » Limited seating capacities and time slots.
- » Physical distancing procedures.
- » No-contact serving only (Grab-n-Go food options).

International Students

In an effort to ensure a smooth transition to campus, the International Programs Office (stfrancis.edu/ipo) will communicate and work directly with international students.

Travel

All university-sponsored travel has been suspended until further notice. Students and employees who are considering personal travel should read and abide by the CDC's travel health notices and be prepared for isolation or quarantine before returning to campus. USF may impose travel-based quarantines based on public health guidance and information on community

transmission. Students who travel internationally or who are coming to the U.S. from a foreign country are expected to follow CDC and/or State Department guidance on quarantine.

Academic Courses

As we prepare for classes to begin on August 24, 2020, providing a safe learning environment for our students and faculty remains a top priority. Our favorable student-faculty ratio allows us to provide students with an excellent, personalized education in small classes with faculty members who will get to know them. While USF has been offering on-line courses for over twenty years, we will offer expanded modalities starting this fall. These modalities include:

Course Modality	Modality Code	Description
Onsite	A	Class will meet on site on posted days/times with necessary modifications such as face coverings and physical distancing as required by USF.
Blended Onsite	Y	Class will be a blend of onsite class meetings and remote learning via asynchronous online or live video.
Online	Z	Instruction will be via asynchronous (not live) online activities with no onsite class meetings.
Live Video	V	Class will meet using live streaming video at the scheduled class times; there will be no onsite class meetings.

Residence Halls

All students who live in the residence halls will be offered single rooms (no matter the traditional occupancy of the room prior to COVID-19). To support students' needs for social engagement, residents are able to request a roommate in rooms with appropriate square footage.

- » Students moving into the residence halls will be assigned a move-in date and time. Note that scheduled move-in times will be staggered to allow for appropriate physical distancing and access to elevators. Students will be allowed one or two support persons to help them move in during the assigned time.

LIFE ON CAMPUS

- » Resident students are allowed one guest at a time practicing physical distancing on ground floor lounge or quad areas only. There should be no on- or off campus large gatherings/parties without strict adherence to physical distancing and face covering protocols until such time guidance would deem that they do not put the community at significantly greater risk.
- » Gatherings of two or more individuals must take place in residence hall common areas and participants must adhere to established face covering and physical distancing practices.
- » Specific details regarding residence halls, move-ins, etc., will be communicated directly with resident students.
- » Residents needing to quarantine or isolate will work directly with housing staff, which may result in returning home or relocating on campus.

For additional details on USF residence halls, visit stfrancis.edu/student-affairs/living-on-campus/housingresidency-policy.

Shuttle Bus Service Between Campuses

Shuttle bus services between all three Joliet campuses (main campus, St. Clare, and St. Bonaventure) will run regularly in a modified manner to maintain physical distancing.

- » Riders will be expected to wear a mask before entering the bus and should avoid touching surfaces with their hands as much as possible.
- » Upon disembarking, riders should wash their hands or use alcohol-based hand sanitizers with greater than 60% alcohol.
- » Hand sanitizer will be available on each shuttle bus.
- » Frequently-touched areas will be wiped down hourly and all shuttle buses will be disinfected nightly.



USF Athletics

Student athletes preparing to return to campus after August 1 are asked to note the following updates.

Additional information will be communicated from coaches and the Athletic Director as it becomes available.



SCREENINGS

Prior to arrival, all athletes will complete an athletic health assessment questionnaire twice. The first time will be on July 15 and the second time will be five days before their arrival on campus. Questionnaires will be reviewed by the Athletic Training staff and team doctor. Temperature checks and screening questions will also be required on a daily basis. All student-athletes and coaches must receive a negative polymerase chain reaction (PCR) test no more than seven days prior to the first competition.

PRE-EXISTING HEALTH CONDITIONS

Prior to student arrival, Athletic Training staff will evaluate student athletes who have pre-existing health conditions that make them especially vulnerable to COVID-19 such as heart, lung, liver and immune-compromised conditions and those who are taking medications that weaken the immune system. Plans or options for these students will be discussed with them and the training staff.

GENERAL PRACTICES

Athletic teams must adhere to USF's COVID-related five general practices, including physical distancing and wearing face coverings, during all team-related activities (including meetings).

Attendance will be taken by coaches as a way to contact trace in the event that an individual on the team contracts COVID-19 or has been in contact with someone with it.

FAN ATTENDANCE

Fan attendance will be based on local, state and federal guidelines and recommendations.

Spring 2021 Semester

Proceeding through the summer and fall will continue to be a learning process for the USF Community. We will learn and adapt during the fall and anticipate communicating

a decision on the spring semester in the coming months. Please continue to visit stfrancis.edu for updated information and announcements.

RETURN TO CAMPUS TASK FORCES & WORK GROUPS

This plan for the fall would not have been possible without the work and dedication of so many from every part of the university. The Task Forces and Work Groups created a comprehensive and thoughtful report that was essential to informing the decisions. Great thanks to everyone who devoted extensive time and shared considerable wisdom in service of developing this plan.

ACADEMIC TASK FORCE

Co-Chairs: Shannon Brown and Beth Roth

Membership: Jennifer Ethridge, Carol Lindee, Jessica Monu, Steve Morrisette, Catherine Nelson, Courtney Pritchard, David Veenstra, Lisa White-McNulty, Jennifer Wills-Savoia and Jackie Wittke-Thompson

CO-CURRICULAR TASK FORCE

Chair: Mollie Rockafellow

Membership: Sarah Alag, Mary Ann Andrade, Elizabeth Badalamenti, Arturo Campos, Jeffrey Chiapello, Terry Cottrell, Mike Decman, Dave DiLorenzo, Rebecca Garland, Allison Heard, Sr. Mary Elizabeth Imler, Dave Laketa, Jessica Monu, Jessica Peek, Rodolfo Perez, Phyllis Peterson, James Phillip, Ed Soldan, Mari Valle, Jason Williams and Michael Ziadat

AUXILIARIES WORK GROUP

Co-Chairs: Dave Laketa and Mollie Rockafellow

Membership: Cedricka Carver, Russell Egan, Heithon Hurdle, Dan Knapp, Bill Linz, Jes Monu, James Phillip and Jason Williams

CAPACITY/CONFIGURATION OF CLASSROOMS & OTHER SPACES WORK GROUP

Co-Chairs: Jennifer Ethridge and Steve Morrisette

Membership: Tiffany Ehret, Jes Monu, Al Scheuber, Cindy Sloan and Jacqueline Wittke-Thompson

COMMUNICATION WORK GROUP

Chair: Dave DiLorenzo

Membership: Elizabeth Badalamenti, Julie Futterer, Victoria Lohmiller and Richard Vaughan

FACULTY DEVELOPMENT WORK GROUP

Co-Chairs: Sudipta Roy and Lisa White-McNulty

Membership: Bonnie Covelli, Chris Glenn, Vicki Lewis and Dan Schwert

HEALTH & SAFETY/SUPPLIES WORK GROUP

Chair: Jes Monu

Membership: Art Campos, Mike Decman, Molly Knapczyk, Anna Perry, Mollie Rockafellow, Mari Valle, Ben Whitlock and Jason Williams

INTERNATIONAL STUDENT ISSUES WORK GROUP

Co-Chairs: Carol Lindee and Michael Ziadat

Membership: Dan Cross, Orlando Griego, Elisabet Miramontes, and Eric Wignall

LARGE EVENTS WORK GROUP

Chair: Jessica Peek

Membership: Cedricka Carver, Jessica Conte, Arlene Finkle, Brady Jones, Kristin Short and Ed Soldan

OFF-SITE LEARNING WORK GROUP

Co-Chairs: Cathy Nelson and Courtney Pritchard

Membership: Kim Gibson, Ian Vanderwoude, Steve Wettergren and Jennifer Willis-Savoia

POLICY & PROCEDURE WORK GROUP

Co-Chairs: Sr. Mary Elizabeth Imler and David Veenstra

Membership: Sarah Alag, Elizabeth Davies, Julee Gard, Allison Heard, Nancy McKenna, Rodolfo Perez, Mollie Rockafellow and Beth Roth

TECHNOLOGY WORK GROUP

Chair: Shannon Brown

Membership: Terry Cottrell, Mark Snodgrass, Regina Stevens and Jacqueline Wittke-Thompson