



Saint Xavier

UNIVERSITY

CAMPUS OPERATIONS POLICY FOR EMPLOYEES

This *Campus Operations Policy* (previously informed consent policy) for employees contains important information about your access to campus in light of the COVID-19 public health crisis. It describes the responsibilities of all campus community representatives, including employees, as we work together to manage the challenge of the COVID-19 pandemic. The Frequently Asked Questions regarding fall 2021 campus operations (FAQs), found on our website, includes information about how the University plans to manage operations on campus and about the shared responsibilities of the University and campus community members going forward. The FAQs may be amended from time to time to reflect updated guidance and best practices as local, state, and national guidance from healthcare officials and/or local conditions change. You are responsible for understanding and following the guidance offered in the FAQs as well as on signage posted throughout campus at all times and for modifying your behavior accordingly as updates to the FAQs and signage become available.

Please read the following information, as well as the FAQs carefully. If upon reviewing this document you have any questions regarding your responsibilities, please contact Gerry Horan, Director of Human Resources (humanresources@sxu.edu).

Purpose of this *Campus Operations Policy* and of the FAQs

As we approach a new academic year at Saint Xavier, we recognize that the novel coronavirus, COVID-19, continues to create challenges and pose risks to the health and safety of everyone in our community. Consistent with its Mercy mission and core values, Saint Xavier University seeks first and foremost to help protect the well-being of our community and the community at large, including our students, faculty, staff, families, visitors, and the public with which we interact.

Our understanding of COVID-19 is evolving, and so are the measures we need to take to protect ourselves and each other. We understand that COVID-19 is a highly infectious disease that has been declared a worldwide pandemic by the World Health Organization. It is believed to spread mainly from person-to-person contact. It continues to be the subject of national, state, and local government guidance and was responsible for the alteration of on-campus operations during much of 2020 and the spring semester of 2021 at Saint Xavier University.

We are very pleased that conditions are such that the University currently is planning to resume on-campus operations during the next academic year. We look forward to safely welcoming students and employees back to campus to the fullest extent practicable. By the same token, it is already clear that maintaining safety in the COVID-19 environment is and will remain a priority and an obligation that must necessarily be shared among everyone entering. All members of the campus community will have responsibilities that they must honor. Moreover, these will be continuing and evolving obligations -- as the spread of the virus, shifting public health guidance, and our tools for managing this challenge will necessarily change over time.

This *Campus Operations Policy* and the FAQs outlined on our website describe the role that the University will play and the responsibilities that it will undertake in doing its best to reduce, monitor, and respond to potential spread of this disease. These documents also describe the general and specific responsibilities of employees in the common effort of taking steps to help protect the community's safety.

Role and Responsibilities of the University

The University has worked hard to prepare for a return to campus this fall, and it has put in place measures aimed at reducing the potential spread of COVID-19. To this end, the University has established policies, plans, and protocols for returning our population to campus. The University will continue to actively monitor the COVID-19 pandemic as it impacts our campus and to consistently communicate with the campus community about ongoing developments. The University's current measures are described in the FAQs. The FAQs and the measures that we use, are all subject to periodic update as public health guidance changes and more is learned about effective management of the COVID-19 risk.

Our hope is that the majority of our campus community members will become fully vaccinated by the start of the fall semester. We strongly encourage members of the University community who are not already vaccinated to do so. Vaccinations are now widely available at many locations, including on campus. Contact our [Health Center](#) for more information.

Specifically, and as set forth in the FAQs, the University plans to take the following actions:

- *Continue to strongly encourage vaccination* of all University community members and to offer the opportunity to become vaccinated by our Health Center medical professionals;
- *Continue to monitor* national, state, and local laws, rules and guidelines, including CDC guidance, as well as the spread of the virus, and adjust University practices, expectations, workplace operations, and communications accordingly;
- *Communicate with our campus community* about any changes to our practices and expectations and about the impact of COVID-19 on our campus;
- *Listen to feedback* from members of our campus community about any areas of campus life or operations requiring heightened attention in the COVID-19 environment;

- *Continue to develop, review, and modify* University policies and procedures to reflect the most up-to-date guidelines for mitigating COVID-19-related risks and modify such policies and procedures as needed;
- *Instruct and require* faculty, staff, students and visitors to adhere to the University's guidelines (including guidelines for social distancing, personal hygiene, wearing of face coverings, cleaning and disinfecting of spaces, self-isolating as necessary, and self-monitoring for symptoms) and enforce those guidelines through discipline when necessary;
- *Notify* employees and students of any updates to the FAQs based upon changed or refined public health guidelines; updates to the FAQs will take effect upon posting to the University's website;
- *Clean and disinfect* campus regularly to limit contagion;
- *Appropriately limit large gatherings and crowds* (for example, by requiring proof of full vaccination or recent negative COVID test) on campus or in connection with University activities, including potentially limiting the sizes, locations, and/or frequency of classes, activities, extracurricular activities, services, and ceremonies where appropriate based on local, state, and/or national guidance from public health officials;
- *Promptly respond* to any reports of probable or confirmed cases of COVID-19 on campus, including implementing one or more of the following measures:
 - Closing off and/or cleaning areas known to have been visited by the infected person;
 - Identifying and notifying others who are not vaccinated and have had close contact with the infected person to the extent possible;
 - Advising the infected person to follow all CDC and state health guidelines for isolation and recovery;
 - Complying with CDC and local public health recommendations and requirements, including providing appropriate notification to public health authorities; and
 - Determining whether and how to communicate information about the infected person to the community.
- *Shift workplace, coursework and other activities to remote delivery, adjust course schedules, postpone or cancel clinical assignments or campus activities, restrict or close access to residence halls and food service, move residents to different residence halls or locations, or employees to different locations in order to implement isolation protocols, or close campus*, in part or in full, as the University deems necessary or appropriate or as required based on the recommendations or orders of local, state, and/or national public health officials.

The University reserves the right to modify or amend its policies and practices, including but not limited to those set forth herein and in the FAQs, as it deems necessary to protect the health and safety of the University community and the community at large.

Your Role and Responsibilities as an Employee

Our faculty and staff play a critical role in promoting the safety of our campus environment and in protecting themselves and each other from exposure to COVID-19. The University directs and requires its employees to take the following actions:

- *Fully comply* with all policies, procedures, and guidelines outlined in this *Campus Operations Policy*, in the FAQs, on signs posted on campus, and as stated in instructions given verbally or in writing by University faculty or staff (including, but not limited to, guidelines for physical distancing, personal hygiene, wearing of face coverings, cleaning and disinfecting of spaces, self-isolating as necessary, and self-monitoring for symptoms);
- *Monitor themselves* every day prior to reporting for work for COVID-19 symptoms, including 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, or other symptoms, as updated from time to time by the CDC, including checking their temperature as needed. (Please view symptoms on the [Illinois Department of Public Health website](#).);
- *Stay home* and take all other measures as appropriate based on vaccination status and as set forth in the FAQs, in the event that an employee is experiencing COVID-19 symptoms, is not fully vaccinated and has been exposed to COVID-19, or has tested positive for COVID-19;
- *Request a reasonable workplace adjustment* if the employee feels one is needed due to religious or medical reasons to be able to fulfill their job duties at the University;
- *Understand and comply with the University's work from home* expectations if approved to work from home, including work hours, frequency and mode of communication, recording all hours worked for non-exempt employees and the use of University technology;
- *Contact a primary care provider and the University Health Center* if believed or confirmed to have COVID-19;
- *Adhere to all state and local health department guidelines* regarding domestic and international travel, following all Chicago Department of Public Health, the Illinois Centers for Disease Control and Prevention and the US Centers for Disease Control and Prevention recommendations regarding their return from travel;
- *Limit visits* from those outside of the Saint Xavier community if you are not fully vaccinated in an effort to reduce the spread of COVID-19; and

- *Remain flexible* and acknowledge the need for flexibility and adjustment of plans and schedules, in case the University must close part or all of campus, modify workplaces, work formats, or work schedules, or otherwise change the mode of delivery of its academic programs, business operations, or activities, due to COVID-19 or any other reason.

It is a shared responsibility of all members of the Saint Xavier community, including the University administration, faculty, staff, students and visitors, to make our campus as safe and healthy as possible in the midst of the COVID-19 pandemic. Keeping ourselves and the members of our community safe and healthy are matters of paramount importance and central to the University's Mercy mission and core values.

Employees must read and understand their responsibilities with respect to COVID-19, as set forth in this *Campus Operations Policy* and in the FAQs, and accept full responsibility for complying with any and all safety guidelines and directives issued by the University, including the FAQs and modifications to the FAQs. The University reserves the right to take corrective action against employees who fail to fulfill these responsibilities or to comply with health and safety directives from the University.

Employees further acknowledge that current circumstances may require the University to change or alter its programs, services, work locations, work assignments, or other operations at its discretion to promote the best interests of the University community. These changes may include, but are not limited to: (1) change, postpone, or eliminate academic course offerings, program requirements, schedules, services, access to facilities, and other policies, procedures or protocols affecting delivery of coursework and services to students; (2) changes or adjustments to the method and timing of delivering course content or services or performing work on behalf of the University, including conversion of some or all coursework or University business to remote instruction or operations; (3) assignment or reassignment of faculty and staff to particular coursework, advisory functions, or other work with students or in offices or units that serve students; (4) change of location, schedule, or mode of employee work for the University, which may include additional restrictions with respect to on-campus work, increased use of remote work, changed staffing schedules, modification of the physical workspace and/or reduced staffing; (5) modification of semester schedules, examination schedules, clinical assignments, grading protocols, or other policies, practices or protocols, which may in turn result in modification of staff or faculty schedules; or (6) other adjustments to the academic or workplace policies, procedures, and standards of the University deems to be in the best interests of students, staff, faculty, and the campus community, as determined by the University at its discretion.

There are risks both known and unknown related to COVID-19 that are affected by employees' presence on campus, work on behalf of the University and participation in University programs and activities. Following the requirements and details set forth in the FAQs, including encouragement of vaccination, the use of face coverings, physical distancing, handwashing, and other safety precautions, does not fully eliminate the risk of contracting COVID-19, and this risk is inherent in our work on behalf of the University and participation in University programs and activities.