

PROOF OF VACCINATION CAMPUS PLAN

PURPOSE

Saint Xavier University remains committed to providing a safe and healthy environment for University community members. On September 3, 2021, Governor J.B. Pritzker announced Illinois Executive Order No. 87, which requires higher education students and staff to vaccinate or test as a condition of being on a higher education campus. On December 21, 2021, Mayor Lori Lightfoot announced Chicago [Public Health Order No. 2021-2](#), whereby the Commissioner of Health of the city of Chicago has mandated proof of [full vaccination](#) for individuals operating in certain covered public locations to help curb the spread of the COVID-19 Omicron variant. Effective January 3, 2022, area restaurants where food and beverages are served on site as well as some gym and recreation facilities will adopt new vaccination requirements and other protocols.

In light of this order, and to keep our community safe, SXU will be adopting the following campus plan.

ROLES AND RESPONSIBILITIES

SXU’s goal is to prevent the transmission of COVID-19 on campus. All community members, students, faculty and staff are responsible for supporting and complying with this plan.

Teams of institutional stakeholders with leadership representation from virtually all facets of the enterprise meet regularly to address the challenges brought forth by the pandemic, ensure compliance with institutional protocols and maintain the flow of communication throughout the institution. The Operations Continuity Team, as well as sub-committees of this team, will continue to convene as needed.

Area operations coordinators include:

Name	Title	Contact
Ken Alston	Interim Director of Athletics	alston@sxu.edu
Maggie Eaheart	Chief of Staff	eaheart@sxu.edu
Molly Gaik	Chief Information Officer	maley@sxu.edu
Gwen George	Interim Provost	george@sxu.edu
Gerry Horan	Director, Human Resources	humanresources@sxu.edu
Dan Klotzbach	VP for Finance and Administration/CFO	klotzbach@sxu.edu
Shane Prance	Asst. Director of Athletics, Facilities & Game Day Operations	prance@sxu.edu
Deb Rapacz	AVP Marketing and Communications	healthinfo@sxu.edu
Kathy Rohan	Director, University Health Center	healthcenter@sxu.edu
Pete Skach	Director, Facilities Services	skach@sxu.edu
Katy Thompson	Dean of Students and Director of Residence Life	deanofstudents@sxu.edu

CONFIRMING VACCINATION STATUS

The SXU Health Center maintains vaccination records for purposes of public health and to comply with applicable law via the electronic health record (EHR) system, Mediat. Trained medical professionals oversee the collection of vaccination records. All University community members have been requested to upload proof of vaccination through the [SXU Health Center Patient Portal](#). The EHR system also validates vaccination status against iCare vaccination records.

Individuals for whom full vaccination status has not been presented are placed in the COVID-19 testing protocol and are required regularly to attest to the validity of test results as well as upload proof of having received a negative COVID-19 test to the [SXU Health Center Patient Portal](#). The Director of Human Resources and the Dean of Students follow up with employees and students, respectively, to ensure the attestations and documentation have been received within the time limits provided by University policy and applicable law.

Sample Attestation:

You understand and agree that, unless and until you are fully vaccinated against COVID-19, you are required to submit to COVID-19 diagnostic testing at least once per week (as an alternative to vaccination) to access campus, University transportation, etc. You understand that if you fail to complete this form as directed, you are prohibited from entering University property. The week begins at 12 a.m. Monday and ends on 11:59 p.m. Sunday.

You understand that each time you provide proof of COVID-19 test results, you are certifying the authenticity of the documentation.

You understand that failing to test as required or falsifying testing documentation will result in corrective action up to and including administrative withdrawal from courses or termination of employment.

You understand and acknowledge that all users of this website are responsible for their own medical care, treatment and oversight. The content of this website is not intended to establish a standard of care to be followed by a user of the website. You understand and acknowledge that you should always seek the advice of your physician or other qualified health provider with any questions or concerns you may have regarding your health. You also understand and acknowledge that you should never disregard or delay seeking medical advice relating to treatment or standard of care because of information contained in or transmitted through the website. **I understand and agree to the above statements.**

I understand typing my name below serves as my electronic signature agreeing to this attestation statement.

ADDITIONAL MEASURES

SXU Diner

The SXU Diner will offer a 'grab-and-go' approach in the serving area. The serving area is an enclosed space, separated from the common area by glass walls. Individuals may enter the food service area for less than 10 minutes for the sole purpose of ordering and carrying out food.

Campus Building Access

Access to classroom and administrative buildings, including common areas used by students and staff, is limited to members of the SXU community (students and staff) through a swipe card system.

Signage

Clear signage indicating buildings are not open to the general public as well as masking and distancing protocols are posted at entrances and throughout the campus.

Shannon Athletic and Convocation Center and Urso Outdoor Sports Center

In addition to swipe card access, designated University employees will be stationed at the entrance of the building. Staff will confirm the vaccination status and verify and record negative test information for those who do not provide proof of full vaccination and declare that they are entitled to a religious or medical exception to the vaccination requirement.

Proof of full vaccination means valid documentation that an individual has attained full vaccination status as determined by Centers for Disease Control and Prevention (CDC) guidance. An individual is fully vaccinated against COVID-19 two weeks after receiving the second dose in a two-dose series of a COVID-19 vaccine authorized for emergency use, licensed or otherwise approved by the FDA, or two weeks after receiving a single-dose COVID-19 vaccine authorized for emergency use, licensed or otherwise approved by the FDA. Acceptable records are a signed vaccination card, photocopy of a vaccination card, clear digital image of a vaccination card or printed record of administration from the vaccine provider.

Acceptable identification is defined as a CDC COVID-19 Vaccination Record card, official immunization record from the jurisdiction, state or country where the vaccine was administered, or a digital or physical photo of such a card or record reflecting the person's name, vaccine brand and dates administered. Additionally, individuals over the age of 16 will need to provide identification with the same identifying information as the proof of vaccination.

Examples of acceptable identification include but are not limited to: driver's license, non-driver government ID card, passport and school ID card. The name on the acceptable identification must match that on the vaccination or negative test information that is provided.

Sample Building Attendance Log:

Name	Confirmed vaccination or 72 hr. testing record plus photo ID (Y/N) (deny entrance if no)	Date	Staff Name	Staff Signature

Training for Those Checking Vaccination Records:

Designated University employees will be stationed at the north entrance of the Shannon Center to check vaccination or testing records of all individuals seeking to enter the Shannon Center. Access to the Urso Center is generally restricted to University coaching staff and to student athletes, who will use the east entrance. The Urso Center will remain staffed; coaches holding team-based activities will verify vaccination/testing status via the team roster building access log. Athletes who enter the building to use the equipment independently or meet with a coach will report to the designated building staff member, who will document verification of vaccination/testing status. Alternate entrances to both buildings will be temporarily closed to ensure that all those seeking entrance are checked.

Employees will be trained on the acceptable forms of proof of vaccination or testing and the acceptable forms of photo identification. This includes checking the dates of last vaccination to ensure that it was more than two weeks prior to entrance and checking the date and time of a negative test to ensure that it was within 72 hours of the time admission is sought.

Those seeking entrance to these areas who are unable or unwilling to present required proof will be asked to leave the building. Failure to do so and failure to cooperate in the process will be reported to the Assistant Director of Athletics for Facilities and Game Day Operations. The Director of Human Resources and the Dean of Students will follow up with employees and students, which may result in disciplinary action, including exclusion from the Shannon or Urso Centers. Those who refuse to leave the area after having been denied access may be removed by campus Public Safety personnel.

Shannon and Urso Centers Signage:

Signage for the Shannon and Urso Centers will be developed to reflect that all patrons must stop and present proof of their vaccination status or negative COVID test in the last 72 hours if declaring entitlement to a religious or medical exemption from vaccination.

Communication

The University will continue to communicate regularly with the campus community, maintain policy and procedure documentation on the website, and keep in place the healthinfo@sxu.edu

email address, which remains the single point of contact for questions and comments related to University operations and compliance with COVID-19 protocols.

This policy is subject to change based on changing conditions, new information, new public health orders and new guidance from public health authorities.