

University Guidelines for Returning to Campus



Saint Xavier
UNIVERSITY



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Guiding Principles

Since Saint Xavier University's (SXU) Emergency Management Team was convened due to the coronavirus (COVID-19) pandemic, the main goal was first and foremost to protect the health and well-being of our Saint Xavier community and the community-at-large. Now that we are entering a phase of re-opening our response remains rooted in our concern for the safety of our students, faculty, staff and for the public with which we interact. This document was created with that safety in mind.

SXU, inspired by the heritage of the Sisters of Mercy, strives to think critically, communicate effectively and to serve wisely and compassionately in support of human dignity and the common good. Among the expressions of full human potential are displays of personal and professional excellence, ethical decision-making and concern for the welfare of others. COVID- 19 is a contagious disease and currently the only way to mitigate the spread is for the members of our campus to strictly adhere to the guidelines outlined in this policy.

The University Guidelines for Returning to Campus were created following guidance from the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), and the American College Health Association (ACHA). Our return to campus will also remain aligned and consistent with local orders and ordinances of the City of Chicago as well as the greater state of Illinois.

Our knowledge and understanding of the virus that causes COVID-19 continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. This guide may be updated on a periodic basis, based upon evolving guidance from the CDC, IDPH and other authorities, as well as the developing needs of the Saint Xavier campus community. The campus community will be notified of any updates to the guide, which will take effect immediately upon notice to the community. All members of our community have a responsibility to keep current on communications from the University about updates to this guide and to campus community requirements regarding management of COVID-19 risk.

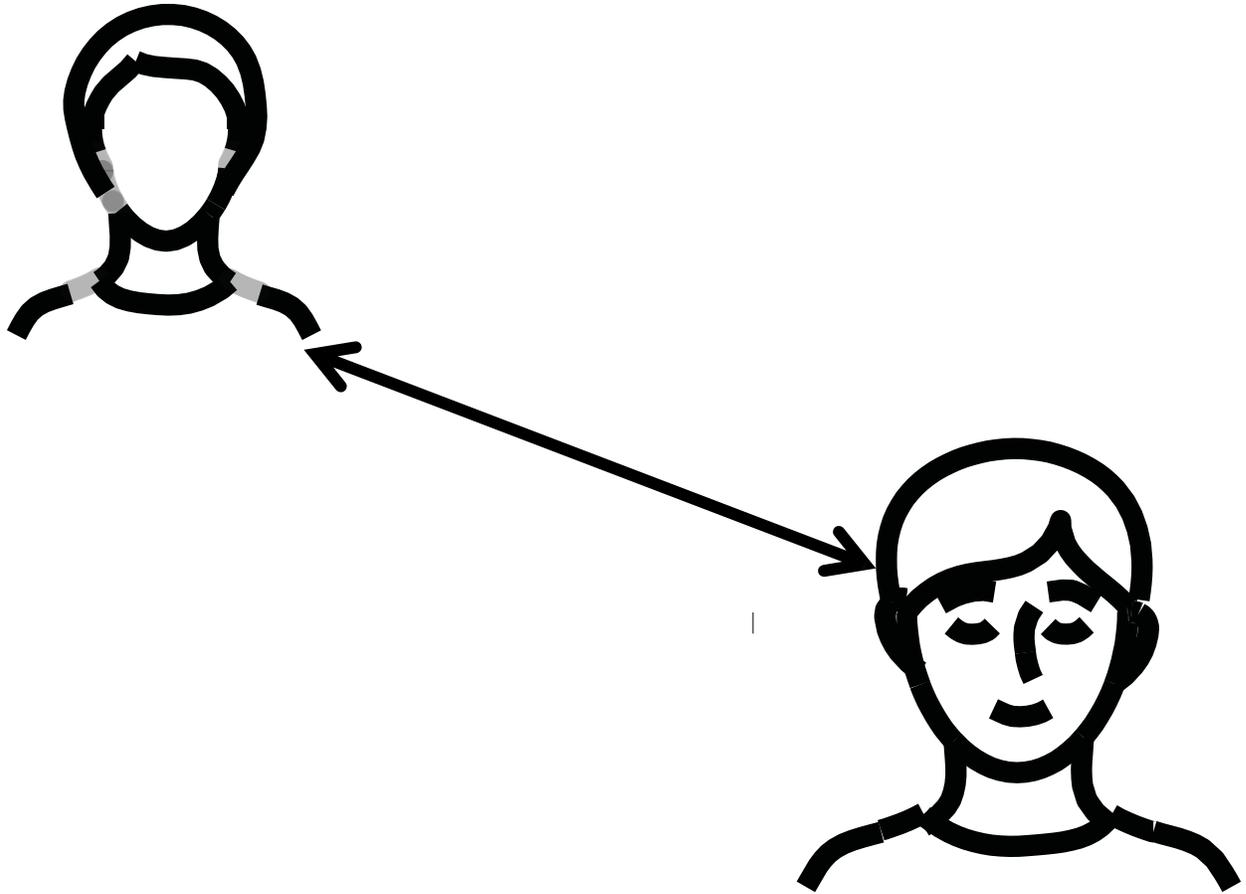
Campus Expectations & Guidelines

All students, faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.



Campus Resources

Name	Phone Number	Campus Location	Serves
Health Center	773-298-3712	3925 W 103rd St., Driehaus Center	Students, Employees & Community Members
Human Resources	773-298-3450	Human Resources	Employees
Dean of Students	773-298-3123	Warde, L-103	Students
Counseling Center	773-298-4045	3911 W 103rd St., Driehaus Center	Students
Employee Assistance Program	888-628-4824	N/A	Employees
Center for Accessibility Resources	773-298-3308	Warde, L-108	Students



COVID-19

Coronavirus disease 2019 (COVID-19), caused by the SARS-CoV-2 virus, is spread from person to person mainly through respiratory droplets. According to the CDC, COVID-19 is spread:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby.
- COVID-19 may be spread by people who are not showing symptoms. These people may never show symptoms or are simply not showing symptoms yet.

Based on these facts, social distancing, wearing face coverings and monitoring for symptoms are paramount to keeping our campus safe.

Symptom Monitoring

Every student, faculty and staff member should monitor themselves for COVID-19 symptoms **every day prior to coming to campus**. If you answer YES to any of the questions below, you are advised to STAY HOME and follow the instructions also below:

Questions:

1. Do you have a fever over 100.3°F without having taken any fever-reducing medications?
 Yes No
2. Are you currently experiencing any symptoms below (or if this is the first time you are self-monitoring, please indicate any symptoms you have experienced in the past 14 days):

New onset of loss of smell or taste? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cough? <input type="checkbox"/> Yes <input type="checkbox"/> No	New headache? <input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle or body aches? <input type="checkbox"/> Yes <input type="checkbox"/> No	Difficulty breathing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Nausea or vomiting? <input type="checkbox"/> Yes <input type="checkbox"/> No
Sore throat? <input type="checkbox"/> Yes <input type="checkbox"/> No	Shaking or chills? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diarrhea? <input type="checkbox"/> Yes <input type="checkbox"/> No
Unusual fatigue? <input type="checkbox"/> Yes <input type="checkbox"/> No	Congestion or runny nose? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rash on toes? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Is anyone in your household experiencing any of the above-listed symptoms?
 Yes No
4. Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or been placed in quarantine for possible contact with COVID-19 within the past 14 days?
 Yes No

What To Do If You're Sick

If you are sick, the most important thing to do is to STAY HOME. As stated above, COVID-19 can present any number of ways -- sometimes only with new nausea, sometimes only with a new runny nose and sore throat. While you may not have normally stayed home for a mild sore throat, we are now asking you to STAY HOME and follow these steps:

1. Seek guidance from your primary care provider or the SXU Health Center.
2. Students who were expected to report to campus for class, should notify their instructor of their inability to come to campus.
3. Staff and faculty who were expected to report to campus should notify their direct supervisor to make them aware of their absence.

What to Do If You've Been Exposed

If you have had a known or suspected exposure to COVID-19, make sure to STAY HOME and follow these steps:

1. Seek guidance from your primary care provider or the SXU Health Center.
2. Report the known or suspected exposure to the SXU Health Center.
3. If it is determined that you should quarantine for 14 days, the providers at the SXU Health Center will coordinate any further notification requirements.

What to Do If You've Tested Positive

If you have tested positive for COVID-19, STAY HOME and self-isolate. Be sure to follow all instructions from the IDPH and any health care provider you may have seen and report your positive test to the SXU Health Center.

High-Risk Individuals

According to the CDC, individuals with certain conditions may have a higher risk for developing severe illness from a COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Students whose health condition falls within one of the CDC high-risk categories or are pregnant may seek a classroom adjustment and should contact the Dean of Students.

Staff and faculty whose health condition falls within one of the CDC high-risk categories or are pregnant may seek a reasonable, temporary COVID-19 workplace adjustment. Please contact your direct supervisor, who will coordinate with Human Resources, to address requests for workplace adjustment.

Pandemic Travel Reporting

Students, faculty and staff travelers must 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.

If the travel guidelines require a period of self-quarantine such that you are unable to report to campus as expected, employees should coordinate with their supervisors regarding a remote workplace accommodation or the use of paid time off. Students should coordinate with their instructors regarding the coursework.

Anyone considering traveling should review travel restrictions as noted by the U.S. State Department and CDC.

Personal Safety Practices

Appropriate use of face coverings is critical to minimizing risk to others. Face masks/shields or cloth coverings should be worn by all individuals while on campus in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common spaces, meeting rooms, classrooms, hallways, etc.).

One SXU cloth face mask will be provided to every student, faculty and staff member. If the SXU cloth mask is not clean and available to wear, each individual will be responsible for procuring his or her own face covering.

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the [CDC website](#).

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears. Avoid touching the front of the face covering/disposable mask. If you do touch the front of the mask at any time while you are wearing it, be sure to sanitize your hands afterwards.

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a clean, dry space when not in use, such as a paper bag.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use. They should be replaced immediately if soiled damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash at the end of the day or if it is soiled, damaged (e.g. stretched ear loops, torn or punctured material) or visibly contaminated.

Physical Distancing

Keeping space between you and others is one of the best tools we have to slow the spread of the virus that causes COVID-19. Since people can spread the virus before they know they are sick, it is important to keep distant from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Individuals on campus should follow these physical distancing practices:

- Stay at least 6 feet (about two arms' length) from other people at all times.
- Do not gather in groups larger than is currently allowed within the City of Chicago.
- Stay out of crowded places and avoid mass gatherings.

Hand-washing

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 or sneezing.

If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose and mouth with unwashed hands.

Gloves

According to the [CDC](#) gloves are not necessary for general use. Not touching your face and frequent hand-washing are both effective infection control measures for the general public.

Goggles/Face Shields

Individuals do not need to wear goggles or face shields as part of general activity on campus. However, there may be certain classroom or lab situations that will require this type of protective gear. In general, good hand hygiene and avoiding touching your face are usually sufficient for non-health care environments.

Coughing/Sneezing Hygiene

If you are in a private setting and without a face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw the used tissue in the trash.

Immediately after you cough or sneeze, be sure to wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.

Cleaning/Disinfecting

Housekeeping teams will clean common areas and classrooms based on CDC guidelines for disinfection. Facilities Management will also maintain handsanitizer stations at major building entrances, elevator stops and high-traffic areas.

Individuals should wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment.

Guidance for Shared Spaces

Public Transportation

If you take public transportation or must use the SXU shuttle, make sure to wear your face

mask before entering the bus or train and avoid touching surfaces with your hands and use alcohol-based hand sanitizers with greater than 60% alcohol as soon as possible and before removing your mask.

Reception Areas and Hallways

Be mindful of physical distancing in all public areas:

- Masks/face coverings should be worn by all individuals in any SXU facility where others are present, including walking in narrow hallways where others travel.
- Follow visual cues such as floor decals, colored tape or signs to indicate where to stand.
- Follow directional signage in University buildings.
- Utilize barriers in high-visited areas.

Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Make sure to follow restroom capacity and instructional signs. Wash your hands thoroughly before and afterward to reduce the potential transmission of the virus.

Elevators

Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators should wear a face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol upon departing the elevator.

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If you are buying food in the SXU Diner, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Make sure to follow social distancing guidelines while standing in lines by using floor markings and following directional signs. While it is encouraged to take food to go, some tables will remain in the SXU Diner for eating. Individuals should maintain a 6-foot distance at tables.

Enter/Exit Control

Entry into buildings will be regulated and monitored. Your SXU Cougar Card may be required for entry into all buildings and should be carried with you at all times; you may not hold or prop open exterior doors for any other person.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Mental and Emotional Well-being

Physical distancing has resulted in both isolation and a change in routine for most people. This, in combination with the emotional, social and financial disruptions, will continue to take a toll on our community members' well-being. Below are some resources on campus that can assist individuals during this stressful period:

SXU Counseling Center

All students currently enrolled at Saint Xavier University have access to free counseling services with the SXU Counseling Center. To request services students can fill out an online Request for Services Form at www.sxu.edu, keyword: Counseling, or call 773-298-4045.

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all faculty and staff. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact the EAP at 888-628-4824 or at www.guidanceresources.com.

SXU Health Center

The nurse practitioners at the SXU Health Center can see students, faculty and staff for mental health issues, such as anxiety and depression, and give prescriptions as appropriate. Depending on the severity of the issue, patients may need to be referred for additional medical services.

Supervisor Considerations

Phased Staffing

SXU will continue to phase in a return of staff over time in a coordinated process to ensure appropriate physical distancing, the use of face coverings and surface cleaning for COVID-19.

SXU will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your supervisor.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your supervisor. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, the University will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options

Once staff members have been instructed to return to work on campus, there are several options offices and departments should consider, in collaboration with Human Resources to maintain required physical distancing measures and reduce the population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be scheduled as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, offices and departments should schedule partial staffing on alternating days or add weekends to the rotation. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Employee Considerations

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room and while providing services to those outside your department.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and students.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a

room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or in part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed allowable capacity under state and local law, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by e-mail or other available technology rather than face-to-face.