



University Life

Return to Campus Operations

September 11, 2020

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COVID-19: COMMITTEE ON RETURN TO ON-CAMPUS OPERATIONS

UNIVERSITY LIFE COMMITTEE MEMBERSHIP

Danita M. B. Young, Vice Chancellor for Student Affairs (Co-Chair)

Sean Garrick, Vice Chancellor for Diversity, Equity and Inclusion (Co-Chair)

- **Patricia Anton**, Associate Director of Housing for Residential Life
- **Cassie Arner**, Associate Athletic Director, Marketing, Fan Development & Strategic Communication
- **Chris Ackerman-Avila**, Student, ISG Vice President Maureen Banks, Director, Safety & Compliance F&S
- **Thomas Betz**, Student Legal Directing Attorney
- **Greg Burdette**, Foellinger Auditorium Manager
- **Jenny Davis**, Anthropology/American Indian Studies
- **James Hintz**, Associate Vice Chancellor for Student Success and Engagement
- **Marcus Jackson**, Director, Division of Campus Recreation
- **Allison Kushner**, Director ADA
- **Carla McCowan**, Director, Counseling Center
- **Martin McFarlane**, Director, Office of International Student and Scholar Services
- **Ann Marie Morgan**, Assistant Dean of Students
- **Leslie Morrow**, Director, LGBT Resources
- **Jan Novakofski**, Associate Vice Chancellor for Research and Compliance and Professor Animal Science
- **Rebecca Salzman**, Interim Director, Illini Union
- **Jim Sims**, Director, Facilities and Services
- **Yun Shi**, Program Director, International Education
- **Robert Woodard**, Medical Director, McKinley Health Center

Ex officio

- **Lea Peck**, Assistant Director of Social Media
- **August Schiess**, Director of Social Media
- **James Quisenberry**, Director, Student Affairs Technology

EXECUTIVE SUMMARY

A safe return to the traditional elements of university life at a residential university as quickly as possible under any ongoing state and health department restrictions and guidelines is essential. That was the fundamental charge of the University Life committee.

The committee worked within these general parameters:

- Identified, evaluated, and designed the comprehensive and multiphase implementation processes related to university life and activities that will be a major component in the university's transition back to on-site operations, notwithstanding the persistence of COVID-19. Every issue was thought through with our core values of inclusiveness, equity, and diversity in mind. These include, but are not limited to:
 - Housing and dining
 - Off-campus and community living
 - Student services and student organizations
 - Health and safety practices
 - Working-related events and processes
 - Career and internship opportunities
 - Co-curricular and engagement activities
 - Athletics
- As an immediate, first phase, we established the framework and planning necessary to resume campus life for a **summer transition back to on-campus operations and activities** in anticipation of Gov. Pritzker lifting his stay-at-home orders.
- In a second, ongoing phase (**planning for fall 2020 and beyond**), we recommended the actions, policies, and processes that must be implemented for resumption of our university life activities for the fall 2020 semester, the total academic year, and beyond as necessary.
- Considered how the university will make necessary adaptations or accommodations to the environment that will enable individuals to participate in the university's programs, services, and activities.
- Developed plans to ensure the university continues to promote a campus climate that supports academic and professional success.
- Developed plans for coordination and communication of our committee's activities and recommendations with the Executive Steering Committee and the other six working committees.

This pandemic has brought us unprecedented challenges. As such, we sought to determine the best approaches to address these challenges. Each of our decisions and recommendations were guided by the following core principles:

1. Protection of the safety and health of our students, faculty, staff, and local community
2. Preservation of our land-grant missions of education, scholarship, service, and engagement
3. Processes that are transparent, open, consultative, and respectful of our traditions of shared governance

ATHLETICS

Subcommittee Members: Cassie Arner, Jim Hintz, Marcus Jackson, Jim Sims

FIGHTING ILLINI ATHLETICS

The Big Ten Conference announced August 11, 2020 that the presidents and chancellors of the 14 member institutions have decided to postpone all fall sports, which include the Fighting Illini football, volleyball, women's soccer and cross country programs. The Big Ten Conference will continue to evaluate a number of options regarding these sports, including the possibility of competition in the spring.

The health and safety of student-athletes, staff, and our community is the university's main concern. We will support our student-athletes as they deal with the emotions stemming from this decision. We continue to work with the Big Ten on future plans as we move forward with returning our student-athletes to classes and training.

SEASON TICKET HOLDERS

Illinois Football Season Ticket Holders who have "opted in" for the 2020 season will continue to receive season tickets. Ticket related questions can be directed to illinitickets@illinois.edu, or by calling the Illinois Ticket Office at 866-ILLINI-1.

CAMPUS RECREATION

Patron safety, and that of Campus Recreation staff, is our top priority, and we have implemented health and safety guidelines set by the Illinois Department of Public Health (IDPH), the Centers for Disease Control (CDC), and the University of Illinois, including but not limited to:

- Emphasizing cleaning/sanitization of high touch areas;
- Removing/closing machines and limiting activities to comply with social distancing guidelines in our free exercise areas;
- Limiting activities and programs to those that comply with safety rules (gatherings of 50 or fewer);
- Closing off spaces where social distancing cannot be maintained (e.g. free weight room, locker room);
- Postponing services that require shared equipment (e.g. towels, sports equipment);
- Increasing ventilation rates and better HVAC air filtration; and
- COVID barriers and single entry/exit points to help protect employees and customers at our service stations.

Many Campus Recreation services, amenities, and activities will be available in stages, and some of our spaces will have new capacity limits based on the guidelines and out of an abundance of caution. Campus Recreation anticipates opening on August 17. If you have any questions, please check the Campus Recreation [FAQ page](#) (campusrec.illinois.edu/reopening-faq) or email dcr-memberservices@illinois.edu.

INTRAMURALS AND CLUB SPORTS

Intramurals and club sports offering will be contingent on the nature of the activity and the ability to adhere to the standards above. For some activities, we expect that will not be possible for the fall term.

CO-CURRICULAR AND STUDENT SERVICES

Subcommittee Members: Cassie Arner, Chris Ackerman-Avila, Greg Burdette, Jenny Davis, Jim Hintz, Marcus Jackson, Allison Kushner, Carla McCowan, Martin McFarlane, Ann Marie Morgan, Leslie Morrow, Jan Novakofski, Rebecca Salzman, Yun Shi, Jim Sims

The University Life Co-Curricular and Student Services subcommittee identified issues related to student services and campus events.

CAMPUS EVENT GUIDANCE

The committee worked with the Public and Community Engagement Committee, Special Events Committee and other stakeholders to develop Event Guidance for campus (see Appendix E for Event Guidance). The guidance was based on Restore Illinois Phase 4.

STUDENT SERVICES GUIDANCE

There are a wide range of student services provided across campus. The sub-committee did not determine any specific guidance for the various service units due to the various external factors that influence the various services (i.e. Restore Illinois, HR, operational needs, etc.). It makes sense for campus units to determine their own operational needs (i.e. hours, in-person vs. virtual, etc.) based on mission and resources. There is a concern about balancing student services with the health and safety of both students and staff. Campus units are encouraged to staff and provide services that is consistent with their mission, operational needs, and health/safety of staff and students. Units may have in-person, virtual and/or a combination of services offered.

STUDENT FEES

The University decisions on who to charge fees will affect the ability for students to access the services and/or, in some cases, the quality of services due to less funding. There are many services students may expect if they are living on, near or even far from campus, which are funded by various student fees. The university's position, pre-COVID, for students who have an all online course schedule is to not charge a Student Service Fee. However, many students still utilize the services and this may increase as more students have online schedules despite living on or near campus. In addition, students who would normally live on campus may expect these services (at least the ones that can be offered virtually). A universal approach to reducing and/or refunding fees is problematic. Any reduction or refund of fees should be carefully examined to understand the practical impact. Also, the campus and university administration rely on units funded by these to fees to cover central expenses (i.e. campus overhead, university overhead, and financial aid). A reduction in staff may be required if the level of funding is not sustained. The level of services may also be impacted longer-term. For example, if positions are eliminated, it may take time to refill them post-COVID.

STUDENT EXPERIENCE

Although the health and safety of the campus community is the first priority, there is concern about bringing students back to campus with a mostly virtual experience. Students will benefit from access to technology and other resources as well as a better ability to focus without home life distractions, but lack of in-person experiences could lead to issues with sense of belonging and ultimately retention. Campus units are encouraged to think creatively to try to provide a positive experience for students that adheres to health and safety. Just going online is not always the best approach. Students should feel their decision to come to live on or near campus has value beyond what they would get from enrolling in an online university.

HEALTH AND SAFETY PRACTICES

Subcommittee Members: Cassie Arner, Maureen Banks, Jenny Davis, Marcus Jackson, Allison Kushner, Carla McCowan, Jan Novakofski, Rebecca Salzman, Yun Shi, Jim Sims, Robert Woodward

The Health and Safety Practices subcommittee worked with a number of stakeholders, both internal to the university and external in the community, to determine answer to many health- and safety-related issues and questions. What follows is a sampling of answers to common questions. Please visit covid19.illinois.edu for the latest health and safety information.

WHAT ROLE WILL MCKINLEY HEALTH CENTER (MHC) PLAY IN TESTING?

McKinley Health Center is available for testing seriously symptomatic patients for the COVID-19 virus. MHC can also order COVID antibody tests on select individuals determined on an individual basis. MHC has supported the DIA testing initiative throughout the summer with both lab resources and nurse practitioner, IT and support staff. The Medica electronic health record will be used by Shield to send automated test results through the MyMcKinley portal to all staff, faculty, and students. MHC will provide phone consultation and support to the call center if needed.

WHAT ROLE ARE WE ANTICIPATING MCKINLEY HEALTH CENTER / CAMPUS WILL NEED TO PLAY IN CONTACT TRACING? HOW ARE WE GOING TO THINK ABOUT THE LABOR FORCE TO SUPPORT THIS TASK?

MHC will support public health with contact tracing. The labor force will be hired and supervised by public health.

WHAT ROLE WILL MCKINLEY HEALTH CENTER PLAY IN CARE OF STUDENTS ISOLATED OR QUARANTINED?

International students who quarantine upon arrival will download and complete a symptom questionnaire for those days they are in the community up to the first 14 days they are in the United States. They will then upload the form and leave quarantine. If a patient is tested by MHC, and a positive patient is identified, public health will contact them about isolation arrangements.

HOW WILL MCKINLEY HANDLE APPOINTMENTS AND SCHEDULING OF PATIENTS?

There will only be appointments available through telehealth and in-person visits. All walk-in and self-scheduling will be eliminated for the foreseeable future.

WHAT WILL THE MEDICAL CLINIC SCHEDULE BE FOR STAFF?

The schedule will be 8am to 5pm Monday through Friday and 8am to 4:30pm on Saturday. Staff will be on rotations and working remotely or in-person depending on skill set/job classification, social distancing, and percent of building occupancy allowed.

HOW ARE YOU PLANNING FOR STUDENTS WHO MAY BE ENTERING QUARANTINE AT DIFFERENT TIMES IN THE REQUISITE 14-DAY PERIOD?

July 20, 2020: IDPH is recommending: isolation for 10 days after symptom onset (or specimen collection date if asymptomatic) and case is afebrile (without fever-reducing medications) for at least 24 hours and with improvement of COVID-19 symptoms; Quarantine is for 14 days after last/most recent contact with the case when the case was infectious. If the close contact develops symptoms, they should follow isolation rules for cases.

See Appendix D for COVID-19 HVAC Briefing information from Dr. Mohamed Attalla, Executive Director, Facilities & Services at University of Illinois at Urbana-Champaign.

HOUSING, DINING, OFF-CAMPUS LIVING, AND COMMUNITY (HDOC)

Subcommittee Members: Christopher Ackerman-Avila, Trish Anton, Maureen Banks, Thomas Betz, Allison Kushner, Ann Marie Morgan, Leslie Morrow, Rebecca Salzman

The following report summarizes the issues identified, work accomplished, and recommendations for the larger committee by the subgroup examining housing, dining, off-campus living and community (HDOC) during covid-19.

Over the course of the summer 2020, the members of the HDOC studied the following issues:

1. Compliance with covid-19 mitigation strategies
2. Campus occupancy
3. Dining safety
4. Quarantine and isolation capacity
5. Campus and community events and behavior patterns

COMPLIANCE WITH COVID-19 MITIGATION STRATEGIES

ENFORCEMENT

It is the recommendation of the subcommittee that the campus approaches compliance with all safety measures (face coverings, social distancing, hand washing, etc.) in an educational manner, primarily. Involving police should be the absolute last strategy for enforcement and should only be in cases in which an individual or group does not comply with law. The group does strongly recommend, however, that face coverings, testing, etc. be mandatory through campus policy.

Various conversations were held by members of the committee, as well as others outside of the University Life team, to consider various enforcement questions and concerns raised by Academic Affairs and others. The Office for Student Conflict Resolution (OSCR) put forth a memo outlining protocols for addressing violations of any mandatory safety measures put into place. A copy of this memo is included as Appendix A.

COMMUNICATION AND MESSAGING

Public Affairs should coordinate a comprehensive, cohesive plan for educating students on and encouraging compliance with safety measures and campus guidelines/requirements. Wide-spread campaigns around compliance should reach beyond campus buildings into the Campustown area vendors. Further, messaging should include a wide variety of media and approaches, including peer-to-peer engagement and leveraging relationships with high-profile alumni or faculty/staff/students.

TESTING & APP USE

Requiring rather than suggesting use of the resources available, from testing to app usage, would ensure better results. One member of a community not participating lowers the efficacy of the entire effort. Students and staff without personal technology to participate

should have access to equipment that can be borrowed for the duration of covid-19. Given the permeable nature of campus “borders,” the inclusion of community partners in the testing program (currently submitted for FDA approval) would be ideal.

SOCIAL DISTANCING MEASURES DURING CAMPUS MOVE-IN

University Housing is coordinating efforts with the SHIELD committee, the office of the Chancellor, the icard ID Center, the Illini Union Bookstore, and State Farm Center to implement a centralized move-in process in which all residents of the undergraduate residence halls will test, receive PPE kits and icards, and be shown how to download the app before being checked into their residence hall space. Students will sign up for appointment times to ensure move-in is spread out over six days rather than the traditional two larger move-in days.

New this year, University Housing is offering free “drop off” days in early August. Residents can make an appointment to borrow a temporary key for one hour to move their belongings into their room to make move-in week a quicker and less stressful process. Students are not permitted to stay overnight during this drop-off period. University Housing residents will be permitted to have only two helpers inside of the residence hall. Campus covid-19 testing is not required prior to this drop-off period, as students will be returning home before returning to campus again the week of August 16. At the date of this report, over 900 residents of University Housing had signed up to participate in “drop off,” which will assist with de-densifying the halls during move-in week.

Students living in private certified units will report to a campus covid-19 testing site closest to their hall or house prior to moving in. The Office of the Dean of Students (ODOS) is working with local landlords to encourage them to direct students to the covid-19 testing centers prior to receiving their apartment keys over the next month. Dispersing students to the multiple sites prior to move-in over a several day period will help with move-in congestion and normalize testing as part of the process.

Several local landlords and management companies are reviewing their move-in procedures and making adjustments so as to promote social distancing during this peak time. Students who choose to live in apartments typically move in over a three-week period in August, spreading their arrival times out adequately.

CAMPUS OCCUPANCY

DE-DENSIFYING RESIDENCE HALLS

University Housing and some private certified housing units are reducing the capacity of their facilities by closing rooms, turning all quads and triples into double rooms, and turning some double rooms into single rooms. Self-contained wings/floors have also not been assigned and will be used for quarantine or isolation as necessary. University Housing, typically at 100% occupancy in the fall semester, could be as low as 70-80% occupied. Students are still making decisions on whether to come to campus for fall instruction; cancellations occur

daily, with over 900 the first week of August due to the majority, if not all, of the student's classes being online noted as the most frequently cited reason.

DE-DENSIFYING FACULTY AND STAFF PRESENCE ON CAMPUS

The HDOC subcommittee supports a hybrid approach of online and in-person classes, services, and programs for the fall semester. Doing so also allows for faculty and staff to work remotely as is appropriate for their work. There has been criticism by students and parents, however, that many of their students' course schedule is currently looking to be all on-line, thus they are considering not returning (or starting for first year students) on campus.

As the summer progresses, K-12 school districts, day care facilities, and after-school care options are presenting challenges for faculty and staff to be able to 100% return to campus in the fall. A flexible approach to in-person staffing will also help with campus occupancy.

CAMPUS FACILITIES

The campus has worked very collaboratively to reduce occupancy for in-person classes, and to lower occupancy limits for most, if not all, spaces throughout its buildings. Removing or relocating furniture, marking or taping off seating that should not be used, and modifying space usage policies throughout campus buildings helps with de-densifying space. In some cases, there will be facilities not available throughout covid-19 due to the inability to properly clean and sanitize regularly or due to the nature of the facility encouraging too close in-person contact. An example of this includes fitness rooms in University Housing's residence halls.

University Housing is only allowing its staff to reserve meeting/event spaces for up to 10 occupants (conservatively following State of Illinois Phase 3 guidelines instead of 4) through the first 3 weeks after Move-in (beginning August 16) to ensure student organizations or informal gatherings of students do not occur without staff presence to monitor occupancy. This policy will be reviewed after 3 weeks of campus positivity rate data can be examined.

The Illini Union has decreased maximum occupancy limits and closed smaller meeting rooms off from use for the fall semester.

DINING SAFETY

All campus dining and vending operations are following the State of Illinois' "Restore Illinois" reopening plan.

The Illini Union Quad Shop reopened June 8, 2020. Precautionary/safety Plexiglas shields were installed at registers, floor decals installed to indicate 6-foot social distancing while waiting in line, and limited a number of customers are permitted in the store to six at any one time.

The Starbucks (Bookstore location) opened on June 1 for walk-up window only. Starbucks at both the Illini Union and Bookstore opened for full-service on June 8, 2020. Starbucks on Oregon Street and Jitters Café at the Law School will remain closed until fall semester when

students and staff return. Plexiglas shields were installed at all front counters, floor decals installed to indicate 6' social distancing while waiting in line, and face coverings are required to be worn at all times. All Starbucks locations implemented brand standard operational procedures regarding COVID 19

Other food vendors in the Illini Union (Auntie Anne's, Blaze, Einstein Bros Bagels, Garbanzo, Qdoba, Wendy's) as well as campus satellite locations (Espresso Royale, Latte Da, Nic's Café, Einstein Bros Bagels) remained closed throughout the summer. Vendors will reopen at the beginning of fall 2020 semester. All vendors have their own safety policies/procedures related to COVID 19 and will be responsible for implementing precautions for food handling and social distancing as dictated by their company/corporate standards in compliance with federal and state regulations.

University Housing dining halls and retail locations will require face coverings whenever the student is not eating. Social distancing procedures will be in place, including one-way traffic and limited dine-in seating after September 7 (if conditions allow, as this date marks 14 days after classes begin, or an "informal quarantine".) Hand sanitizer and sanitizing wipes to sanitize surfaces before and after eating will be available, meals will be packaged for carryout and served by Dining Services staff dressed in PPE. Dining hall hours will be extended as to not crowd during any particular hour and satellite dining locations will be available for box meal pickup. Special dietary menu options will still be available (Kosher, vegan, gluten-free, etc.) University Housing has worked on spacing kitchen and serving staff out among the facilities, increased cleaning protocols, and is using only disposable products for the foreseeable future.

QUARANTINE AND ISOLATION CAPACITY

Per Illinois Board of Higher Education recommendations, University Housing has set aside 5% of its room inventory throughout campus (there is not one "COVID-dorm") for self-contained floors/wings designated for quarantine (exposure to a confirmed case) or isolation (confirmed case.) University Housing has made its protocols available to the private certified units as well as the ODOS' "Off-Campus Community Living" assistant dean to adapt for local landlords. (See Appendix B for various isolation and quarantine protocol documents.)

University Housing, in conjunction with the Champaign-Urbana Public Health District, is working under the following assumptions:

- Not all students will contract the virus simultaneously;
- Many in-state and even regional students will opt to go home to recover under the care of family and their primary care physician (as is recommended by medical staff at McKinley Health Center and OSF Hospital);
- Residents of Family and Graduate Housing apartments will be able to isolate or quarantine in their own unit and not need placement on these floors/wings;
- Residents of private certified units (private residence halls and Greek Houses) will remain in those facilities for isolation or quarantine if unable to travel home;
- Residents choosing to live in off-campus apartments will isolate or quarantine in their apartment if unable to travel home;

- A student who contracts a severe case of covid-19 will be hospitalized.

University Housing has adapted detailed protocols from H1N1, SARs, mumps, measles and experience with other communicable diseases over the years to work with McKinley Health Center and OSF to ensure students will have meal service, remote medical support, and daily, contactless check-ins with staff should they need to quarantine or isolate. Students in University Housing isolation or quarantine will be provided linens, a micro fridge, cleaning supplies, and disposable utensils along with their meal deliveries. Students in isolation or quarantine can opt to arrange for personal laundry service through [Student Valet](http://student-valet.com) (student-valet.com), as they will not be permitted to use residence hall laundry rooms during the duration of their stay.

OFF-CAMPUS STUDENTS

Per Public Health recommendations, students who reside in private, off-campus residences should quarantine or isolate in those spaces or with family at their permanent address. Off-Campus Community Living (OCCL) within the Office of the Dean of Students (ODOS) has begun putting together information about how students should approach quarantine and isolation while living in close quarters. The information will be accessible on the ODOS website on a designated "COVID-19 Resources" landing page.

The HDOC subcommittee anticipates that the university will receive calls from concerned students and family members who will look to the campus to provide spaces in which off-campus student can quarantine/isolate, or spaces where roommates of a COVID-positive student can live until being able to return safely to the off-campus residence. **This is an area for further consideration and for which a drafted university response may well be needed.**

CAMPUS AND COMMUNITY EVENTS AND BEHAVIOR PATTERNS

The HDOC subcommittee was extremely encouraged by the mayors of Champaign and Urbana issuing emergency orders in early July to curb social gatherings at Campustown bars and restaurants. The subcommittee recommends further limiting all social gatherings to outdoors as much as possible, as there is evidence this is safer than indoor gatherings. With the national numbers of young adults testing positive for covid-19 quickly growing, it will be important to limit any University sponsored, in-person gatherings as much as possible. Outdoor events are preferable to indoor events if they are essential to the University mission. If inclement weather should affect the ability to hold an outdoor event, it should be cancelled rather than use a back-up indoor venue.

As the University of Illinois has no apparent physical boundaries, it is the recommendation of the subcommittee that as soon as the University has the capacity to expand testing to community partners, Campustown vendors, family members of faculty and staff, etc., it should strive to do so.

MODIFICATIONS TO UNIVERSITY HOUSING POLICIES AND PROCEDURES

University Housing has communicated changes to its contract, residence hall policies, and dining meal plans via its covid-19 website: <https://housing.illinois.edu/News/Coronavirus>.

Additionally, University Housing has modified requirements of its residence hall staff for health and safety (See Appendix C “Community Building During a Pandemic.pdf”)

University Housing is implementing a “micro-community” approach to community building during the first 3 weeks (minimally) after move-in. Cohorts of students living in rooms on the floor/wing in close proximity will be designated as a “family unit”. All orientation to the hall events will keep students in these micro-communities as much as possible or be offered online.

Students will be made aware of in-person events from Welcome Week on, but not mandated to attend in-person events hosted by University Housing. University Housing residence hall staff will not be required to escort residents to any large-group gatherings this year.

University Housing’s Family and Graduate Housing has decided to close the after-school program for fall 2020 as to not add to the occupancy of the pre-school, which will be in operation (Appendix C.)

ENGAGEMENT WITH LOCAL LANDLORDS

OCCL met multiple times over the summer with a small “task force” of landlords/management companies to discuss various issues. The task force has helped provide a glimpse into the concerns of landlords as well as they policies and procedures they are putting into place. The group will continue to meet periodically moving forward.

OCCL sponsored a session on safety in which Dr. Brian Brauer, Associate Director of the Fire Service Institute, presented on “COVID-19 on Campus – Four Layers of Safety We Can Control.” In the session Dr. Brauer focused on how landlords can help partner with the university to ensure that the campus and surrounding community can function safely, thus allowing for in-person classes and activities on campus. Additional educational/informational sessions are being developed.

OCCL is using an already established listserv to provide information to landlords about various matters, including university announcements regarding fall instruction and opportunities for further conversation. Additional distribution methods are being identified to reach the largest number possible.

STUDENT CONCERNS RE: LIVING OFF-CAMPUS

Given that the student culture encourages students to secure their next year’s housing by the middle of the fall semester, many students have already signed leases for fall 2020. OCCL, the Student Assistance Center (SAC), and Student Legal Services have fielded numerous calls from students and families seeking assistance from the university in voiding their leases. Staff members who have responded to such calls have worked to explain the limitations of the university’s ability to influence a contract made between the student and a private business. However, many students and parents continue to expect Illinois administrators to intervene in some way. This issue may well continue to surface in the weeks and months to come, especially if it becomes necessary to transition to all online courses again.

Student Legal Services (SLS) has provided advice to students (and will continue to do so) about their specific leases and have reviewed new provisions that have recently been added by many companies. SLS also has assisted students who are facing eviction due to financial struggles which have impacted the ability to pay rent. SLS and OCCL have worked together to answer student questions that have arisen during the pandemic; they also put together a session on eviction so that students know their rights and the law. Both of these presentations are accessible via the OCCL and SLS websites. The two units continue to collaborate on additional educational efforts.

OCCL and the SAC are taking steps to provide information to students that may be useful in heading off problems. For example, staff have developed a series of questions/topics to be discussed by roommates as they consider their shared living experience in the months ahead given public health guidance (Appendix C). Various resources will be available to students via a COVID-19 Resources landing page on the ODOS website.

SUMMARY

The Housing, Dining, Off Campus Living, and Community subcommittee presented various changes to the programs and services that will be offered to students who choose to live on campus or off campus in the Campustown area this fall 2020. All changes reflect compliance with or go beyond the standards of the CDC, IBHE, CUPHD, and State of Illinois' "Restore Illinois" plans. The subcommittee believes that health and safety are the paramount concern for the University in re-opening the campus this fall.

University Housing, Private Certified Halls, and Greek Houses have plans to assist students who must remain on campus for isolation or quarantine. Some local landlords have also made plans to assist their student tenants who may need to relocate from their assigned apartment. The University has forged stronger partnerships with CUPHD, OSF, the county EMS, and Carle through its preparation for pandemic response.

The behavior of the student body will now determine the university's success at flattening the curve, implementing saliva-based testing, contact notification, and offering a residential experience this fall.

LEGAL

Subcommittee Members: Allison Kushner

University Counsel is the chief legal officer for the university and serves as legal advisor to the President and the Board. In addition, attorneys in the Office of University Counsel provide legal advice and representation to the university, its administrators at all campuses, employees, University Related Organizations and other agents of the university who seek such advice on behalf of the university arising out of their official university responsibilities.

The Office of University Counsel provides advice to the university on a variety of legal issues. This legal advice and counsel covers an extremely wide variety of subject matters, including those related to COVID-19. Attorneys and staff include specialists who have unique skills and training related to specific subject matters, as well as “generalists” who are well versed in multiple areas of law and policy.

A representative from University Counsel collaborated with the University Life committee and its subcommittees to develop plans, procedures, and recommendations for the return to campus operations. One such collaboration included the plan for remote work.

REMOTE WORK

The University of Illinois at Urbana-Champaign is dedicated to maximizing the safety of the on-campus experience for students, faculty, and staff. Part of that includes reducing the overall number of individuals on campus. In that spirit, the university strongly supports efforts by units across campus to create flexibility for remote work and telecommuting for university employees.

The university considers telecommuting to be a viable alternative work arrangement in cases where individual, job, and supervisor characteristics are suited to such an arrangement. Telecommuting allows an employee to work at home, or other approved remote location, for all or a part of their regular workweek.

Telecommuting employees remain obligated to comply with all University rules, policies, practices, and procedures. Violation of such rules, practices, and procedures may result in immediate termination of the arrangement and possible disciplinary action.

The decision to offer a telecommuting arrangement is dependent upon the judgment and discretion of the managing supervisor in consultation with Unit/College Human Resources. Either an employee or a managing supervisor can suggest telecommuting as a possible work arrangement.

During the COVID-19 pandemic, the university has adjusted some of its Telecommuting Guidelines to provide more flexibility to units to accommodate remote work requests. Visit covid19.illinois.edu/away-from-campus/remote-work for more information.

See Appendix F for COVID-19 Flexible Work Arrangements for Employees.

RETURN TO ON-CAMPUS OPERATIONS MATRIX

CO-CURRICULAR & STUDENT SERVICES

Blue – Face-to-Face

Student Concerns –

Safety of students, faculty, staff, and community members.

Strain on community/institutional resources, should an outbreak occur.

Knowing there is a plan to utilize the Rec Center, if necessary, is helpful.

Increased hospitalizations, increased need for emergency shelter, dining/meal response...coupled with “traditional” issues we typically use emergency space to meet student needs: roommate conflict, mental wellness, assault survivors, temporarily disabled, etc.

Operating with reduced staffing should large numbers of staff fall ill—providing services and resources to our students could become difficult or impossible.

Tension between privacy concerns v. ensuring COVID-19 positive students are not interacting with others

Managing conflict in digital spaces when “outing” a student’s status (by another student or potentially a faculty or staff member) goes viral.

Managing fall-out when students test positive after attending parties, campus gatherings and the issue goes viral.

Tension between maintaining social distancing standards v. constitutional rights

Inability to process “violators” at a massive scale if the System chooses to make this issue a conduct violation. New international students won’t be able to get visa to come when fall semester begins.

International students who are currently on campus /in U.S. won’t have the interaction and immersion experience they have hoped for due to social distancing guidelines

Students from Asian countries – Will they face COVID-19 related discrimination? Are they equipped with coping strategies?

Students are traveling from across the country and around the world, from Cook County zipcode 60629 to Iran and Brazil. Students are not certain if they or their classmates are carrying COVID-19 and are asymptomatic. Students are concerned with getting classmates, professors, roommates, and staff infected.

Staff/Faculty Concerns –

Personal safety (particularly among those with compromised immune system)

There are some faculty who are concerned about the implications of returning to the classroom prior to the attainment of a COVID-19 vaccine. They may be resistant to returning to the classroom.

Staff in all areas are sharing same concerns for personal health and that of their families.

Safety of students, faculty, and staff around our faculty and staff

The institution is not adequately prepared to return when expected

Lack of institutional protocol for managing an office where an employee or visitor tests positive for COVID-19

Several spaces on campus do not have adequate airflow to prevent serious airborne illness

Lack of PPE, lack of training on safety and cleanliness

Lack of clarity on who is responsible for cleanliness

Current custodial staff underprepared to adequately address increased sanitation demands

How do staff “police” social events – social distancing, mask wearing, crowd control after hours?

How do staff keep up with disinfecting areas after events/programs?

What safety measures will be put in place for leasing agencies where Illinois units are located?

What accountability measures will be in place to ensure the above occurs? Who holds them accountable?

What compensation/financial coverage will Illinois provide for units that may need to supplement efforts made by leasing agencies?

Specific planning would need to occur to ensure Confidential Advising is still available whether we return, stay remote, or engage a hybrid model. Currently we are still offering these services over the phone, however we have experienced significant barriers to obtaining a virtual platform.

What policies will be put in place for those not wearing masks when entering university spaces, and for those who do not have a mask, will the institution be providing additional masks to offer for clients seeking essential services (like confidential advising)?

Conversations will need to be had in terms of COVID tracking and navigating the confidentiality responsibilities of Confidential Advisors, if a survivor is positive for COVID.

How if at all would intentional exposure to COVID be interpreted as a violation of the Student Code?

How will the institution work to ensure safe housing is available to survivors of sexual misconduct?

Impact –

Returning to face-to-face instruction would offer some students and faculty with the holistic experience they're seeking, in spite of the risks.

Without an adequate plan to reduce broad exposure to COVID-19, we place individuals with compromised immune systems and pre-existing conditions at an increased risk on campus and within the CU community.

We may experience an increase in health and safety issues reaching beyond our capacity to address them.

In an effort to maintain a standard cleanliness, we will require faculty and staff to take steps beyond their scope of work to keep public spaces sanitized.

Should we return to face-to-face instruction, we would be better equipped to manage the financial impact of transitioning to remote work during the spring 20 semester.

Financial loss of tuition from international students

Increased anxiety and mental health concerns

Less campus engagement

Students need some sort of return to routine. Even if it means going to one small class per week, this small sense of hope can go a long way.

In terms of employment, students need to make money. Many lost jobs from working in establishments on and around campus. This summer, many students are working as frontline workers in hospitals, shipping warehouses, food delivery, etc.

Orange – Online

Student Concerns –

Some students who rely on campus living and work opportunities may not have alternative solutions to an online learning environment in the fall.

There is a segment of students heavily reliant on the lives they've built for themselves here on campus. They are currently "making it work", with the hope that we open back up in the fall.

Perhaps we will observe an increase in requests for emergency funds, emergency/crisis student services as a result of these student needs, should we remain closed early in the fall.

Other students and their families/guardians are highly concerned with the prospect of requiring students to return to campus prior to the discovery of a COVID-19 vaccine.

International students are concerned about their holistic experience of studying abroad if everyone is conducted online.

No government guidelines for fall 2020 regarding international students status if taking all classes online

Accessibility and stability of the Internet services

Accessibility from overseas: google, facebook, youtube, etc.

Time differences if taking courses overseas.

Students did the last 7 weeks of school online and there was a sense of adrenaline and shock to it. Doing online in the Fall again would not have that initial shock and more students will suffer from lack of motivation, mental health issues, and question the value of online instruction (and so much tuition). Not having a consistent schedule will deteriorate a built lifestyle students depend on. The mental health impacts of this option cannot be understated and the financial burden this would impose cannot be ignored.

Staff/Faculty Concerns –

There is still a wide learning curve for several faculty who are not used to teaching online. This learning curve may cause unintentional equity and access issues for our students. Some courses do not translate well in online spheres and may not be able to be offered in the fall.

There are some faculty who wish to return to the classroom; they may be resistant to another semester of online learning.

Units like OIIR rely heavily on student fees. As such, these units will require additional support from the System, should we experience another scaling back of fees.

Morale is a bit low and is related to general anxiety, feeling out-of-the-loop/lack of communication, anticipated furloughs and lay-offs, and a wish to return to “normalcy”...remaining online without attending to the majority of these concerns at an institutional/System level may widen gaps between executive level administration/System-level administration, and faculty and staff.

Accessibility and stability of the Internet services

Activities/events/programs to build the community in close interaction can't be replicated via online formats.

Specific planning would need to occur to ensure Confidential Advising is still available whether we return, stay remote, or engage a hybrid model. Currently WRC staff are still offering these services over the phone, however we have experienced significant barriers to obtaining a virtual platform. Also there is concern about the limits to existing platforms in terms of the threat they would pose to the confidentiality of Confidential Advisors, thus endangering survivors and violating our legal responsibilities.

Impact –

Continuing virtual courses and services in the fall will signal the myriad ways the safety and security of our community (both Illinois and CU) remain our top priority.

Remaining in a digital sphere may run counter to some students' expectations for a fulfilling educational experience.

Some faculty may be unable to pivot and cultivate courses appropriate for an online environment.

Units dependent upon student fees may find it hard to recover financially from another semester of cut/reduced fees.

Some academic and staff units may not be well-resourced to sustain another semester online (human resources, accessibility concerns, materials/equipment to complete work in virtual spaces).

Activities/events/programs will not have the impact they are designed for.

If taking synchronous courses overseas, students will have to modify their life routines.

Students find trouble concentrating, keeping sleep schedules, and maintaining motivation or spirit with online classes. Falling into depression or lacking motivation and other mental health issues can easily occur from this. While we address a physical health issue, we create a mental health one. Students may also be inclined to ask for a prorated tuition refund similar to Spring semester, further damaging university's finance.

Green – Hybrid

Student Concerns –

Some students who rely on campus living and work opportunities may not have alternative solutions to a slow campus opening in the fall.

There is a segment of students heavily reliant on the lives they've built for themselves here on campus. They are currently "making it work", with the hope that we open back up in the fall.

Perhaps we will observe an increase in requests for emergency funds, emergency/crisis student services as a result of these student needs, should we remain closed early in the fall.

Face to face - How to be safe for the face-to-face activities?

If there is a number limit, and class schedule prevents early/punctual arrival, will the students miss out the learning opportunities?

Online activities - How to interact and ask questions in a smaller circle (typically your friend or participant next seat) without feeling embarrassed, particularly for international students.

Although students would always prefer a full return to normal, there would be no space for discontent since this is a healthy middle and we will take anything that resembles a return to normal.

A hybrid can include many things, such as mixed online classes (described in the questions list) and some RSO meetings, while opting for a longer winter break in anticipation of a tough winter and scattered returns home.

Some students have cited the difficulty in getting used to online then face-to-face, then back to online. As we get used to one mode of instruction, a new one is introduced.

Staff/Faculty Concerns –

There is a contingent of faculty and staff who are resistant to the idea of continued virtual learning. Attaining their continued buy-in may be difficult.

Some faculty are particularly resistant to fashioning and retooling their courses to meet the needs of students in both a virtual and face-to-face learning environment.

There is another contingent of faculty and staff who remain in the high health risk category and they're very concerned about their health, particularly as they face the likelihood of increased exposure to individuals traveling outside of Urbana-Champaign once they return to campus.

Specific planning would need to occur to ensure Confidential Advising is still available whether we return, stay remote, or engage a hybrid model. Currently WRC staff are still offering these services over the phone, however we have experienced significant barriers to obtaining a virtual platform. Also there is concern about the limits to existing platforms in terms of the threat they would pose to the confidentiality of Confidential Advisors, thus endangering survivors and violating our legal responsibilities.

Impact –

Allows for flexibility in approach; entering into the semester online with the aim of returning to traditional format will allow students, faculty, and staff to adjust their approach and expectations, should flare ups/outbreaks occur. If public health is not at risk, students, faculty, and staff would be able to enjoy the benefits of face-to-face learning for the remainder of the term.

May increase student exposure to COVID-19, and therefore the Urbana-Champaign community, as students undergo travel to return to campus midway into the semester.

May cause financial issues for out-of-state and international students who will be asked to travel to Champaign for a month and a half.

This is the best option for students in terms of physical and mental health and also financial well-being. Finding the right balance, even if slightly uncomfortable or inconvenient, is much preferred over online instruction. This can address physical health and mental health simultaneously.

Advantages, Disadvantages, and Impact

University Life	Face-to-Face	Online	Hybrid
Illini Union			
<p><i>Advantages</i></p>	<p>Social impact: Building community, establishing connections, fulfilling the Illini Union community building mission as we have historically.</p> <p>Financial impact: Return of revenue generated from restaurant partner services, Bookstore sales and services, Document Services sales continues to support student programming and activities.</p> <p>Keep current staffing levels, lower and/or reduced levels of anxiety and stress of loss of jobs and unemployment.</p>	<p>Opportunity to evaluate current processes and programs to reinvent what community building means and what it looks like.</p> <p>Evaluate staffing and need to be more flexible with schedules, where work is done, and how it gets done.</p> <p>Revise telecommuting policy for staff who can perform their jobs remotely.</p> <p>Reduces exposure and potentially limits spread of virus.</p> <p>Reduction of stress and anxiety for staff and faculty who may be feeling fearful of exposure with return to work and students returning to campus.</p>	<p>Potential to lead to innovative and creative solutions in programming, services, and community building that align with the Illini Union mission.</p> <p>Fears and anxieties may be mitigated somewhat with fewer students returning to campus and fewer people on campus in general.</p>

University Life	Face-to-Face	Online	Hybrid
<p><i>Disadvantages</i></p>	<p>Fear of exposure to virus for students, faculty and staff.</p> <p>Increased risk of a “second wave” with more people on campus. Potential for operations, services, resources to have to close or severely reduce services/hours if large numbers of staff fall ill.</p>	<p>Devastating financial impact for the Illini Union, Bookstore, and Document Services. A significant reduction in student fees and loss of sales for restaurant partners across campus, Bookstore, and Document Services will result in significantly reduced support meaning much fewer student activities and programs would be offered. Loss of income generated from space/event reservations in the Illini Union also results in reduced support for programming and activities.</p> <p>Less foot traffic through the buildings may result in drop in visitor traffic later, lower space usage, and fewer staff needed to operate facilities and the programs.</p> <p>Overall reduction in need for staffing throughout the organization will lead to layoffs, furloughs, etc. Devastating losses in staffing, and increased levels of stress and anxiety for staff affected, and those continuing to be</p>	<p>Reduced opportunities for building community and connections. The reduction of student, faculty and staff traffic would continue to negatively impact the budget as fewer people on campus will result in fewer sales, catering opportunities, customer orders for printing and production, and fewer space rentals for Event Services.</p> <p>Some reductions in staffing with reduced need for operations and programming. Increased levels of stress and anxiety for faculty and staff affected by job losses, furloughs, layoffs.</p>

University Life	Face-to-Face	Online	Hybrid
		employed who likely will be expected to increase duties and responsibilities.	
<i>Impact</i>	<p>Mixed impact. Increased fear of exposure to virus, anxiety and stress levels likely to increase for everyone on campus.</p> <p>Financial impact likely to be the least devastating in a face-to-face scenario, but cautiously optimistic as people may still have fears about exposure and modified food service/restaurant services will likely continue for some time. Activities will continue to be affected by social distancing guidelines and fewer opportunities for connections and community building to happen. This results in a negative impact for students expecting a traditional collegiate experience on campus.</p>	<p>Devastating negative financial and personnel impact. Loss of revenue from sales, orders, student and general fees will lead to layoffs, furloughs, deep cuts in programming and services. Building hours would likely need to be drastically reduced.</p> <p>Negative impact for students expecting an on-campus experience, building relationships and connections. Drastically reduced opportunities for co-curricular involvement in a traditional sense. Significantly reduced financial support would result in much fewer co-curricular opportunities to even be offered, fewer staff to coordinate and implement programs.</p>	<p>Significant negative financial and personnel impact due to loss of revenue from sales, orders, student and general fees. Some level of layoffs, furloughs, not filling vacant positions would lead to fewer programs and services being offered, and reduced building operation hours.</p> <p>Negative impact for students with fewer opportunities offered.</p> <p>A hybrid model has potential to spur creativity for remaining staff to find new ways deliver services and programs in innovative ways that fit within budget and personnel restrictions.</p>
Campus Recreation			
<i>Advantages</i>	Community Building that comes from group exercise and activity is	Less risk of Infection and exposure.	Ability to implement cleaning measures with less impact on activities throughout the day

University Life	Face-to-Face	Online	Hybrid
	<p>maintained, along with socialization, friendships.</p> <p>Increased leisure skills are sustained alongside the academic experience which impacts the above and an increase in self esteem.</p> <p>Revenue generation from member sales, partners, and programming activities</p> <p>Optimism created by perception of things trending back towards normal</p>	<p>Larger capacity for some events with online format though this would be minimal and dependent on activity</p> <p>Cleaning and disinfecting regiment for BSW staff less severe</p>	<p>Maintain some degree of community building, etc.</p> <p>Innovation and creativity are emphasized</p>
<i>Disadvantages</i>	<p>Comfort level of student employees in potential increased exposure.</p> <p>Challenges with securing staff (full time and student)</p>	<p>Ability to provide full scale of programming and activities</p> <p>Negative impact on personnel and financial standing increased by necessary change in building hours</p>	<p>Stability of income for staff (full time and student) based on revenue generation</p> <p>Inconsistency in scheduling, staffing would have impact on program offerings</p>

University Life	Face-to-Face	Online	Hybrid
		<p>Increased levels of stress for staff</p> <p>Negative impact on wellbeing for university community</p>	
<i>Impact</i>	<p>Mixed. Creates better financial situation but perception around infection/exposure is increased</p> <p>Social distancing still affects some offerings</p> <p>Building Hours would need to be adjusted</p>	<p>Loss of campuswide collaborations</p> <p>Loss of revenue</p> <p>Loss of staffing</p>	<p>Mixed, Some level of collaborations is maintained.</p> <p>Some level of revenue is sustained</p> <p>Some level of staff is sustained.</p> <p>Based on irregularities, this could oscillate more towards the negative</p>
OIIR Units			
<i>Advantages</i>	<p>Students, faculty, and staff would be afforded the opportunity to feel reconnected to our campus community through their encounters with Cultural and</p>	<p>The online platform provides us with continued space to streamline our events and processes in a way that is more intentional. The online format continues to push us rethink our priorities and to address student needs in new and creative ways as we</p>	<p>The hybrid approach draws the Cultural and Resources Centers between two dichotomies, simultaneously: students, faculty, and staff will feel reconnected to campus, but our approach to face-to-face programming will remain altered to</p>

University Life	Face-to-Face	Online	Hybrid
	Resources Center-focused events and engagement opportunities.	determine what is truly essential in our co-curricular opportunities.	off-set health concerns. Facilitating educational opportunities temporarily in an online format will allow for creativity, but we may not have the flexibility to pivot and our face-to-face approach may very much mirror our online approach to co-curricular and engagement activities.
<i>Disadvantages</i>	The Cultural and Resources Centers were historically underserved with relation to maintenance and cleanliness. Returning to a face-to-face format without institutional support to ensure the safety and wellness of everyone entering into these spaces will pose a considerable health risk for students, staff, faculty, and community members.	Staff within the Cultural and Resources Centers feel disconnected from the student experience. Their ability to tailor events and engagement activities to adequately meet student needs within a digital sphere may be slightly upended. At-risk students and alienated students may experience delays in service due to feeling as though we are not as accessible as they'd prefer.	
<i>Impact</i>	We would need to temper students' expectations around services rendered within the Cultural and Resources Centers. Our programmatic paradigm would require alterations to prevent widespread illness; large events, gatherings, and functions would	Traditional gatherings, functions, and events would need to be retooled to meet the needs of a virtual community.	When returning back to campus, we would need to temper students' expectations around services rendered within the Cultural and Resources Centers. Our programmatic paradigm would require alterations to prevent widespread illness; large events,

University Life	Face-to-Face	Online	Hybrid
	need to be omitted from praxis this academic year.	Advocacy and issues pertaining to campus climate would continue to experience delays as we lack the face-to-face connection with students which generally leads to increased trust and information sharing.	gatherings, and functions would need to be omitted from praxis this academic year.
OIIR Units Continued			
<i>Advantages</i>	<p>Students feel connected with other students, faculty and staff</p> <p>International students feel a holistic experience</p>	<p>Safe, and no actual social distancing policing is needed.</p> <p>Events can continue without interruption.</p>	Some face to face programming and events with limited numbers of participants can help students feel connected and engaged in campus life.
<i>Disadvantages</i>	<p>Exposure to virus</p> <p>New international students won't be able to come for the fall, loss of revenues</p> <p>How can staff enforce safety guideline?</p>	<p>Events may not achieve the learning outcomes they are designed for.</p> <p>Students in other countries may not join due to time differences.</p>	Popular events cannot accommodate the large audience, which negatively impact the outcomes of the events, where diverse attendees share perspectives.
<i>Impact</i>	Tremendous anxiety of the virus spike/outbreak	Loss of revenues for facilities that charge fees	Spread of virus is still a concern with face to face events, even with a limited number.

University Life	Face-to-Face	Online	Hybrid
	If outbreak happens, it will overwhelm the health providers and the system		
<i>International Student and Scholar Services</i>			
<i>Advantages</i>	<p>Build connections and relationships with students easier.</p> <p>Full visa document services offered.</p> <p>Sense of normalcy for students separated from their home.</p> <p>Programming designed for campus integration and meeting other students possible.</p>	<p>Staff feel safer regarding their health.</p> <p>Majority of immigration services can still be provided.</p>	<p>Best of both worlds- services that cannot be offered online done through in-person work with safety considerations in place, other work done remotely.</p>
<i>Disadvantages</i>	<p>Staff may feel unsafe in close contact with students from 110+ countries with no guarantee they've abided by quarantining.</p> <p>Almost impossible to effectively manage social distancing in a relatively small office for an international population of over 10,000.</p>	<p>Harder for students to form connection with advisors and university.</p> <p>Difficulty for some students to receive visa documents due to Department of State restrictions on mailing and electronic copies.</p>	<p>Messaging could be difficult- what services are in-person versus online?</p>

University Life	Face-to-Face	Online	Hybrid
	Constant cleaning/disinfecting would almost be a full time job.	<p>Integration/relationship building programming very limited if not impossible.</p> <p>Increased risk of error regarding federally mandated immigration document check.</p> <p>New international students would be outright prevented from attending if we were online only, meaning the international student population would consist only of returning students. they would be prevented from entering the US. It's possible they could still enroll from their home country, but they wouldn't be considered an active student by ISSS and therefore wouldn't receive ISSS services.</p>	
<i>Impact</i>	Message of normalcy	Health prioritized, may deter attendance	Balance of services?
Foellinger/ Lincoln Hall Auditoriums			
<i>Advantages</i>	Fulfilling mission statement, functional purpose & outside-the-classroom enrichment.	Expanded use as a classroom during non-traditional times.	Contingent upon distancing restrictions – ability to continue events

University Life	Face-to-Face	Online	Hybrid
	<p>Financial functions continue with revenue generation</p> <p>Student staffing employment levels remain intact</p> <p>Seems more 'normal' campus experience</p>	<p>None, for theater/event operations</p>	<p>Development of creative, flexible solutions</p>
<i>Disadvantages</i>	<p>Potential exposure to virus</p> <p>Loss of contact with at-risk students</p>	<p>Registered Organizations with primary purpose to host events/performances/conferences are likely eliminated</p> <p>Potential financial failure for self-supporting units</p> <p>Major reductions in student staffing</p>	<p>Limited capacity audience</p> <p>Limited event availability schedule if academic times are expanded beyond traditional slots</p>
<i>Impact</i>	<p>Positive financial implication for self-supporting units</p> <p>Distancing restrictions may still be enforced</p>	<p>Unforeseen – able to survive a nearly year-long income drought?</p>	<p>Financial losses</p> <p>Student staffing reductions</p>

University Life	Face-to-Face	Online	Hybrid
		<p>Many student staff reliant upon employment wages and Federal Work Study positions</p>	<p>Operational repair/replacement deferred</p> <p>Registered Organizations may cease due to limited audience/ticket sales/admission charges used to support event budget</p>
<p>Co-Curricular & Student Services (Students Perspective)</p>			
<p><i>Advantages</i></p>	<p>Routine and lifestyle stability</p> <p>Opportunity to get a job on campus and avoid further financial distress</p> <p>Classes that teach technical skills like labs can restore the quality of class</p> <p>Heavy discussion-based classes that rely on intimate communication (not conducive online) can also be restored</p> <p>Students with difficult household situations can return to better</p>	<p>Reduced risks from in-person contact</p> <p>Students continue with what they grew accustomed to in the last 7 weeks of Spring semester instead of going back and forth with uncertainty</p> <p>Students traveling from abroad do not hastily arrange or be affected by travel bans, visas, etc.</p>	<p>Allows University and students to make adjustments where needed and return to normal where possible</p> <p>Flexibility</p> <p>Options/choice gives students the ability to do what suits their situation best in terms of comfort, logistics, and finance</p> <p>Gives students with difficult financial situations to address these issues, whether it is going to a food pantry or</p>

University Life	Face-to-Face	Online	Hybrid
	<p>conditions on campus (abuse, unreliable meals, no internet, etc.)</p> <p>Federal Work Study, assistantships, and other forms of student income can be continued</p>		<p>Lunch on Us, using library internet, in-person counseling, etc.</p> <p>Allows University stakeholders and students to be creative in best use of space, best reach for programming, and other best practices to maximize safety and interaction</p> <p>Federal Work Study, assistantships, and other forms of student income can continue, even if limited</p>
<i>Disadvantages</i>	<p>Run the risk of infecting self, roommates, classmates, professors, CU community, and family back home</p> <p>If classes do have to return online at some point, it will be another shock to student lifestyles – difficulty of going back and forth really plays with our mentality</p> <p>An extraordinary commitment from all units on campus to cleaning/sanitizing and providing masks and sanitizer may be a financial and labor burden</p> <p>Sense of “everything is back to normal” will feel like an invite for</p>	<p>Students with difficult household and family situations need to continue being at home</p> <p>Quality of education provided for an entire semester will be negatively affected and students/professors will feel less is accomplished</p> <p>Inability to meet with professors one-on-one (online isn’t as conducive)</p> <p>Lab skills and manual learning (architecture modeling, theater, dance, etc.) are seriously affected.</p> <p>Students with food insecurity will continue to struggle if food pantries or Lunch on Us events remain closed</p>	<p>Perceived to be an uneasy middle that can easily be jolted back online</p> <p>Places heavy trust on students to practice responsible behavior outside of campus</p>

University Life	Face-to-Face	Online	Hybrid
	<p>students to go to bars and party as if everything is normal</p> <p>Places additional burden on officers, professors, staff to enforce social distancing</p>		
<i>Impact</i>	<p>High risk</p> <p>Students can get the resources and income they need but increased possibility of a surge in infections that pushes us back to quarantine</p>	<p>Students and businesses will be very negatively affected financially</p> <p>Quality of courses, despite assurances, are negatively affected</p> <p>Safest option with least risk</p>	<p>Students get income and resources that are important while practicing social distancing where needed</p> <p>Classes that function best in person can continue; large lectures can be online</p>

HEALTH AND SAFETY PRACTICES

Blue – Face-to-Face

Student Concerns – Risk of COVID19 infection while away from support network; Lack of knowledge to community medical resources. Loss of walk-in/on-line appointment scheduling which is changed to only appointment scheduling. Requirement of wearing face covering when in class and in general when in public spaces on campus.

Staff/Faculty Concerns – Increased risk of exposure to COVID19 carriers to all, especially high-risk individuals; Potential difficulty with maintaining some cleaning protocols; Ability to ramp up/down staffing and services mid-

semester should outbreak occur; Practicing social distancing with a full student population; Classroom capacity with social distancing parameters in place; Having adequate medical needs on campus

Impact – Increased risk of exposure to COVID19 carriers to all, especially high-risk individual; Desire for some faculty/staff (especially high-risk individuals) to keep working remotely and telemedicine at McKinley; Difficulty bringing some faculty/staff (especially high-risk individuals) back to campus for face-to-face instruction

Orange – Online

Student Concerns – Majority prefer face to face instruction. Risk losing students to other Universities that decide to provide desired face to face instruction. Paying same tuition and fees for services that appear to not be as valued as face-to-face instruction or services (expect reduced tuition and fees, including reduced fees for McKinley)

Staff/Faculty Concerns – Significant financial impact to University: what does this impact faculty/staff positions, will there be layoffs and reduction of services provided to campus; Ability to find work for those job classifications who typically are hands on campus including those with students. Decreased fees may affect the availability of medical care; Increased cost to provide quality on-line instruction and university approved devices for extended at-home work; Concern over lack of community building, sense of belonging, and networking for University community.

Impact – Expect largest financial impact of options; Could significantly affect student enrollment and faculty/staff positions on campus; limits service hours or product offerings; increased cost for tech service;

Green – Hybrid

Student Concerns – Some risk of COVID19 infection while away from support network; Lack of knowledge to community medical resources. Loss of walk-in/on-line appointment scheduling which is changed to only appointment scheduling. Requirement of wearing face covering when in class and in general when in public spaces on campus.

Staff/Faculty Concerns – Risk of exposure to COVID19 carriers during face to face instruction and on-campus gatherings, especially high-risk individuals; May have some difficulty with maintaining some cleaning protocols; Ability to ramp up/down staffing and services mid-semester should outbreak occur; Potential for maintaining social distancing with full student population on-campus; Having adequate medical needs on campus. Some financial impact to University: what does this impact faculty/staff positions, will there be layoffs and reduction of services provided to campus; Decreased fees may affect the availability of medical care;

Impact – Balances effect of COVID19 cases on-campus and financial impact to University and community; Desire for some faculty/staff (especially high-risk individuals) to keep working remotely and telemedicine at McKinley; Difficulty bring some faculty/staff (especially high-risk individuals) back to campus for face-to-face instruction

ADVANTAGES, DISADVANTAGES, AND IMPACT

University Life	Face-to-Face	Online	Hybrid
Health and Safety Practices			
<i>Advantages</i>	Minimizes financial impact to University and community; Community building, sense of belonging, and networking for University community.	Minimizes spread of COVID19 on-campus and community. More certainty of delivery of education and campus expectations throughout the semester and minimizes possibility of having to change education delivery, housing, etc. mid-semester.	Balances financial and COVID19 on-campus impact for University and community; Meets needs of students that want to have either face to face or on-line classes. Community building, sense of belonging, and networking for University community.
<i>Disadvantages</i>	Increased risk of exposure to COVID19 carriers to all, especially high-risk individuals; Potential difficulty with maintaining some cleaning protocols; Ability to ramp up/down staffing and services mid-semester should outbreak occur; Practicing social distancing with a full student population; Classroom capacity with social distancing parameters in place; Having adequate medical needs on campus; Risk of COVID19 infection of students while away from support network; Loss of walk-in/on-line appointment scheduling at McKinley which is changed to only appointment scheduling.	Potentially larger financial impact of options for University and community: what does this impact faculty/staff positions, will there be layoffs and reduction of services provided to campus, will staff be disproportionately effected by this scenario; Ability to find work for those job classifications who typically are hands on campus including those with students. Decreased fees may affect the availability of medical care; Increased cost to provide quality	Risk of exposure to COVID19 carriers during face to face instruction and on-campus gatherings, especially high-risk individuals; Potential difficulty with maintaining some cleaning protocols; Ability to ramp up/down staffing and services mid-semester should outbreak occur; Potential for maintaining social distancing with full student population on-campus; Having adequate medical needs on campus. Some financial impact to University: what does

University Life	Face-to-Face	Online	Hybrid
	<p>Requirement of wearing face covering when in class and in general when in public spaces on campus. Complexities or difficulties in maintaining communication to be impactful throughout the semester</p>	<p>on-line instruction and university approved devices for extended at-home work; Majority of students prefer face to face instruction. Risk of losing students to other Universities that decide to provide desired face to face instruction. Paying same tuition and fees for services that appear to not be as valued as face-to-face instruction or services (expect reduced tuition and fees, including reduced fees for McKinley). Concern over lack of community building, sense of belonging, and networking for University community.</p>	<p>this impact faculty/staff positions, will there be layoffs and reduction of services provided to campus; Decreased fees may affect the availability of medical care; Some risk of COVID19 infection of students while away from support network; Lack of knowledge to community medical resources. Loss of walk-in/on-line appointment scheduling which is changed to only appointment scheduling. Requirement of wearing face covering when in class and in general when in public spaces on campus. May create a segregated faculty/staff/student experience for those not able to attend face to face experiences.</p>
<p><i>Impact</i></p>	<p>Potential for largest number of COVID19 cases on-campus of options and associated liability; Desire for some faculty/staff</p>	<p>Minimizes spread of COVID19 on-campus and community; Might affect student enrollment and faculty/staff positions on campus; limits service</p>	<p>Gives students options to have either face to face or on-line classes; May create a segregated faculty/staff/student experience for</p>

University Life	Face-to-Face	Online	Hybrid
	(especially high-risk individuals) to keep working remotely and telemedicine at McKinley; Difficulty bringing some faculty/staff (especially high-risk individuals) back to campus for face-to-face instruction; Potentially less of an initial financial impact but with highest exposure of second COVID19 wave.	hours or product offerings; increased cost for tech service; Potentially larger financial impact of options for University and community;	those not able to attend face to face experiences; Balances effect of COVID19 cases on-campus and financial impact to University and community; Desire for some faculty/staff (especially high-risk individuals) to keep working remotely and telemedicine at McKinley; Difficulty bringing some faculty/staff (especially high-risk individuals) back to campus for face-to-face instruction

HOUSING, DINING, OFF-CAMPUS & COMMUNITY LIVING ADVANTAGES, DISADVANTAGES, AND IMPACT

University Life	Face-to-Face	Online	Hybrid
Housing and Dining			
<i>Advantages</i>	Positive impact on budget (Housing and many of the units Housing supports financially) Easier to build community & sense of belonging	Limited virus exposure with only offering apartment options, no dining on campus open Likely will not need to isolate/quarantine in residence halls,	Students able to participate both online and in-person, allowing University Housing & PCH to operate If de-densifying Housing will comply with CDC & CUPHD recommendations

University Life	Face-to-Face	Online	Hybrid
	<p>The “expected” college experience; what “I am paying for”</p> <p>Able to retain staff</p> <p>Revenue from franchise partners</p> <p>Food service available to campus community and visitors</p> <p>Revenue generation from restaurant partners-positive financial impact</p>	<p>just work with CUPHD for any students who remain to isolate/quarantine in community locations or hospital if necessary</p>	<p>Able to retain necessary staff</p> <p>Adapting to the “new normal”</p> <p>In-line with most B1G and State of Illinois public institutions</p> <p>Some revenue generation from restaurant partners, some foot traffic results in some gains in other retail revenue.</p> <p>Could offer carry out only option for restaurant partners.</p>
<i>Disadvantages</i>	<p>More density could increase number infected</p> <p>At-risk student populations still may not be able to fully engage face-to-face</p> <p>What are the risks to staff & faculty who are in high-risk categories?</p> <p>If we are completely full having options for isolation/quarantine or other crisis/conflict is difficult</p> <p>Social identity issues at play: racial profiling & masks, anti-Chinese sentiments (even for domestic students), LGBT students worrying</p>	<p>Catastrophic: University Housing will only be open for apartment residents & possibly Daniels Halls for residents who still cannot travel home & have 12-month contracts</p> <p>No dining halls in operation</p> <p>No income from conferences, campus, guests in dining locations</p> <p>Loss of many staff to cope with \$40+ million deficit, as University Housing still has expenses (utilities, maintaining buildings, campus overhead, debt service, etc.)</p>	<p>If not fully open & full occupancy will need to make budget cuts</p> <p>Loss of income for spaces kept off line for isolation/quarantine</p> <p>Some staff layoffs, furloughs still likely</p> <p>Who decides who is allowed back?</p> <p>Social distancing challenges still in play</p> <p>Substantial loss of revenue for restaurant partners, diminishes commissions to Illini Union.</p>

University Life	Face-to-Face	Online	Hybrid
	<p>about healthcare, students with disabilities being high-risk</p> <p>Can we really get through a full semester & need to pivot again to online</p> <p>Can Housing & its partners handle the surge of mental health concerns?</p> <p>Social distancing in all aspects of life will be difficult</p>	<p>No ability to contribute to many Student Affairs or Academic Affairs initiatives</p> <p>No LLCs</p> <p>No classes offered through University Housing</p> <p>No student organizations if staff are laid off</p> <p>Devastating financial impact both in retail dining revenue and general fees for Illini Union.</p> <p>Inability to offer catering services to campus departments from restaurant partners.</p>	<p>Questionable whether or not restaurant partners would be able to stay open.</p>
<i>Impact</i>	<p>Housing units (University Housing & PCH) will be able to function and have needed income</p> <p>Will be able to staff most services/programs as expected</p> <p>Need to set aside space for isolation, quarantine</p>	<p>Catastrophic impact to University Housing budget</p> <p>Orchard Downs pre-school will close, likely permanently due to budget cuts</p> <p>Possible loss of students returning or starting academic career at Illinois if have to remain home</p>	<p>Some services & programs will still need to be cut due to social distancing & budget cuts</p> <p>Loss/furlough of some staff</p> <p>Able to have space for isolation/quarantine</p> <p>May need to implement a 2nd year live-on requirement in future years to</p>

University Life	Face-to-Face	Online	Hybrid
	<p>Need firm campus policy for when to send an ill individual home, if able</p> <p>Potential to recover some lost revenues from spring and summer terms.</p> <p>Continued employment for staff: permanent and students.</p> <p>Continued catering services to campus departments through restaurant partners.</p>	<p>Secondary impact to local community due to lack of economic impact of residential community</p> <p>Significant financial impact to Illini Union budget.</p> <p>Loss of staff, both permanent and student.</p> <p>Disrupted foot traffic patterns leads to additional losses later in the year.</p>	<p>make up for budget deficit from FY20 & FY21</p>
Off-Campus and Community Living			
<i>Advantages</i>	<p>A return to more “normal” operations for all.</p> <p>Supports economic health of the C-U community.</p>	<p>Decreased likelihood that virus spreads.</p> <p>Greater chance of safety for all members of Illinois & C-U community.</p>	<p>A step toward more “normal” operations/experience for students and wider community.</p> <p>Allows for a softer return to full on-campus operations and some trial and error of policies and practices.</p>
<i>Disadvantages</i>	<p>Difficult to enforce safety measures in off-campus, private spaces.</p> <p>Increased likelihood of the spread of the virus in spaces where safety</p>	<p>Economic impact on businesses and landlords.</p> <p>Sense of isolation for students who may be living in local apartments alone with no roommate support.</p>	<p>With a return of students to their off-campus apartments, but fewer in-person classes/activities, increased opportunity for students to engage in off-campus venues where safety</p>

University Life	Face-to-Face	Online	Hybrid
	measures are not in place or are ignored.	Loss of job opportunities for students in the community.	measures may not be in place/enforced.
<i>Impact</i>	Many members of the university will be asked to play roles they have not played before (e.g. enforcers of safety practices) which may cause discomfort in any number of forms.	Financial impact on students who have signed leases and must pay for apartments in C-U but may prefer to stay at home. The isolation of online learning will impact the mental health of many students. Students have disclosed all manner of struggles experienced thus far.	

Recommendations

University Life	Face-to-Face	Online	Hybrid
Housing and Dining			Housing Capacity and Occupancy Considerations (1. a. i. 2.); (1.a.i.14.); (3.a.iv.) To date approximately 2300 returning, upperclass students have opted to

University Life	Face-to-Face	Online	Hybrid
			<p>return to University Housing’s residence halls, and</p> <p>University Housing has been working on 3 scenarios:</p> <p>All single occupancy – This scenario displaces approximately 2300 returning upperclass students and further reduces capacity due to the need isolation & quarantine (approximate loss of revenue \$43 million);</p> <p>A de-densifying model of making more singles available as well as doubles for approximately 80% occupancy (approximate loss of \$20 million);</p> <p>Full occupancy choices (min 90% occupancy, if not at 100%, still an approximate \$10 million loss).</p> <p>Financial impact: Any occupancy loss of more than 10% will result in furloughs and/or layoffs of staff across all of our services & programs, as well as our ability to be a financial partner in co-sponsoring events across campus</p> <p>University Housing will implement a “No Guest” policy; only residents who</p>

University Life	Face-to-Face	Online	Hybrid
			<p>live in each residence hall will be able to enter that hall. (This is more conservative than University Housing's "Unofficial St Patrick's Day" weekend policies);</p> <p>University Housing has engaged in ongoing benchmarking across B1G & State of IL institutions for standards of care and discussions about approaches;</p> <p>Are in consultation with University Counsel for modifications to the Housing Contract, ADA issues, liability, compliance with health and safety approaches, etc.</p> <p>Hall staffing will reflect the occupancy ratio; the typical, average ratio of residents to Resident Advisors is 49:1, full-time, live-in professional Residence Hall Directors 500:1</p> <p>At this time University Housing is not planning cuts in building service staffing to ensure enough staffing for cleaning & disinfecting and will adjust BSW schedules to extend cleaning throughout day and evening;</p>

University Life	Face-to-Face	Online	Hybrid
			<p>Students who applied by May 15 are now scheduled to choose their room the 3rd week June</p> <p>Should the University need to return to remote instruction due to another large-scale outbreak, University Housing would implement similar procedures as was done in spring 2020 to provide housing to students who cannot return home. (3.a.iv)</p> <p>Health and Safety Practices (1. a. i. 2-3)</p> <p>Following CDC & CUPHD guidelines, all staff and residents will be required, unless medically unable to do so, wear masks, social distance, engage in frequent hand washing, use additional hand sanitizers available throughout University Housing, and limit their capacity gathering in community spaces, such as meeting rooms, lounges, computer labs, etc.</p> <p>Every year during “flu season” University Housing increases disinfecting of high-touch surfaces; this will continue;</p>

University Life	Face-to-Face	Online	Hybrid
			<p>University Housing is changing capacities for meeting rooms to accommodate social distancing; moving to space "requests" rather than automatically approved reservations; removing furniture in some of the densely furnished lounges and rooms;</p> <p>Resident Advisors will be focusing on "micro-communities" of maximum 10 students who live in proximity on a floor rather than large gatherings or events;</p> <p>Many student groups and other events will be offered in a virtual format, such as LLC orientation events;</p> <p>Ongoing educational campaigns are coordinated with campus-level stakeholders;</p> <p>The Illini Union Bookstore is planning on distributing masks to all students</p> <p>Isolation and Quarantine (1. a. i. 11.)</p>

University Life	Face-to-Face	Online	Hybrid
			<p>University Housing is holding 5% of its inventory for isolation floors & quarantine floors;</p> <p>Procedures have been developed in collaboration with McKinley Health Center for intake of residents who will be required to isolate or quarantine;</p> <p>Care for residents in isolation and quarantine will be virtual & contactless to ensure the safety of staff assisting with intake and meal delivery;</p> <p>Higher numbers of in-state students may mean some may be able to go home for recovery if appropriate.</p> <p>Dining</p> <p>Dining will be expanding to-go options and locations</p> <p>Dining will be using a “Ghost kitchen” concept to disperse staff to various locations for prep then deliver to serving locations;</p> <p>Staff will continue serving food (no self-service) to all customers as they did starting in April 2020; sneeze guards, social distancing and frequent disinfecting was implemented this</p>

University Life	Face-to-Face	Online	Hybrid
			<p>past spring; spacing out seating when it is appropriate to allow a dine-in experience will be implemented;</p> <p>Additional pre-packaged selections will be available at all locations, including for specialized diets;</p> <p>University Housing is working on applications for online, advanced ordering for carry out;</p> <p>Dining will limit the capacity of diners throughout the meal periods.</p>
Off-Campus and Community Living			
	<p>Convene a working group/task force made up of staff, landlords, and other key constituents. The group would meet regularly over the course of the next several months to discuss issues and strategies related to apartment living and engaging in the wider community.</p> <p>Develop a series of workshops regarding living in off-campus</p>	<p>Develop workshops as needed to address issues that arise with students who have signed leases for private apartments.</p> <p>Convene working group/task force of landlords to continue to address issues of concern and to provide information that can be beneficial to them as they continue to house many of our students.</p>	<p>NOTE: Recommendations from Face-to-Face column all apply.</p> <p>Consider what level of support/resources will be available to students via face-to-face delivery vs. Online.</p>

University Life	Face-to-Face	Online	Hybrid
	<p>apartments so as to help educate students on their rights and responsibilities, as well as the various legal processes involved.</p> <p>Engage in a massive social norming campaign. Can we get high profile alumni involved in some way? Engage students, faculty and staff. Put out videos with expectations related to social distancing and mask-wearing. Leverage our role as an educational institution focused on research and science to discuss what is expected of our campus community during this time.</p> <p>Approach city councils and other local bodies to see what can be done to ensure that businesses are following guidelines related to social distancing. Can we take an approach similar to what has been done re: Unofficial? For example, can city enact ordinances that prohibit bars from admitting anyone under 21? This would decrease the number of students that can get into the bars.</p> <p>Do what we can, as a university, to make sure that fire marshal</p>	<p>Provide landlords and businesses signage similar to what is being used on campus (I.e. related to social distancing, hand washing, wearing masks, etc.) to help send a cohesive message between campus and community.</p>	

University Life	Face-to-Face	Online	Hybrid
	<p>capacity limits are enforced. This is something that hasn't necessarily traditionally been enforced. If they are enforced, it can help reduce the number of people in any given establishment.</p> <p>Provide landlords and businesses signage similar to what is being used on campus (i.e. related to social distancing, hand washing, wearing masks, etc.) to help send a cohesive message between campus and community.</p> <p>Consider whether there are steps the university will take to hold individuals accountable for ignoring safety measures in community, off-campus spaces (e.g. via Student Code, CAM, etc).</p> <p>Communicate the plans/recommendations re: what happens when a student contracts the virus during the Fall 2020 semester. Transparency!</p>		

OVERALL CONCERNS—WORKING-RELATED EVENTS AND PROCESSES

Blue – Face-to-Face

Student employee Concerns – student employees with disproportionate power dynamics being required to be on campus to perform research that may not be essential, job security (leading to other economic insecurity), concerns related to self-disclosure to student employee immediate supervisor

Staff/Faculty Concerns – Policies surrounding self-disclosure of “high risk” without use of ADA processes in most could lead to disparate treatment of employees, and disclosure of otherwise private medical information at least identifying as “high risk”. How do employees who are in “high risk” category continue to remain remote? Is there a hierarchy of risk categories developed to ensure adequate coverage on campus for units?

Impact – Potential disparate treatment of employees between units. Directors and Department heads asking questions re: medical that would not normally be known. Potential risk of claims of discrimination based on disability, age or other protected classes. Dissociation of employees from support networks, increase in mental health concerns among employees related to return to campus, anxiety for high risk family members, disconnect from support network on campus

Orange – Online

Student employee concerns- Student employees with disproportionate power dynamics being required to be on campus to perform research that may not be essential, job security (leading to other economic insecurity), concerns related to self-disclosure to student employee immediate supervisor. In online setting does need for GA/TA decrease? How to assist student employees with potential loss of income? Are we communicating messages through means other than email? Are we sure employees are getting the messages they need? Message fatigue and overload?

Staff/Faculty Concerns – Increased prolonged remote work leading to disassociation with colleagues, impact on collegiality, impact on ability to meaningfully check in with co-workers in a way that addresses issues of mental health support for employees. How to address flexibility of remote on a long term basis (6 months or more). Additional accommodations needed to address continued remote work that have not been fully addressed due to quick move to shelter in place (Sit to stand, ergonomics, ability to maintain job functions), need for captioning services in telephone/video meetings, how to fully shift accommodations from on campus work to home? Are we communicating messages through means other than email? Are we sure employees are getting the messages they need? Message fatigue and overload?

Impact – Potential NONR’s as remote work continues and loss of jobs as units may not need as many employees if not on campus. Disconnect, loss of morale, inability to keep pace with P&T trajectories, how do equitably handle these situations across units?

Green – Hybrid

Student Employee Concerns – Who do student workers/GA/TA self-disclose to? Will they be subject to adverse academic or future employment actions when Director/Department heads/Unit heads are aware they are “at high risk”? Student employees being told by professors/department heads/deans that research is “essential” and must report despite identification of high-risk category? What impact? Are we communicating messages through means other than email? Are we sure employees are getting the messages they need? Message fatigue and overload?

Staff/Faculty Concerns – Faculty/Staff Concerns – Employees return to work in staggered approach. Policies surrounding self-disclosure of “high risk” without use of ADA processes in most could lead to disparate treatment of employees, and disclosure of otherwise private medical information at least identifying as “high risk”. High rate of employees requesting to continue working remotely may require Directors/Unit Heads to make decisions without decision matrix that is consistent across questions as to how to make decisions without impacting mission of units on campus. Will faculty face adverse decisions based on their disclosure of “high risk” identification based on themselves or family members? What can and cannot be asked of employees in self-identification process? Will

employees refuse to identify as high risk due to concerns/fears related to retaliation, medical disclosure, family disclosure etc.? Will faculty who self-disclose face adverse tenure decisions/promotional decisions based on disclosure of high risk, how do we communicate to faculty that this will not occur? How do we keep those employees who return to campus connected in the same way with those that are not on campus? How do we address concerns of those that are remote that they are just as “essential” as those on campus? Will there be guidance to address performance/availability concerns. How do we keep track of employees for safety purposes as we return in staggered or rotating fashion? Are we communicating messages through means other than email? Are we sure employees are getting the messages they need? Message fatigue and overload? Are different messages being sent based on group? Remote/On site?

Impact – Potential disparate treatment of employees between units. Directors and Department heads asking questions re: medical that would not normally be known. Potential risk of claims of discrimination based on disability, age or other protected classes. Dissociation of employees from support networks, increase in mental health concerns among employees related to return to campus, anxiety for high risk family members, disconnect from support network on campus.

ADVANTAGES, DISADVANTAGES, AND IMPACT

Working-Related Events and Processes			
<i>Advantages</i>	Personal/social connection and sense of belonging to the community. Face-to-face conversations capture non-verbals and reduce misinterpretations of messages or perceptions.	Limited risk of exposure. Opportunity to reimagine work, programs, events and how these are delivered.	Minimized risk of exposure. Ability to connect to staff personally and maintain foundational connections.

<i>Disadvantages</i>	Fear/anxiety related to increased possibility of exposure to virus. Increased number of people in spaces.	Loss of personal connections, collegiality among staff. Zoom exhaustion and loss of labor for staff whose jobs cannot be performed remotely.	Mixture of the same issues/concerns for online and face-to-face.
Working-Related Events and Processes	Develop guidelines for D&D to address individuals that request to continue remote work due to high risk self-identification	Develop guidance for supervisors to check on the wellbeing of employees and to foster inclusivity, and collegiality as remote continues.	Develop guidelines for D&D to address individuals that request to continue remote work due to high risk self-identification.
	<p>Develop guidelines for employees around who to disclose to, when to disclose, what to disclose and where to disclose (long term- ADA, short term supervisor?)</p> <p>Create education campaign around the appropriate steps to take to address high-risk categories and how to handle these requests in an equitable manner.</p> <p>Develop specific guidance for faculty/staff in how to address concerns where individuals are not able to wear masks, to ensure that individuals with disabilities or medical conditions precluding mask wearing are not placed in a position to “defend a disability”.</p> <p>Develop specific guidance and assistance for graduate student</p>	<p>Guidance to supervisors concerned about employees’ ability to maintain performance over prolonged periods, and employees needs for accommodations as a result of long-term remote work that have yet to be addressed.</p>	<p>Guidance to supervisors concerned about employees’ ability to maintain performance over prolonged periods, and employees needs for accommodations as a result of long-term remote work that have yet to be addressed.</p> <p>Create education campaign around the appropriate steps to take to address high-risk categories and how to handle these requests in an equitable manner.</p> <p>Develop guidelines for employees around who to disclose to, when to disclose, what to disclose and where to disclose (long term- ADA, short term supervisor?)</p> <p>Create education campaign around the appropriate steps to take to address high-risk categories and how</p>

	<p>employees related to how to address their needs for workplace accommodations with their supervisors who are also responsible for their academic success and progress in many cases.</p>		<p>to handle these requests in an equitable manner.</p> <p>Develop specific guidance for faculty/staff in how to address concerns where individuals are not able to wear masks, to ensure that individuals with disabilities or medical conditions precluding mask wearing are not placed in a position to “defend a disability”</p>
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APPENDIX

APPENDIX A:

**UNIVERSITY HOUSING
COVID-19 STUDENT ENFORCEMENT MEMO**

MEMORANDUM

TO: UNIVERSITY LIFE COMMITTEE

FROM: JUSTIN BROWN

SUBJECT: COVID-19 STUDENT EXPECTATIONS AND ENFORCEMENT (REVISED)

DATE: AUGUST 7, 2020

I. Assumptions

- A. The university implements an academic plan for the fall that includes some in-person instruction.
- B. The Chancellor requires that all students without a conflicting DRES accommodation comply with a set of specific safety expectations while on university property as part of an overall strategy that includes screening, hand hygiene, droplet blocking (through the use of cloth face coverings, plastic shields, etc.), and physical distancing.
- C. The Chancellor requires that all on-campus students submit to regular COVID-19 testing.
- D. The Chancellor requires that all students, if asked, demonstrate compliance with the testing requirement through identified means before entering university buildings.
- E. The complete set of safety expectations, testing obligations, and other COVID-19-related requirements is clearly communicated to all students in writing, clearly visible on the university website, and referenced on university-controlled social media.

II. Relevant Student Code Policies for Enforcement

- A. §1-302(g), which prohibits “failing to comply with reasonable directions of a member or agent of the University acting in the performance of his or her duty.”

Given a clearly communicated order from the Chancellor intended to promote the safety of our community, this provision would permit formal disciplinary action against any student who does not comply with the articulated requirements.

- B. §1-302(a)(3), which prohibits “reckless disregard for the health or safety of any person.”

This provision would permit disciplinary action against some, though likely not all, students who do not follow the university’s safety expectations. The university has not historically used this provision against students who carelessly expose others to

communicable diseases, even when such exposure could be life-threatening to those with, for example, compromised immune systems. The behaviors covered by this provision would need to be more egregious than simply passing quickly within three feet of a masked person while not having one's mouth and nose fully covered. For example, this provision likely would apply to situations in which a student failed to follow quarantine or isolation requirements.

- C. §1-302(s), which prohibits “committing or attempting to commit any act which would be a violation of local, state, or federal law on or off University property, when such behavior is detrimental to the University community’s interest.”

It is arguable whether the Governor’s order would constitute state law under this provision, especially when Illinois police do not appear to be enforcing it as they do criminal statutes. I do not believe it would be wise to use this provision to enforce COVID-19-related safety expectations and do not intend to do so.

- D. §1-301(b)(2), which permits the university discipline system to take action against students for behaviors that do not occur on university property but that “substantially affect the University community’s interest.”

This provision would justify disciplinary action against students for off-campus conduct (under §1-302(g)) should the Chancellor choose to extend his safety expectations beyond university property. In the absence of such an expansion, however, we would need to rely on §1-302(a)(3) for addressing egregious examples of off-campus conduct, such as hosting a party at one’s residence for several attendees without practicing social distancing or violating quarantine or isolation requirements.

III. Proposed Reporting Process

The Office for Student Conflict Resolution (OSCR) has created a single reporting form for violations of COVID-19-related requirements, and OSCR staff will manage this form and monitor submissions to it. Submissions of violations by university employees, contractors, or unaffiliated persons will be routed manually to designated individuals in the appropriate departments. The [url for this form \(https://forms.illinois.edu/sec/7625734\)](https://forms.illinois.edu/sec/7625734) should be included in massmails, in social media posts, and on web pages dedicated to COVID-19 information. Reporting parties must log in using their netid before submitting a report in order to limit malicious reporting and avoid hindering the university’s ability to take formal action if appropriate. Although this will prevent community members from using the form, this may not be a problem if our focus is on on-campus behavior. Community members would still be free to report directly to OSCR (conflictresolution@illinois.edu), Illinois HR, or other appropriate offices.

This form will not likely be necessary for the receipt of information regarding testing noncompliance. Such information should flow directly from the body/office responsible for monitoring the administration of tests.

III. Proposed Enforcement Protocol

Safety Expectations

Upon receipt of a report that a student has violated the Chancellor's safety expectations and after any necessary communication with the reporting party (if possible), OSCR staff would evaluate the report for credibility and for the possibility of proper investigation. (For example, an anonymous report from a throwaway email address that provides little to no detail would not likely meet these standards.) Any report that appears reasonably credible and that is sufficiently detailed to allow for a proper investigation would be addressed according to the following proposed protocol:

Student's First Reported Incident: OSCR staff would send the student a reminder/ warning letter to their university email account. The letter would, at a minimum, reiterate the Chancellor's expectations for student behavior, reinforce the importance of these expectations, describe the possible consequences of subsequent violations, and offer to answer the student's questions. (OSCR staff would reserve the right to pursue formal disciplinary action in rare and particularly egregious cases, such as hosting a party at one's residence for 100+ attendees without practicing social distancing.)

Student's Second Reported Incident: OSCR staff would pursue disciplinary action against the student under §1-302(g) and under any other Student Code section warranted by the behavior described in the report. Possible formal sanctions would be Censure, Conduct Probation, and, in rare and particularly egregious cases, Dismissal.

Student's Third (or Fourth) Reported Incident: OSCR staff would pursue disciplinary action against the student under §1-302(g) and under any other Student Code section warranted by the behavior described in the report. Such cases would be referred to the Subcommittee on Undergraduate (or Graduate) Student Conduct, and the student involved may be considered for interim suspension.

Testing Obligations

Upon receipt of a report that a student has failed to fulfil their testing obligations (and who have been sufficiently warned by the body/office responsible for the administration of the tests) or has not demonstrated testing compliance when instructed to do so by an appropriate official, OSCR staff would proceed according to the following proposed protocol:

Student's First Reported Incident: OSCR staff would pursue disciplinary action against the student under §1-302(g) and under any other Student Code section warranted by the behavior described in the report. Assuming immediate or near immediate compliance with testing obligations, OSCR staff may elect to drop charges after an educational conversation. If compliance is not immediate but does occur prior to the conclusion of any investigation, possible formal sanctions would be Censure or Conduct Probation (provided the student has no prior disciplinary history). If the student does not comply with the testing obligation prior to the conclusion of any investigation, then they will be considered for interim suspension, and their case will be referred to the Subcommittee on Undergraduate (or Graduate) Student Conduct.

Student's Second (or Third) Reported Incident: OSCR staff would pursue disciplinary action against the student under §1-302(g) and under any other Student Code section warranted by

the behavior described in the report. Such cases would be referred to the Subcommittee on Undergraduate (or Graduate) Student Conduct, and the student involved may be considered for interim suspension.

Compliance Demonstration Requirements

Upon receipt of a report that a student has refused to demonstrate testing compliance when instructed to do so by an appropriate official, manipulated the app to display incorrect information, displayed falsified information from a screen not associated with the required app, or any other similar behavior (and after any necessary communication with the reporting party (if possible)), OSCR staff would evaluate the report for credibility and for the possibility of proper investigation. Any report that appears reasonably credible and that is sufficiently detailed to allow for a proper investigation would be addressed according to the following proposed protocol:

Student's First Reported Incident: OSCR staff would pursue disciplinary action against the student under §1-302(g) and under any other Student Code section warranted by the behavior described in the report. Possible formal sanctions would be Censure, Conduct Probation, and, in rare and particularly egregious cases, Dismissal.

Student's Second (or Third) Reported Incident: OSCR staff would pursue disciplinary action against the student under §1-302(g) and under any other Student Code section warranted by the behavior described in the report. Such cases would be referred to the Subcommittee on Undergraduate (or Graduate) Student Conduct, and the student involved may be considered for interim suspension.

Notes and Exceptions

- A. OSCR staff will not use a report that is not deemed reasonably credible or sufficiently detailed to allow for proper investigation as a basis for formal disciplinary action. Such a report would result, at most, in a reminder/ warning letter to the student (even if the student has received a letter previously) or an educational conversation.
- B. For any reports solicited from students, faculty, staff, and community members, OSCR staff will regularly look for patterns that suggest that particular racial, ethnic, etc. populations are being unfairly targeted. If such patterns are identified, OSCR may need to revise the general response protocol to avoid discriminatory impact. Any such revision would be completed in consultation with the Dean of Student Support and Advocacy and the Vice Chancellor for Student Affairs.
- C. This protocol does not apply to Registered Student Organizations. OSCR will evaluate reports of RSO misconduct for appropriate action on a case-by-case basis.
- D. Except in sexual misconduct cases, OSCR does not have jurisdiction over students in the College of Law, the College of Veterinary Medicine, or the Carle Illinois College of Medicine. OSCR would forward reports against any such students to the appropriate administrator.

- E. In particularly egregious cases, OSCR staff would consult with the Dean of Student Support and Advocacy to determine whether to recommend to the Chancellor that the student be suspended on an interim basis.
- F. If a student is facing formal disciplinary action for violating safety expectations or appropriate display requirements in the classroom, §1-102(d) of the Student Code allows the instructor to exclude that student from attending class temporarily but only after consultation with the relevant department head and the OSCR director.
- G. OSCR estimates that, over the next academic year, staff could manage approximately 400 formal disciplinary cases for violations of COVID-19 requirements, provided no more than 30 of these cases require referral to a subcommittee on student conduct. If the monthly caseload trends toward exceeding these parameters, OSCR may need to revise the general response protocol to include a letter for each of the first two reported violations, saving formal disciplinary action for the third violation and beyond.
- H. If the Chancellor's expectations also cover off-campus student conduct, OSCR staff would use the above standards and protocol to respond to reports of such behavior as well. However, this would increase the probability that we approach the maximums described in subsection G.

IV. Instructor Response to Noncompliance in the Classroom

In general, instructors should apply the following approach to addressing noncompliance with safety expectations in classrooms, labs, offices, or other academic space:

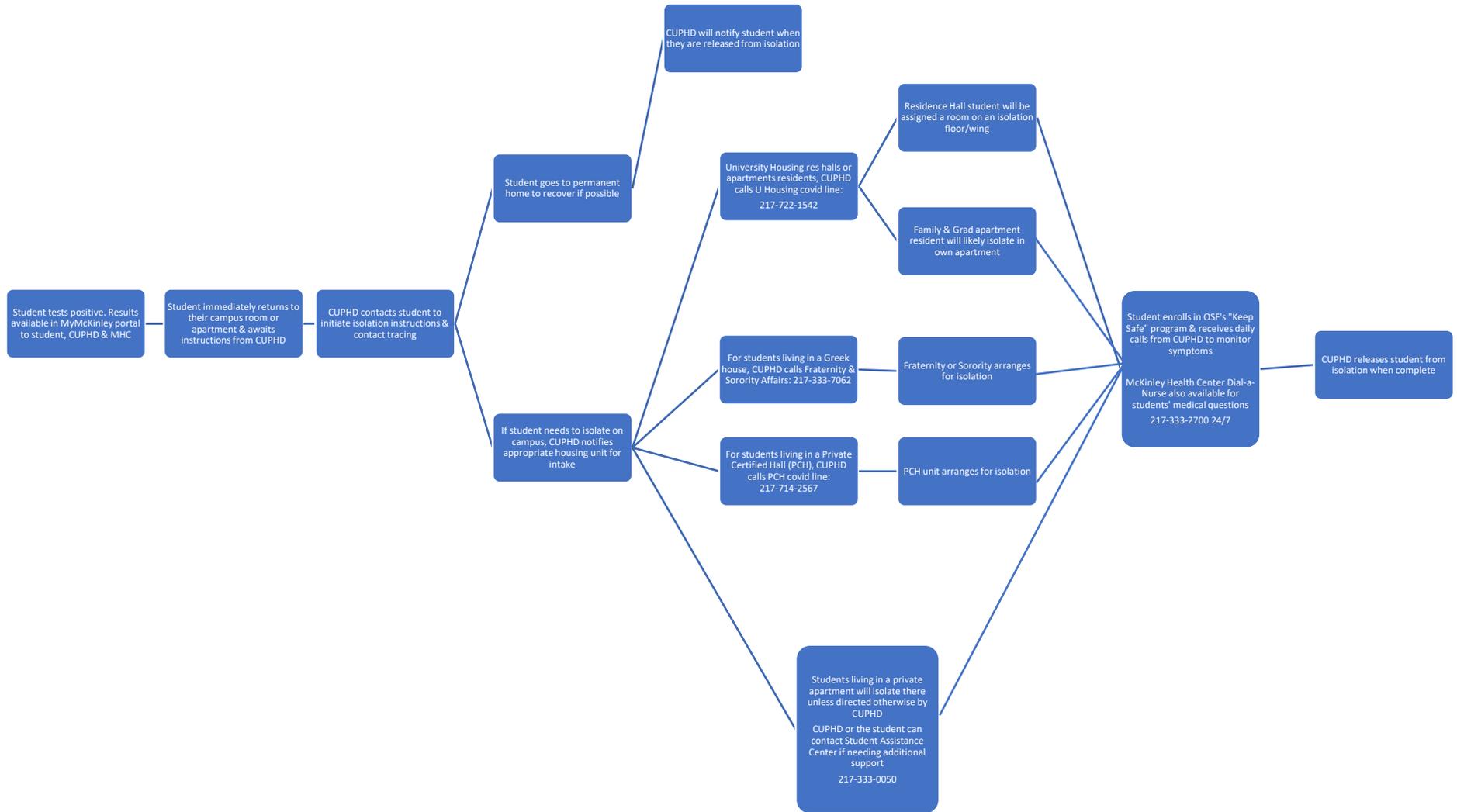
1. Inform students of safety expectations and other COVID-19-related requirements in the course syllabus at the start of the semester.
2. Remind a noncompliant student of the requirements and request compliance. Ideally, this would be done without drawing unnecessary attention to the student, but we recognize that this may not be possible in many scenarios.
3. If the student does not comply with the initial request, then the instructor should inform them that they will not be allowed to remain in the space if they refuse to comply.
4. If the student refuses to comply, the instructor should instruct them to leave the space.
5. If the student refuses to leave, the instructor should either (a) end the class/ academic experience or, if necessary, (b) call the University of Illinois Police Department to remove the student. These are extreme steps and should rarely, if ever, be necessary. Ignoring an openly noncompliant and defiant student, however, may have a serious negative impact on the experience of other students and raise concerns about their safety in the classroom.
6. If an instructor must ask a student to leave the classroom, they should communicate this to their department head and the Director of the Office for Student Conflict Resolution soon after the conclusion of the class session.
7. In all other scenarios, it is the instructor's choice whether they report the student's behavior to the Office for Student Conflict Resolution (using the [COVID-19 reporting form](#)). If they choose not to do so, the instructor should follow up in writing to the student, reiterating the safety guidelines and the instructor's expectations for compliance. Repeated noncompliance should always be reported to the Office for Student Conflict Resolution (using the [COVID-19 reporting form](#) or conflictresolution@illinois.edu).

APPENDIX B:

**UNIVERSITY HOUSING
ISOLATION AND QUARANTINE PROTOCOLS**

University of Illinois COVID-19 Communication Flow for Student Isolation

8/7/2020



Testing positive for covid-19 or being informed that one may have been exposed to a positive case can be a scary and anxiety-producing experience for our young adults who live with us. They are away from home, many for the first time, and will likely feel very lonely in isolation or quarantine on top of possibly experiencing some uncomfortable symptoms.

University Housing has been planning for months to support its residents who cannot travel home should they be required to isolate or quarantine. From self-contained floors/wings for the mandated stays to food delivery and daily check-in calls to those in residence hall isolation or quarantine, University Housing will try to be our residents' partner in recovery (or a 14 day quarantine stay!)

All faculty, staff, and students who are on or visit the Champaign-Urbana campus are required to participate in campus testing twice per week. Results will be communicated to the Champaign-Urbana Public Health District, along with McKinley Health Center and the individual who has tested via the MyMcKinley Portal. Champaign-Urbana Public Health District (CUPHD) is the official health organization that will place a student in isolation or quarantine. A case worker from the Champaign-Urbana Public Health District will check in regularly by phone with students in isolation or quarantine to monitor symptoms. Upon intake into an isolation space, a contact tracer will ask medical questions and for the names and locations in which a student may have been in close contact with (over 15 minutes, within 6'.) This could be a roommate, an intimate partner, a coworker, etc. Duration and nature of the contact will determine the need for quarantine. Just because a student may live on the same floor or be in the same class does not automatically mean they will have to quarantine.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus, which is why quarantine must be 14 days. People with the following symptoms *may* have COVID-19 and the only way to confirm is through testing.

- 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

Students who test positive for covid-19 will be placed in isolation if they are unable to travel home to recuperate. (In-state students are strongly urged to go home if they test positive, but there will be situations in which it is not safe or possible for them to do so.) Students who CUPHD determine have been exposed to someone who has tested positive will be placed in quarantine on campus if they are unable to travel home for a mandatory 14-day quarantine period. Individuals placed in quarantine MUST stay in quarantine for 14 days, as it can take up to this long for the virus to cause symptoms or be contagious. There is no way to “test out” or shorten quarantine.

Individuals must remain in isolation for a minimum of 10 days from the date they either tested positive or started to experience symptoms. They will be released from isolation by CUPHD after 10 days AND being fever-free for at least 24 hours without taking fever-reducing medications (such as Tylenol.) While in isolation a CUPHD case worker will make daily contact to ask about symptoms. On the first call the case worker will also ask a series of questions about contacts the positive person may have had while contagious. It is required to comply with the contact tracing process.

Hundreds of rooms have been set aside across the University Housing residence hall inventory for isolation or quarantine. No students have been permanently assigned to these floors/wings for the semester. Most are on first floors or ground floors and none are connected directly to a floor or wing in which healthy residents are living. University Housing is not publishing the list of locations for privacy reasons. University Housing will require students who are mandated by CUPHD to isolate or quarantine to move to these designated spaces if they cannot travel home. It is not an option to stay in one’s own room unless there is an accommodation for an ADA room equipped with a “SureHands” system with a private bathroom. Each isolation and quarantine room is equipped with a micro-fridge, basic cleaning supplies, linens, and in isolation rooms, a medical kit from our community partner, OSF Hospital.

The check-in process for these rooms will be contactless. Once notified of a positive result, the student should IMMEDIATELY report back to their own room. They should let their roommate know to not enter the room until they have left. They should pack essentials for a 2-week stay, including Rx medications, changes of clothes, coursework, laptop/tablet/phone and chargers, toiletries, etc. Once they move to their isolation space, they will not be permitted to return to their permanent room for items they may have left behind. The student will be informed of a mailbox in which to retrieve the room key and a temporary access card. In most cases students will be assigned single occupancy, but if two roommates both test positive they would be assigned an isolation room together.

Once in isolation or quarantine, the student is not permitted to leave the room for the designated stay other than to use the restroom. It is not necessary to leave the room to participate in further covid-19 testing while in isolation or quarantine; students will simply report symptoms daily to CUPHD. When walking to the restroom they must wear a mask. Visitors are not permitted in isolation or quarantine floors/wings or rooms at any time.

The only exception to not leaving the floor is for students with pre-approved service dogs to take the dog to be relieved outside; the resident should use the outdoor/breezeway exit/entrance only, wear a mask, clean up after the dog then return immediately to the room. It may also be advisable to arrange for a designated dog handler to keep or walk the dog throughout the day.

Students in isolation will share a single-use bathroom with a few other students also in isolation in a suite or floor. Students in quarantine will share either single-use restrooms or a common hallway bathroom (depending on the residence hall facilities.) Restrooms will be cleaned by University Housing Facilities staff in PPE.

Each student will be provided instructions for ordering meal delivery from University Housing Dining. Dietary needs will be taken into consideration. The meal options will vary from very light, high liquid options for those experiencing symptoms to more hearty options for those just waiting it out in quarantine. Each student will receive a box with non-perishables plus 2 meals delivered per day contactless, right to their door.

University Housing Facilities & Dining staff will be provided full PPE for deliveries, cleaning, and attending to emergencies on these floors/wings. Staff will only enter a student's isolation or quarantine room when it is occupied if it is an emergency (like a broken pipe, no heat, etc.) If a student needs a change of linens during their stay, they will submit a request on the Housing website: https://iservice.housing.illinois.edu/request_formhousing.html, bag and tie up the dirty linens in a bag provided, and place it outside the room door. A fresh set will be delivered as soon as possible. Maintenance concerns can be reported using the same link.

In addition to daily calls from CUPHD, students placed in isolation will be instructed on how to sign up for **free** medical support through the OSF Pandemic Health Care Workers Program. Each isolation room will be equipped with a kit that explains the program, along with a thermometer and some other medical supplies. University of Illinois students can also call the McKinley Health Center's Dial-a-Nurse program 24/7 at 217-333-2700 with medical questions. University Housing staff will also make regular phone (first option) or email (backup contact option) to those staying in residence hall isolation or quarantine to see how the resident's stay is going, but are not trained to monitor medical symptoms or information. If a student experiences a medical EMERGENCY they will be instructed to call 911.

A student experiencing the follow emergency warning signs will be direct to call 911 to seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion

- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Students in isolation or quarantine are not permitted to use the residence hall laundry rooms for their personal laundry. If a student wishes to opt into a laundry service, they can arrange it through Student Valet: <http://www.student-valet.com/> 217-469-9509. They will need to bag up their dirty laundry, arrange a time for pick up & delivery, and are only permitted to drop the bag in a contactless fashion out the floor/wing outside entrance security door. Delivery personnel are not allowed inside the hall.

Private Certified Housing

1203 S. Fourth Street, 100 Clark Hall, C, MC-548, 333-1420, FAX: 244-7073

URL: <http://certified.housing.illinois.edu>

Armory House – 1010 S. Second St., C, 384-4499

Bromley Hall – 910 S. Third St., C, 384-6100

Brown House on Coler – 703 S. Coler Ave., U, 367-3970

Hendrick House – 904 W. Green St., U, 365-8000

Illini Tower – 409 E. Chalmers St., C, 344-0400

Koinonia – 308 E. Daniel St., C, 344-0484

Nabor House – 1002 S. Lincoln Ave., U, 344-3532

Newman Hall – 604 E. Armory Ave., C, 344-1266

Presby Hall – 405 E. John Street, C, 344-0102

NIKA House – 112 E. John St., C, 202-0188

Stratford House – 310 E. Daniel St., C, 344-0484

Family & Graduate Housing

1841 Orchard Place, U, MC-006, 333-5656, FAX: 244-1200

Goodwin-Green Apartments:

300 S. Goodwin Ave; 1107, 1113, 1115 W. Green; U, MC-006, 333-5656

Orchard Downs Apartments:

1801-1841 Orchard Place, U, MC-006, 333-5656

1900-2087 South Orchard Street, U, MC-006, 333-5656

2008, 2009, 2027-2029, 2038-2039, 2047-2049, 2067-2069, 2077-2079

Hazelwood Court; U, MC-006, 333-5656

Orchard South Apartments:

2102-2120 South Orchard Street, U, MC-006, 333-5656

2101-2205, 2202 Hazelwood Drive; U, MC-006, 333-5656

Updated 6/2020

Two-Week Quarantine Food Package Instructions for Use

To utilize this meal package as efficiently as possible, follow the recommended use-by dates on the food packaging. In addition, we included some suggested timeframes for each food item, how to properly store non-shelf stable foods, and a sample meal plan. While all the items in the sample meal plan might not match your food selections exactly, this will help you determine what should be eaten first so you have the freshest meals possible. Snacks are included in your box, but are not included in the example meal plan as all snacks are shelf stable.

Food Item	Storage	Estimated Shelf Life
2% Milk, pints	Fridge	5-7 days
Dining Hall To-Go Boxed Meal	Fridge	3 days
Hard Boiled Eggs	Fridge	7 days
Stouffers Mac&Cheese	Freezer	2yrs
Baby Carrots	Fridge	3 weeks
Broccoli Florets	Fridge	5-7 days
Cauliflower Florets	Fridge	7 days
Yogurt	Fridge	10 days
String Cheese	Fridge	10 days
Bananas	Shelf	5-7 days

Example 2-Week Meal Plan

Quarantine Day	Breakfast	Lunch	Dinner
1	Instant Oatmeal Banana	To-Go Meal	To-Go Meal
2	Cereal/Milk Orange	Stouffers Mac&Cheese Veggies Banana	To-Go Meal
3	Instant Oatmeal	Quinoa Cup	Chicken Alfredo

	Yogurt	Tomato Soup Crackers Orange	Veggies Banana
4	Cereal/Milk Apple	Velveeta Shells & Cheese Veggies Applesauce	Cream of Broccoli Soup Crackers PB&J Sandwich Orange
5	Cheerios/milk Yogurt Banana	Chicken Noodle Soup "PB Sandwich Crackers" Veggies	Ramen Noodle Cup Orange Veggies
6	Cereal/Milk Apple	Creamy Chicken Soup Club&Cheddar Snack Crackers Veggies	Tuna/Crackers Quinoa Cup Banana
7	Cheerios/milk Yogurt	Tomato Soup Crackers Banana	Chicken Salad Kit Bread/crackers Orange
8	Cereal/Milk Apple	Stouffers Mac&Cheese Yogurt Orange	Cream of Broccoli Soup PB&J Sandwich Crackers Veggies
9	Cheerios/milk Applesauce	Cheesy Lasagna Veggies	Chicken Noodle Soup Crackers Orange
10	Oatmeal Apple	Velveeta Shell& Cheese Orange Veggies	Tuna on crackers or bread Applesauce Tomato Soup
11	Bar/Belvita Applesauce	Chicken Salad Kit Crackers/bread Orange	Ramen Noodle Bowl Veggies Apple
12	Oatmeal Orange	Cheeseburger Mac Veggies	Creamy Chicken Soup Crackers PB&J Sandwich Apple
13	Bar/Belvita Fruit	Chicken Alfredo Veggies	Chicken Noodle Soup Crackers Orange
14	Oatmeal Fruit	Stouffers Mac&Cheese Veggies Fruit	Cream of Broccoli Soup Crackers Fruit

Residential Life Daily Check-in Script for Quarantine/Isolation – DRAFT 8/3/20

Testing positive for covid-19 or being informed that one may have been exposed to a positive case can be a scary and anxiety-producing experience for our young adults who live with us. They are away from home, many for the first time, and will likely feel very lonely in isolation or quarantine on top of experiencing some uncomfortable symptoms

The purpose of the daily check-in calls from a Residential Life/University Housing staff member will be to a) express care & concern b) to see if the student in isolation or quarantine has any University Housing related questions or concerns and c) provide resources.

You will be provided a call list to make phone contact first. If you are unable to reach the student, you will then send a follow-up email. Please document the date/time and topics covered for each call. Please familiarize yourself with the content below before calling.

First Call Isolation Script:

- 1) “Hello. My name is _____ and I am calling on behalf of University Housing to check-in to see how in-take into your isolation space went.
- 2) Your room is equipped with a micro-fridge, some cleaning supplies, linens, and a medical kit from OSF Hospital. Have you located these supplies? Is there anything missing?
- 3) Have you received information on your meal delivery? If so, do you have any questions about your meals that I can assist with? If not, I will help you check on that.
- 4) A case worker from the Champaign-Urbana Public Health District will be checking in with you by phone, too. They will ask you medical questions and also ask you who have you been in close contact with.
- 5) If you have not yet done so, we encourage you to sign up for the **free** medical support through the OSF Pandemic Health Care Program. Information is located in the kit in your room, along with a thermometer and some other medical supplies. You can also call the McKinley Health Center’s Dial-a-Nurse program 24/7 at 217-333-2700 with medical questions.
- 6) Have you located the bathroom you are to use while in isolation? Please be sure to wear your face covering when you leave the room to use the bathroom.
- 7) If you need a change of linens during your stay, please fill out a Building Service Request on the Housing website: https://iservice.housing.illinois.edu/request_formhousing.html place the dirty linens in a trash bag, tie it up and place it outside your room door.
- 8) If you have a maintenance concern while staying in this room, you can use that same link to put in a request. Please know, however, that Housing Facilities staff will only enter your room if there is an emergency situation. Building Service workers will be in ppe on the floor to clean the restrooms, empty trash, etc. Please maintain at least 6’ distance with your mask on if you must encounter one of the staff.

- 9) Do you understand the expectations about staying in your isolation room and only leaving if you need to use the restroom? We know it is very difficult to stay put, but you do not want to socialize with anyone in person.
- 10) If you have an EMERGENCY, please call 911.
- 11) Do you have any questions at this time? If you have questions at a later time, you can email reshalls@housing.illinois.edu and the staff will respond as soon as possible.
- 12) We hope you are feeling better soon. Please reach out if you need further assistance with your stay in University Housing!”

Daily Follow-up Calls Isolation Script:

- 1) “Hello. My name is _____ and I am calling on behalf of University Housing to check-in to see how your stay is going so far.
- 2) Have you received your meal delivery? If so, do you have any questions about your meals that I can assist with? If not, I will help you check on that.
- 3) Has a case worker from the Champaign-Urbana Public Health District checked-in with you? If so, great. If not, I will check on that to see what their schedule is.
- 4) Were you able to sign up for the **free** medical support through the OSF Pandemic Health Care Program? If not, information is located in the kit in your room, along with a thermometer and some other medical supplies.
- 5) Do you have any questions at this time? If you have questions at a later time, you can email reshalls@housing.illinois.edu and the staff will respond as soon as possible.
- 6) If you have an EMERGENCY, please call 911.
- 7) We hope you are feeling better soon. Please reach out if you need further assistance with your stay in University Housing!”

First Call Quarantine Script:

- 1) “Hello. My name is _____ and I am calling on behalf of University Housing to check-in to see how in-take into your quarantine space went.
- 2) Your room is equipped with a micro-fridge, some cleaning supplies, and linens. Have you located these supplies? Is there anything missing?
- 3) Have you received information on your meal delivery? If so, do you have any questions about your meals that I can assist with? If not, I will help you check on that.
- 4) If you have medical questions you can make contact with a health care provider at McKinley Health Center. <https://www.mckinley.illinois.edu/> or 217-333-2700.
- 5) Have you located the bathroom you are to use while in isolation? Please be sure to wear your face covering when you leave the room to use the bathroom.
- 6) If you need a change of linens during your stay, please fill out a Building Service Request on the Housing website: https://iservice.housing.illinois.edu/request_formhousing.html place the dirty linens in a trash bag, tie it up and place it outside your room door.
- 7) If you have a maintenance concern while staying in this room, you can use that same link to put in a request. Please know, however, that Housing Facilities staff will only enter

your room if there is an emergency situation. Building Service workers will be in ppe on the floor to clean the restrooms, empty trash, etc. Please maintain at least 6' distance with your mask on if you must encounter one of the staff.

- 8) Do you understand the expectations about staying in your isolation room and only leaving if you need to use the restroom? We know it is very difficult to stay put, but you may not be infected but others on the quarantine floor could be, so you do not want to socialize with anyone. Or, you could have the virus and others in quarantine do not and you would not want to infect them.
- 9) If you have an EMERGENCY, please call 911.
- 10) Do you have any questions at this time? If you have questions at a later time, you can email reshalls@housing.illinois.edu and the staff will respond as soon as possible.
- 11) We hope you continue to stay healthy! Please reach out if you need further assistance with your stay in University Housing!"

Daily Follow-up Calls Quarantine Script:

- 1) "Hello. My name is _____ and I am calling on behalf of University Housing to check-in to see how your stay is going so far.
- 2) Have you received your meal delivery? If so, do you have any questions about your meals that I can assist with? If not, I will help you check on that.
- 3) Do you have any questions at this time? If you have questions at a later time, you can email reshalls@housing.illinois.edu and the staff will respond as soon as possible.
- 4) We hope you continue to feel healthy. Please reach out if you need further assistance with your stay in University Housing!"

BACKGROUND INFORMATION FOR THE CALLER

Symptoms

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19 and the only way to confirm is through testing.

- 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

Isolation vs. Quarantine

Students who test positive for covid-19 will be placed in isolation if they are unable to travel home to recuperate. (In-state students are strongly urged to go home if they test positive, but there will be situations in which it is not safe or possible for them to do so.) Students who CUPHD determine have been exposed to someone who has tested positive will be placed in quarantine if they are unable to travel home for a mandatory 14-day quarantine period.

Individuals must remain in isolation for a minimum of 10 days from the date they either tested positive or started to experience symptoms. They will be released from isolation by a medical provider after 10 days AND being fever-free for at least 24 hours without taking fever-reducing medications (such as Tylenol.) While in isolation a CUPHD case worker will make daily contact to ask about symptoms. On the first call the case worker will also ask a series of questions about contacts the positive person may have had while contagious. It is required to comply with the contact tracing process.

Individuals placed in quarantine **MUST** stay in quarantine for 14 days, as it can take up to this long for the virus to cause symptoms. There is no way to “test out” or shorten quarantine.

Failure to comply with the public health district’s orders to isolate or quarantine could result in fines, house arrest, or suspension from University Housing or campus.

University Housing Isolation & Quarantine Locations

Self-contained floors/wings have been selected throughout University Housing’s residence halls. Most are on first floors or ground floors and none are connected directly to a floor or wing in which healthy residents are living. University Housing is not publishing the list of locations for privacy reasons.

University Housing will strive to assign each student in Q/I to a single room, but if roommates both test positive, for example, they would be placed in an isolation room together.

Isolation rooms will have linens, a microfridge, a health care kit from OSF Hospital, and some cleaning supplies. Quarantine rooms will have similar, but no OSF kit (as quarantined students are not actually sick).

Medical Emergency:

Although Residential Life staff are not to ask about symptoms or provide medical advice, if the student shares with you the following **emergency warning signs, direct them to call 911 (or you call) to seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake

- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Maintenance or Cleaning Concerns

Students can submit at TMA on the Housing website:

https://iservice.housing.illinois.edu/request_formhousing.html Housing Facilities staff will only enter a room if there is an urgent emergency (such as a broken pipe leaking water!) in an Q/I room.

Students in Q/I can bag their trash and leave it outside their room door for pick-up by Build Service Workers.

If a student needs fresh linens they should submit a TMA/Building Service ticket, bag their soiled linens up, tie the bag, and place it outside of the room door for pick-up. A fresh set will be delivered and left outside the room door.

The floor or suite bathroom will be cleaned by Housing Facilities staff on a regular schedule. Students should not need to put in a request ticket unless there has been a bodily fluid accident or similar.

Meals

Students in Q/I will receive meal delivery from University Housing. Students will submit a form online with their orders. A box of food supplies based off the dietary preferences and needs indicated by the resident will include the following:

- a. Food items for an extended period of time.
- b. Disposable dishes, utensils to be used
- c. Sample meal plans and meal planning instructions.

Additionally, Dining will deliver 2 individual meals per day to residence hall residents in quarantine or isolation.

For residence hall students, depending on the timing of the email, the meal supply box may or may not be completed before the resident would need their first meal. In cases where there is not time to complete before the first meal period, staff will prepare a single meal for delivery before the food supply box. The following times should be used to determine the first meal provided:

- a. For requests that come in before 12:00pm, lunch would be the first meal provided.
- b. For requests that come in between 12:00pm and 6:00pm, dinner would be the first meal provided.
- c. For requests that come in after 6:00pm, breakfast the next day would be the first meal provided.

In some cases, due to an extended isolation period due to continued symptoms, there may be a need or request from the resident for an additional delivery of a food supply box. The staff member contacting the resident daily will determine if additional food is needed.

FGH apartment residents with meal plans will be given the option to receive a box of food supplies. These will be delivered to the Family & Graduate Housing office in Orchard Downs. The Family & Graduate Housing staff will then coordinate the delivery of these boxes to the resident apartments. Note: Apartment residents will not receive any individual meals. Apartment residents without a meal plan are not eligible for this service.

Personal Laundry

Students in Q/I are not permitted to use the residence hall or FGH laundry rooms for their personal laundry. If a student wishes to opt into a laundry service, please inform them they can arrange it through Student Valet: <http://www.student-valet.com/> 217-469-9509.

They will need to bag up their dirty laundry, arrange a time for pick up & delivery, and are only permitted to drop the bag in a contactless fashion out the floor/wing outside entrance security door. Delivery personnel are not allowed inside the hall.

Procedure Title: Quarantine and Isolation Procedures

Date Updated:	
Date Issued:	2020
Owning Unit:	Administration

Policy this procedure supports: Infectious Disease Policy

For Residence Hall Residents...

Expectations while in an isolation or quarantine space

- You must remain in the space for period of time determined by McKinley Health Center and/or Champaign-Urbana Public Health District
- If the fire alarm sounds, wear a face covering and be sure to stay 6 feet or 2 meters from others once you are outside the building.
 - Once the building has been deemed safe to enter by the fire department, return to your assigned isolation space immediately.
- If the tornado siren sounds, put on your face covering and move to the designated shelter area and be sure to stay 6 feet or 2 meters away from others
 - Once the threat of a tornado has passed, return to your space immediately.

Room

- You will be assigned a room and directed to the room's mailbox to retrieve the keys to the room and a temporary access card. Both will need to be returned to the mailbox upon departure.
- No visitation or guests are allowed
- No outside deliveries are to be requested unless it can be done contactless
- Keep the space locked
- Utilize the wipes that are provided to keep surfaces (door knobs, bathroom faucets & surfaces, refrigerator, etc.) clean
- If the trash can is full, please tie up the bag tightly and leave it outside the room door. Remember to wear your face covering, before opening the room door.
- If you would like the University-provided sheets/towels in your space to be replaced, please put in a 'Service Request' to request new sheets/towels - https://iservice.housing.illinois.edu/request_formhousing.html. Then place the used sheets/towels in a trash bag, tie up the bag tightly and leave it outside the room door.
- University Housing cannot launder personal items. If you have personal items that need to be laundered, Student Valet is a local independent company that provides this service:

<http://www.student-valet.com/how-it-works.html> Please note that the University is not affiliated with Student Valet and does not pay for the cost of their services. If you chose to use Student Valet you must work directly with the company and you are responsible for any costs. Additionally, Student Valet employees will not be given access to the residence halls and should not be on the quarantine or isolation wings. You may choose to schedule a time to have them pick-up or deliver to the closest outside entrance, however, the University is not liable for the loss of any items.

- Wear your face covering any time that you need to answer the door or if you must leave the room in the case of a fire alarm or other emergency
- Facilities staff will only enter rooms where emergency or security matters exist. All minor issues will be deferred until the end of the quarantine or isolation period.

Room inventory for Isolation space:

- Sheets
- Blanket
- Pillow
- Microfridge
- Hand towel & bath towel
- Trash can liners
- Disinfecting wipes for surfaces
- Kleenex/facial tissues
- OSF covid-19 kit (will contain face coverings, hand sanitizer, thermometer, meds? – Trish will check with OSF contact person, instructions)
- For un-air-conditioned rooms: a fan

Room inventory for quarantine space:

- Sheets
- Blanket
- Pillow
- Microfridge
- Hand towel & bath towel
- Trash can liners

Bathroom inventory on quarantine/isolation floors/suites:

- Hand soap dispenser
- hand paper towels (disable electric hand dryers)
- toilet paper

Meals

- You will be provided with a Webtools form to complete to register for meals that will be delivered.
- Food will be delivered to your room door. Upon them departing from your room, Housing staff will knock on your door to announce the arrival of the food.

- Meal supplies will be provided for the length of your stay along with a sample of how to prepare a meal plan. Some of these items will need to be kept in the fridge and some will need to be heated up in the microwave.
- Meals are debited from your meal plan and delivered at your door. There will be a knock at the door, and food will be left outside. It is your responsibility, to put on your face covering and pick up your food.
- If you do run out of food, contact staff at the number below.
- Meal delivery box should include paper utensils, plates, cups, bowls. All disposables. No washing or reusing of products in these rooms.

Expectations when you are ready to check out of the space

- When you are ready to check-out of the space on the day established by McKinley or Champaign-Urbana Public Health, please e-mail reshalls@housing.illinois.edu to announce that you have checked out and have returned the keys and access card to the mailbox.
- Pack your personal belongings- double check to make sure you have packed everything
- Please dispose of all trash, Kleenex, etc., in the trash can. Then tie up the trash bag and leave it by the door.
- Remove the linens from the bed and place into the large plastic bag. Please tie the bag and place it next to the bed
- Take any food, dishes, or utensils that you were given by staff members home with you or dispose of it in the trash bag.
- Lock the door to your room and **Return the keys to the room mail box which is the same location that you received the keys.**
- If you live in another part of campus... you may want to call a friend, Uber/Lyft, or taxi to help you move back to your room. University Housing staff may not transport students.

Contact Information

- University Housing covid-19 questions (business hours/non-emergency): 217-333-0770
- University Housing covid-19 email (business hours/non-emergency): reshalls@housing.illinois.edu
- University Housing issues afterhours that require immediate attention: contact your nearest area/hall desk.
- Dial-a-nurse – 333-2700 (for medical triage and advice)
- Emergency – 911 (9-911 from a campus phone)
- Dean of Students – 217-333-0500
- Walgreens pharmacy – 217-351-1516 (corner of Neil and Kirby)
- CVS pharmacy – 217-355-1823 (corner of Neil and Green)
- Cab Companies
 - Yellow Checker Cab Co: (217) 355-3553
 - Atlas Cab: (217) 419-1333
 - Black Cab and Limo: (217) 693-2468

For Apartment Residents...

Expectations while in an isolation or quarantine in your apartment

- Remain in the apartment for the entirety of time you are instructed to be in quarantine or isolation except to leave to take out trash or for required testing as directed by a health care agency.
- If you do need to leave the apartment for a reason mentioned above, you should wear your face covering at all times when outside the apartment and should not come within 6 ft of other individuals. Additionally, wear your face covering any time you would need to answer the door.
- University Housing cannot launder personal items. If you have personal items that need to be laundered, you may ask a friend to help you or can contact a local independent company that provides laundry service.
- During this time, if you have work requests for your apartment, you need to submit these through the Complex Coordinator for the apartments. These should not be submitted through the online work request system until you are no longer in quarantine or isolation.
- You may have meals or food supplies delivered to your apartment door, but you should have no contact with individuals who deliver this food. You should provide instructions for them to leave the food outside your apartment door and knock to let you know it has been delivered.
- No visitation or guests are allowed inside the apartment through this period.
- Keep your living space clean throughout this period.
- If the fire alarm sounds, vacate the apartment as normal. Be sure you are wearing the face covering and be sure to stay 6 ft from others once you are outside the building.
 - Once the building has been deemed safe to enter by the fire department, return to your apartment immediately.

Weekly Check-Ins

- Twice a week during the day, a Family & Graduate Housing staff member will call you to do a quick check-in. They will use the phone number you provided as the best number to reach you.
- You should do your best to answer these phone calls or to immediately respond back if you are unable to answer. If we are unable to get ahold of you through these phone calls, a staff member will conduct an in person check-in.

Family or Co-Tenants

- It is your responsibility to communicate with any other individuals living in your apartment the health concern and your directive to remain in your apartment for a period of time. You should encourage them to contact a medical provider if they have concerns.
- Family can continue to live in the apartment with you through this time and it is your responsibility to ensure that they also follow these expectations.
- Co-Tenants can also still stay in the apartment with you, though you should observe a 6 foot social distance from them at all times.

Contact Information

- Family & Graduate Housing Office Phone: 217-333-5656
- After Hours Family & Graduate Housing Office Phone: 217-649-7705
- OSF Number: 217-337-2000 (for non-students: medical triage and advice)
- Dial-a-nurse: 217-333-2700 (for students: medical triage and advice)
- Emergency: 911
- Dean of students: 217-333-0500
- Walgreens pharmacy: 217-351-1516 (corner of Neil and Kirby) open 24-hours
- CVS pharmacy: 217-355-1823 (corner of Neil and Green) open 24-hours

Procedure Title: Handling and Disposal of Hazardous Waste

Date Updated:	June 2018
Date Issued:	1993
Owning Unit:	Administration

Policy this procedure supports: University Housing Crisis Response Policy

Procedure Details:

Only trained Housing Facilities Staff should handle and dispose of hazardous waste or materials in University Housing’s residential facilities. This includes but is not limited to bodily fluids, medical needles, unidentified chemical waste, etc.

If Residential Life or Family & Graduate Housing staff should find such waste in the hall or community areas, they should not go within 10 feet of the substance. They should attempt to isolate the area as much as possible by putting up warning signs and/or closing off an area. RAs should consult the RD on Call as to how to proceed in these instances.

The RD on Call will contact Housing Facilities staff and an incident report should be filed when such substances are discovered.

Policy Title: Infectious Disease Policy and Procedure

Date Updated:	July 2020
Date Issued:	1995
Owning Unit:	Administration

Policy Statement:

Contagious disease control is vital to protecting residents and staff. Staff will work in collaboration with McKinley Health Center and/or local health agencies to isolate or minimize potential spread of disease.

Policy Details:

Coordination between University Housing staff, medical personnel, and campus administrators will be critical if and when an infectious disease is diagnosed.

Under “normal” operations, McKinley Health Center is the primary resource to which to refer students if they suspect they have an illness. Infection Control Staff of McKinley Health Center will direct University Housing staff procedurally for responding and housing residents who have diagnosed specific diseases for which the general public has been vaccinated. The primary resource for residents who are not students is Champaign Urbana Public Health.

Policy Details During an Epidemic or Pandemic

If an outbreak, epidemic or pandemic is declared by health and/or government officials, University Housing will follow all guidelines by the Champaign Urbana Public Health District in referring possibly contagious individuals for diagnosis, care, isolation or quarantine.

University Housing space for isolation and/or quarantine is only available to residents who have a contract or lease with University Housing. Residents placed in these spaces are required to follow the directives provided in order to ensure health and safety for themselves and others.

Student staff will not be placed on floors/wings designated as only for quarantine or isolation. Full time staff will be the primary contacts for residents placed in these spaces for the duration of their stay.

1. If a serious health emergency is declared, students, faculty, staff and the Champaign Urbana community will be given specific directives for seeking diagnosis and care. It is likely a triage location will be designated, and persons suspected to be ill with the symptoms of concern will be instructed to call the location first before reporting.
2. If deemed appropriate by medical professionals and the conditions are so serious that the resident must be evacuated, residents who live regionally will be instructed to go home by private vehicle if they are

able. If unable, Champaign Urbana Public Health (CUPHD) will coordinate either isolation or quarantine. The resident should go back to their residence upon diagnosis, avoid contact with any roommates, and await instruction from University Housing.

3. If the resident is able to leave campus, they should take necessary essential including their sheets, towels and laundry with them to clean.
4. Medical professionals will determine if a roommate(s), suitemate, or floormates will then need any testing, treatment or quarantining.
5. CUPHD will make all notifications to the community as necessary.

The Director of Residential Life or Family & Graduate Housing will contact Housing Facilities to perform deep cleaning of the impacted bathrooms, elevator controls, floor lounges, etc. in the residence halls. BSW staff will also enter the affected student residence hall room with personal protective equipment to deep clean. Housing staff will not handle or clean personal property. BSW staff will not enter occupied apartments for additional cleaning.

Procedural Details During Pandemic Operations

Residence Hall Single Resident with an Infectious Disease

1. When a resident is showing symptoms or is known to have an infectious disease, the responding professional staff member should do the following:
 - a. Send students to McKinley Health Center immediately.
 - b. Consult with McKinley staff (Infectious Control) to learn more about the condition, how it is spreads, and how Housing should proceed.
2. If possible, once diagnosed by McKinley Health Center, the resident should leave campus and go home immediately or as soon as possible. If the resident cannot leave campus (such as an out-of-state or international student), they should remain isolated in their room/apartment or be moved to a sick room with a private bath if available. See the "Isolation and Emergency Housing" in the "Psychological and Physical Health" section of the University Housing Crisis Response manual.
3. If the resident chooses to leave campus, they should take their sheets, towels and laundry with them to clean. Since some diseases can stay on inanimate objects, the roommate should avoid having people over as well for a period of time suggested by McKinley Health Center medical staff.
4. If a resident is unable to leave campus, they should return to their residence hall room to pack for a quarantine and isolation assignment and await instructions from University Housing staff.
5. McKinley Health Center and/or RD/CD should contact the Area Coordinator and/or Assistant Director to discuss whether notification to other community residents should be part of the planned response. If so, Housing Marketing will craft an appropriate message and it will be sent through Star Rez to either the roommate, floormates, or hall residents based on directives from the McKinley Health Center.

6. Infected students should contact the Office of the Dean of Students (217-333-0050) regarding missing class and should also call each professor to explain the absence.
7. The Central Staff Member on Call should contact Housing Facilities and the Building Service Foreperson to notify them of the floor where the illness case has occurred. During business hours BSW staff will perform deep cleaning of the bathrooms, elevator controls, and floor lounges in residence halls. BSW staff will also enter the affected student's residence hall room to disinfect the following common surfaces:
 - Door knobs (room door back and front; closet doors)
 - Window sills and handles
 - Refrigerator surfaces (not inside)
 - Light switches
 - Spray a disinfecting spray in the air

Housing staff will not handle personal property.

8. Some meal coordination may be necessary for those who are isolated or in a sick room on campus. If a resident is from Sherman or Daniels, staff will verify if the resident has a meal plan. If resident does not have a meal plan their university account will need to use Illini Cash or credit card to purchase meals. Delivery should not cause Housing staff exposure to the sick individual, as the tray should be left outside the room/suite/apartment and the use of disposable plates/bowls/silverware is preferred. Trays can be collected after the individual recovers.
 - a. The RD/CD shares the Webtool address for the online menu information for the appropriate Dining Hall with the student.
 - b. The RD/CD lets the student know that a Dining staff member will knock on the student's door during the meal period, and leave the food outside the door.

Apartment Resident with an Infectious Disease

1. When a resident is showing symptoms or is known to have an infectious disease, the responding professional staff member should do the following:
 - a. If a resident is a student, send the individual to McKinley Health Center immediately.
 - b. Consult with McKinley staff (Infectious Control) to learn more about the condition, how it spreads, and how University Housing should proceed.
 - c. If the resident is not a student direct them to their medical provider or local health care facilities.
2. If possible, once diagnosed by McKinley Health Center or a local health care facility, the resident should leave campus and go home immediately or as soon as possible. If the resident cannot leave campus, they should remain isolated in their University apartment.
3. Determine if resident lives alone or with dependents or a co-tenant. Determine if additional referrals to medical providers are needed.
4. If a resident is unable to go home, the resident will isolate in their apartment and await instruction from University Housing.

5. McKinley Health Center or the on-Call staff will contact Assistant Director to discuss whether notification to other community residents should be part of the planned response. If so, Housing Marketing will craft an appropriate message and it will be sent through Star Rez to either the roommate, floormates, or hall residents based on directives from the McKinley Health Center or Champaign Urbana Public Health.
6. If Infected resident is a student, the individual should contact the Office of the Dean of Students (217-333-0050) regarding missing class and should also call each professor to explain the absence.
7. Resident must be cleared by medical professional before they can return their daily activities.

Residence Hall Multiple Residents with an Infectious Disease

1. The responding professional staff member should follow the steps above for each resident presenting with symptoms.
2. Staff should use the Infectious Disease checklist to track the residents who are being infected so that this information is easily available to medical professionals and other staff.
3. As multiple residents are diagnosed with an infectious disease for which the general public is either vaccinated or that medical personnel do not consider generally serious or life threatening (mononucleosis, meningitis, chicken pox, mumps), roles will be distributed as follows:

Resident Director	<ul style="list-style-type: none"> ▪ Manage questions, education and updating of residents in the hall. ▪ Notification of supervisors, E-Dean, and Director of Residential Life or Family & Graduate Housing ▪ In the halls, communicating with RA Staff and what is expected of them during this time. ▪ Coordinate support for friends, roommates, and residents impacted by outbreak. - (i.e. Counseling Center, Faculty Staff Assistance, Health Center, etc.) ▪ Assist the family of residents in any way possible with the removal of belongings, keys, and any of our administrative procedures. ▪ Forward parent/press inquiries to Senior Assistant Director for Housing Marketing. ▪ <i>Other duties as assigned.</i>
Central Staff on call	<ul style="list-style-type: none"> ▪ Provide support to RD. ▪ Forward parent and press inquiries to Senior Assistant Director of Housing for Marketing ▪ Coordinate with Housing Facilities. ▪ Provide oversight and leadership. ▪ <i>Other duties as assigned.</i>
E-Dean	<ul style="list-style-type: none"> ▪ E-Dean supports students only ▪ Primary contact with hospitals. ▪ Notification to Dean of Students, Vice Chancellor, etc. ▪ Notification to family if deemed appropriate ▪ Keep Director of Residential Life or Family & Graduate Housing updated as receive new information.
Police	<ul style="list-style-type: none"> ▪ Depending on circumstances, UIPD may be involved

4. While responding, staff should keep these key tips in mind:
 - a. **Be certain.** Make sure to get information from a reliable source. If possible, verify information. Double check the resident (s) name. Be sure to check for two people by the same name.
 - b. **Communicate.** Organize information first, then pass it on immediately to appropriate supervisors or university officials. (See protocol for specific contact persons.)
 - c. **Understand roles.** With the intensity surrounding an infectious disease outbreak, several university officials will be involved to help provide support. Staff should understand their role and be prepared to respond.
 - d. **Remain calm.** University Housing staff will likely be responding to panic among students, student staff, parents, etc. Staff should be prepared to alter work schedules, attend urgent emergency protocol training, etc.

Multiple Residents with an Infectious Disease

University Housing, in conjunction with McKinley Health Center, CUPHD, Infectious Disease Work Group and University Administration, will determine at what threshold a facility within University Housing should be designated to assign either isolated or quarantined residents. This decision can follow the Governor's directive that the State of Illinois is under a state of emergency.

Self-contained floors or wings in residence halls and individual apartment should be designated for the sick in isolation and exposed in quarantine. For an infectious disease with no vaccine, it is not advisable to place ill or exposed students on a floor sharing a community bath with healthy students due to the unknown in regard to immunity/resistance after infection. Apartment residents will quarantine or isolate in their apartment or if needed be relocated to another apartment.

University Housing will determine if it is appropriate to provide a resident in isolation or quarantine meal deliveries per day or a package of food for each day. Residents with meal plans are eligible for meal deliveries and residents without meal plan will be charged for delivered meals. If the latter is deemed appropriate, a personal refrigerator and microwave will be placed in residence hall isolation or quarantine spaces.

Responding professional staff members should follow these steps for each resident needing an isolated or quarantined space.

Resident Showing or Describing Contact with Infectious Disease

1. If a student is showing symptoms, describing feeling symptoms, or is expressing that they were in contact with someone who has tested positive with COVID-19, staff should direct them to call the 24hr Dial a Nurse number: 217-333-2700
2. If a non-student resident is showing symptoms, describing feeling symptoms, or is expressing that they were in contact with someone who has tested positive with COVID-19, staff should direct them to call their medical provider or a community medical provider immediately.

Central Staff on Call

For Residence Hall Students

1. The AC/PD/CC on-call will learn about resident who need to be isolated via the COVID-19 phone (typically calls will come in from the McKinley Health Center or OSF).
2. The AC/PD/CC on-call will identify a space to place the student in as follows:
 - a. Utilize StarRez Resource Graph to determine an open isolation or quarantine space in the designated floors and inform the RD on call as to which space the resident has been assigned to.
 - b. Place a hold the length of isolation/quarantine on the assigned space in StarRez. In the notes section, note the student's information (name, UIN, netID, cell phone #).
 - c. Additionally, place a second, three day "Cleaning" hold on the assigned space in StarRez, immediately following the isolation/quarantine period. In the notes of this hold, write "Cleaning".
3. The AC/PD/CC on-call will contact the Residence Director on-call to provide the resident's information and share information about the space that has been reserved for the resident (if they live in the residence halls).

For Apartment Residents

1. The AC/PD/CC on Call will learn about resident who need to be isolated via the COVID-19 phone (typically calls will come in from the McKinley Health Center or OSF)
2. The AC/PD/CC on Call look in StarRez to determine if the resident live alone, with dependents, or with a co-tenant and if they have a meal plan.
3. The AC/PD/CC on Call will send an email to the Assistant Director for Residential Experience for Family & Graduate Housing following these guidelines (Sam Holden):
 - a. In the email subject type "QI Contact"
 - b. In the body of the email, include the resident's UIN.
4. The AC/PD/CC on Call will contact the Residence Director on-call to provide the resident's information and share what apartment that resident will be staying in for isolation or quarantine.
5. If the apartment resident has, co-tenant, or dependents who asks for a temporary change in apartment for their safety or for the safety of those living with them, the AC/PD/CC on Call will not facilitate the apartment move. The AC/PD/CC on Call will contact the Assistant Director for Administrative Services for Family & Graduate Housing (Laura Brown).
 - a. In the event that a move occurs, the Assistant Director for Administrative Services for Family & Graduate Housing will instruct the RD on Call to deliver a linen's packet to the temporary apartment before the resident is relocated to that space.

RD on Call (RD)

For Residence Hall Students

1. A Residence Life or Family Graduate Housing Central Staff Member on call will contact the Residence Director on Call to provide the resident's information and share information about which quarantine or isolation space has been reserved for the student.
2. The RD on Call will call the desk managing the keys for the assigned isolation space and confirm that a key and blue access card are in the mailbox for the space (these should all be in place ahead of time; this is just a double-check).
3. The RD on Call will contact the Student Assistance Center at the Dean of Student's office during business hours, or the E-Dean program after hours to let them know the student will be in isolation or quarantine.
4. If it is a Sherman or Daniels resident, verify in StarRez if they have a meal plan. Residents without a meal plan will be charged for meal service during quarantine and isolation.
5. The RD on Call will communicate the instructions for picking up the keys, obtaining card access and dining instructions to the resident as follows:
 - a. Fill in and send "quarantine/isolation e-mail for students" with information (template will be provided) to the resident.
 - b. Immediately after sending the e-mail, contact the resident by phone and review the following:
 - i. Ask the resident to check their email to make sure they have received the email.
 - ii. Review the "Isolation/Quarantine Procedures/Expectations" (in the email to the resident) including the following:
 - Remaining in the isolation space and having no guests
 - Keeping the isolation space clean
 - Contacting housing staff members if needed
 - What to do in the case of emergency alarms sounding
 - iii. Explain that a supply box and daily meals will be provided during their period of quarantine or isolation based on dietary preferences they provide through an online form (link in the email template for residents). This will be delivered outside the door of their room. The resident should not interact with the staff who deliver the food supplies, but should instead wait for a knock, indicating the delivery, and then open the door to retrieve the food items.
 - iv. Ask the resident to complete the meal form immediately, explaining that the food supplies will take some time to get together.
 - v. If the student has been placed in Isolation only, they will find a "quarantine kit" in the room when they check-in with useful information and items from OSF Healthcare (i.e. a thermometer, etc.) OSF will be contacting them daily to check-in on their well-being.

- vi. Ask the resident if the cell phone # you are using is the best way to reach them by phone. Let them know that a Housing staff member will also be calling them periodically throughout the week to check-in and make sure they are ok. We request that they answer the phone or call us back ASAP. If we do not speak to them, we will need to send someone to physically check on them.
- vii. If the student does not possess a cell phone, instruct them to check their University email account daily for updates and communication.
- viii. Arrange a plan for the resident to pack a few belongings, leave their currently assigned space, and arrive at the isolation/quarantine room space. Review how they are to retrieve the key and blue access card from the mailbox for the room. Staff should not transport residents to the isolation/quarantine hall. They must either walk with their bag or take a privately arranged transport. They should not ride on the bus. They should be wearing a face covering.
- ix. Note that procedures for checking out of the space, once cleared to do so by the McKinley Health Center, OSF, or Champaign-Urbana Public Health, are in the "Isolation/Quarantine Procedures/Expectations". The resident must turn into the key/blue access card to the box where they found them and e-mails reshalls@housing.illinois.edu to share that they have checked out.

For Apartment Residents

1. A Residence Life or Family Graduate Housing Central Staff Member on call will contact the Residence Director on Call to provide the resident's information and share which apartment the resident will be using for quarantine/isolation.
2. The RD on Call will check in StarRez to determine the following:
 - a. Is the resident a student?
 - i. Find the resident entry in StarRez
 - ii. Click on the "Custom Fields" option within their entry
 - iii. Scroll down to the "Uni Affiliation" section to determine if they are a student
 - b. Does the resident have a meal plan?
 - i. Find the resident entry in StarRez
 - ii. Click on the "Meal Plans" option within their entry and determine if they have an active meal plan.
 - c. Does the resident have family or co-tenants?
 - i. Find the resident entry in StarRez
 - ii. Click on the "Family Members" option within their entry
 - iii. In the occupancy graph, go to the apartment and check to see if there is another resident listed in that specific apartment. (They are typically marked one as the apartment and one as the apartment followed by CT)
3. The RD on Call will contact the Student Assistance Center at the Dean of Student's office during business hours, or the E-Dean program after hours to let them know the student will be in isolation or quarantine.

4. If the resident has co-tenants, the RD on Call will share with the resident the following:
 - a. It is their responsibility to communicate with the co-tenant that they are being required to quarantine or isolate.
 - b. This communication should take place as soon as possible.
 - c. The resident can share the Family & Graduate Housing office number (on their expectations sheet), with the co-tenant if they have further questions.
5. If the resident has family, the RD on Call will share with them that their family should also stay with them in quarantine, following the expectations outlined. It is the responsibility of the resident to ensure that their family follows these expectations.
6. The RD on Call will communicate quarantine/isolation instructions to the resident as follows:
 - a. Fill in and send “quarantine/isolation e-mail for apartment residents” with information (template will be provided) to the resident.
 - b. Immediately after sending the e-mail, contact the resident by phone and review the following:
 - i. Ask the resident to check their email to make sure they have received the email.
 - ii. Review the “Isolation/Quarantine Procedures/Expectations – Apartments” (in the email to the student) including the following:
 - Remaining in the apartment for isolation and having no guests
 - Keeping the apartment clean
 - Contacting housing staff members if needed
 - What to do in the case of emergency alarms sounding
 - iii. If the resident has a meal plan, point out the link in the email for meal supplies to be delivered to apartment residents with a meal plan if they choose.
 - Explain that the only option available to them is to have a one-time box with some food supplies delivered to them. This will be delivered outside the door of their apartment. The resident should not interact with the staff who deliver the food supplies, but should instead wait for a knock, indicating the delivery, and then open the door to retrieve the food items.
 - Note: Unlike the residence halls, apartment residents are able to have food orders or groceries delivered to their door. Apartment residents will not be receiving individual meals prepared by a dining hall location.
 - Inform the resident that the meal plan food supplies will take some time to get together and ask them to fill out the form immediately if they are choosing to have Housing deliver food supplies. Note: Service not available to non-meal plan holders.
 - iv. If the resident is to isolate in their apartment, the resident will receive a “quarantine kit” from Family & Graduate Housing at a later date with useful information and items from OSF Healthcare (i.e. a thermometer, etc.) OSF will be contacting them to check-in on their well-being.
 - v. Ask the resident if the cell phone number they are using is the best way to reach them by phone. Let them know that a Housing staff member will also be calling them periodically to check-in and make sure they are ok. We request that they answer the phone or call us back ASAP. If we do not speak to them, we will need to send someone to physically check on them.

- If the RD on Call is unable to connect with the resident through the phone number provided, they will need to physically respond to the apartment. They will wear a face covering and maintain a 6-foot distance from the resident at all times when responding.
 - vi. If the student does not possess a cell phone, instruct them to check their University email account daily for updates and communication.
 - vii. Resident will stay in isolation/quarantine until cleared by McKinley Health Center, OSF, or Champaign-Urbana Public Health.
7. If the apartment resident has a co-tenant or dependents who ask for a temporary change in apartment for their safety or for the safety of those living with them, the RD on Call will not facilitate the apartment move. The RD on Call will contact the Assistant Director for Administrative Services for Family & Graduate Housing (Laura Brown).
- a. In the event that a move occurs, the Assistant Director for Administrative Services for Family & Graduate Housing will instruct the RD on call to deliver a linen's packet to the temporary apartment before the resident is relocated to that space.

Dining Services Staff/Catering Staff

1. Dining staff will receive an email once the meals form is filled out by the resident and will put together a box of food supplies based off the dietary preferences and needs indicated by the resident. This box will include the following:
 - a. Food items for an extended period of time.
 - b. Disposable dishes, utensils to be used
 - c. Sample meal plans and meal planning instructions.
2. Additionally, Dining will deliver 2 individual meals per day to residence hall residents in quarantine or isolation.
3. Residence hall students, depending on the timing of the email, the meal supply box may or may not be completed before the resident would need their first meal. In cases where there is not time to complete before the first meal period, staff will prepare a single meal for delivery before the food supply box. The following times should be used to determine the first meal provided:
 - a. For requests that come in before 12:00pm, lunch would be the first meal provided.
 - b. For requests that come in between 12:00pm and 6:00pm, dinner would be the first meal provided.
 - c. For requests that come in after 6:00pm, breakfast the next day would be the first meal provided.
4. In some cases, due to an extended isolation period, there may be a need or request from the resident for an additional delivery of a food supply box. The staff member contacting the resident daily will determine if additional food is needed.

5. Apartment residents with meal plans will be given the option to receive a box of food supplies. These will be delivered to the Family & Graduate Housing office in Orchard Downs. The Family & Graduate Housing staff will then coordinate the delivery of these boxes to the resident apartments.

Note: Apartment residents will not receive any individual meals. Apartment residents without a meal plan are not eligible for this service.

Housing Facilities

For Residence Halls

1. The building service foreman for the designated residence hall isolation/quarantine area will conduct a daily check of the isolation rooms in StarRez. When a new hold is placed on a room, they will look for the second, three day hold in StarRez that indicates the time period to clean the isolation room and bathroom. They will then schedule their staff to clean the space.
 - a. The first day, no cleaning should occur.
 - b. The second and third days, a room turnover should occur including the following:
 - i. Changing out the linens
 - ii. Replacing the face coverings, wipes, tissues, and trash liners
 - iii. Removing all disposable paper goods
 - iv. Deep cleaning the room and bathroom with multiple disinfecting practices
 - v. Adding a "quarantine kit" to each room once cleaned.
2. Additionally, twice daily, routine cleaning of the building should occur including commonly touched surfaces for the building such as door handles and disposing of trash bags left outside the isolation rooms.
3. Facilities staff will only enter rooms where emergency or security matters exist. All minor issues will be deferred until the end of the quarantine or isolation period.

Residence Hall Room inventory for Isolation space:

1. Sheets
2. Blanket
3. Pillow
4. Microfridge
5. Hand towel & bath towel
6. Trash can liners
7. Disinfecting wipes for surfaces
8. Kleenex/facial tissues
9. OSF covid-19 kit (will contain face coverings, hand sanitizer, thermometer, meds? – Trish will check with OSF contact person, instructions)
10. For un-air-conditioned rooms: a fan

Residence Hall Room inventory for quarantine space:

1. Sheets
2. Blanket
3. Pillow

4. Microfridge
5. Hand towel & bath towel
6. Trash can liners

Bathroom inventory on quarantine/isolation floors/suites:

1. Hand soap dispenser
2. hand paper towels (disable electric hand dryers)
3. toilet paper

For Apartment Residents

1. Facilities staff will not enter occupied apartment to complete cleaning.
2. If a resident is relocated temporarily, when the apartment is vacated the FGH staff will send an email to BSW email for the apartment complex indicating the apartment needs to be cleaned. The email will indicate if the apartment was used for isolation or quarantine or for a co-tenant or dependent relocation.
3. Facilities staff will only enter rooms where emergency or security matters exist. All minor issues will be deferred until the end of the quarantine or isolation period.

Family & Graduate Housing Staff

1. If residents come to the Orchard Downs office showing or expressing contact with an infectious disease, the office staff will follow the procedures outlined above.
2. When meals are delivered to the Orchard Downs office, the Complex Coordinator for the apartments will coordinate a staff member to deliver the meal items to the resident's apartment. This staff member will use the following procedure:
 - a. Wear a face covering
 - b. Set the food down outside the apartment door
 - c. Knock once and then back away from the door at least 6 feet
 - d. Wait for 30 seconds and if a resident does not answer from the first knock, knock a second time
 - e. Wait an additional 30 seconds and if a resident does not answer, leave the food where it is and report back to the Complex Coordinator for the apartments that the resident will not respond.
3. The Complex Coordinator will reach out to each apartment resident in isolation or quarantine twice a week to check on their well-being.

Associated Forms, Attachments and Materials:

1. Emergency Housing Isolation and Quarantine EXPECTATIONS

Residence Hall Room inventory for Isolation space:

- Sheets
- Blanket
- Pillow
- Hand towel & bath towel
- Trash can liners
- Disinfecting wipes for surfaces
- Kleenex/facial tissues
- OSF covid-19 kit (will contain masks, hand sanitizer, thermometer, meds? – Trish will check with OSF contact person, instructions)
- For un-air conditioned rooms: a fan

Room inventory for quarantine space:

- Sheets
- Blanket
- Pillow
- Hand towel & bath towel
- Trash can liners

Bathroom inventory on quarantine/isolation floors/suites:

- Hand soap dispenser
- hand paper towels (disable electric hand dryers)
- toilet paper

Meal delivery box should include paper utensils, plates, cups, bowls. All disposables. No washing or reusing of products in these rooms.

COMMUNICABLE DISEASE RESPONSE

Policy

Students who call or come to the Health Center with a suspected communicable disease should be treated expeditiously to minimize the risk of exposure to others.

McKinley strives to make appropriate arrangements for notification, reporting, documentation, housing or isolation for students diagnosed with a communicable disease. Special accommodations for food service are also arranged, if applicable.

Procedure

A. Scheduling

1. Staff will schedule patients with symptoms of rash and/or fever that may be indicative of exposure to a highly contagious disease on the same day and ICC is informed of the patient's name, UIN, appointment and provider with whom the patient is scheduled.
2. If no appointment is available within the prescribed time, the East 1 Administrative Nurse is contacted to assist with accommodating the patient.
3. Upon arrival to the department for a scheduled appointment, the patient will be immediately escorted to a designated room.
4. If a walk-in patient presents with a rash and/or fever that may be indicative of exposure to a communicable disease, the patient will be escorted immediately to a designated room, and the administrative nurse will be notified.

B. Services

1. Providers are responsible for treatment and for informing their patients that they have a reportable disease in which public health may contact them.
2. For any disease listed on the IDPH Reportable Diseases Poster (Attachment A), the Provider or designee, will complete a McKinley Reportable Disease Alert Form (Attachment B), follow the timeframe listed for reporting, call to notify the ICC for diseases designated as an "immediate" or "24 hour" reportable, along with any Salmonella, HIV or Tuberculosis. Information should include patient name, UIN and diagnosis. On Saturdays/Holidays, either the Saturday Charge Nurse or the MHC Administrator On-Call (217-369-5808) will notify Champaign-Urbana Public Health Department (217-531-3386).

3. Completed forms are sent to the ICC, who reviews to assess whether additional information gathering or reporting is required (e.g., communicable disease follow-up, special housing needs, isolation). In the event of a communicable disease, the ICC will contact appropriate entities (e.g., administration, public health, housing, potential contacts) and notify potential contacts of exposure to determine immunity status and inform if there is a need for laboratory testing or vaccination.
4. The ICC or designee, will report any “immediate” and/or “24- Hour” reportable disease to Public Health as soon as possible or within 24 hours and will continue to collaborate with Public Health as needed.

B. Housing Students with a Communicable Disease

1. When a McKinley provider determines that a student has a communicable disease that does not require hospitalization, options for isolated housing is coordinated by the ICC, administrator or designee and communicated to the patient.
2. Students who reside in University Housing, are encouraged to leave campus and go home, if possible. If unable to go home, the ICC, administrator or designee works with University Housing to determine the best accommodation for the student and provides the student instructions when remaining on campus (Attachment C).
 - a. **Weekdays:** The ICC or designee makes confinement arrangements as applicable. For students who need to remain on campus, the following resources should be called for housing and meals:
 - i. Residents Halls: 217-333-0770
 - ii. Private Certified Housing/Greek: 217-333-1420
 - iii. Family and Graduate Housing: 217-333-5656
 - b. **Saturdays/Holidays:** The Provider will assess patient’s status for confinement and the Charge Nurse will notify the Administrator On-Call. The Administrator On-Call will make arrangements if student cannot go home and will contact C-U Public Health Department and contact the Emergency Dean at 217-333-0050 for housing and food service arrangements.
3. Should the student need transportation to temporary quarters, the ICC, administrator or designee assists the student to arrange transportation.
4. The ICC, administrator or designee contacts roommate(s) as needed to ascertain immunity status and need for laboratory testing or vaccination.
5. The ICC, administrator or designee contacts the Office of the Dean of Students as needed regarding the student’s expected absence from academic duties.

6. The ICC will inform the Director when communications need to be sent to course instructors as part of communicable disease response. The Director or designee will inform Public Affairs and direct supervisor prior to communications being sent.

C. Sexually Transmitted Diseases

1. In addition to the McKinley Reportable Disease Alert Form, the provider or designee will complete an IDPH Confidential Morbidity Report of Sexually Transmitted Diseases (Attachment D) for Chlamydia, Gonorrhea and Syphilis.
2. The Laboratory notifies Medical Records of any reportable sexually transmitted disease.
3. Medical Records submits the Weekly Laboratory Report of Sexually Transmitted Disease to Public Health on a weekly basis and maintains a log of all reports sent to Public Health Department.

Attachments

A: IDPH Illinois Reportable Diseases Poster

B. McKinley Reportable Disease Alert form

C: Patient Instructions When Remaining on Campus

D: IDPH Confidential Morbidity Report of Sexually Transmitted Diseases

New Reviewed Revised

SLG Approval Date 02/26/2020

02/23/93; 09/07/94; 01/28/98; 02/20/01; 02/03/04; 03/31/08; 02/08/10; 11/23/10; 12/11; 01/25/13; 01/28/15; 12/19/16; 02/14/18; 02/11/19; 02/26/20

APPENDIX C:

**UNIVERSITY HOUSING
CHANGES TO PROGRAMS AND SERVICES**

Balancing a rich residential experience with taking the utmost precautions for the promotion of health and safety will be the challenge of the 2020-2021 academic year. The following guidelines are to be utilized by the undergraduate residence hall staff to promote health, safety, and community building as much as possible during covid-19. Guidelines are subject to editing as health conditions change.

As of July 10, 2020, there are no domestic travel restrictions in place by the CDC. All international arrivals, however, are required to quarantine for a mandatory 14-day period. As domestic cases increase, however, either federal or state mandates could be issued.

Arrivals:

1. All persons arriving on campus from any international destination are required to quarantine for 14 days. University Housing residents with hall contracts will check into a designated quarantine space for 14 days.
2. International paraprofessional or student hourly staff are included in this mandate. Quarantine rooms will be available beginning August 1.
3. Quarantine is a mandated 14-day period. One cannot “test out” of quarantine.
4. Anyone in quarantine will receive daily support from McKinley Health Center and/or OSF.
5. Residents in quarantine spaces will receive meals via Housing Catering. (International students arriving prior to August 16 will be charged \$60/day for housing and quarantine meals. International student staff arriving more than 24 hours before required training will be charged \$60/day for housing and quarantine meals.)
6. Residential Life staff will not have in-person contact with residents in quarantine or isolation. All contact will be done remotely.

Staff training:

1. Approach staff training as an informal quarantine period, even for in-state staff. We want to keep student staff moving back into the halls physically distant as much as possible. This will help decrease the chances an entire staff from becoming infected, thus unable to work during training, move-in, and beyond.
2. All paraprofessionals and student staff will be required to participate in the University’s covid-19 testing prior to move-in. (Further guidelines about the subsequent frequency of testing for all members of the campus community are being developed.)
3. At no time should an entire staff be in the same indoor space without face coverings and 6’ distance. Outdoor group meetings are acceptable, but still keep 6’ distances.
4. No physical contact team building activities permitted.
5. If having a scheduled meal together, staff are permitted to remove face coverings during the meal to eat, but should still maintain physical distance, dispose of all trash in proper receptacles, and wash hands prior to and after eating.

Community Building/Orientation/IRE:

1. All residents of University Housing's residence halls will be required to participate in covid-19 testing via the University prior to receiving their permanent room keys. (Further guidelines about the subsequent frequency of testing for all members of the campus community are being developed.)
2. During the first weeks after move-in (August 16-September 5) plan only in-person interaction of the "micro-communities" (about 10 students living in close proximity on a floor/wing.) This 14-day window post-arrival will be considered an informal quarantine period for all students.
3. Housing student organizations should plan to meet remotely through September 7 unless planning an outdoor event. Outdoor events should follow all campus guidelines for covid-19 health and safety. Advisors are not required to be in-person at any time if they do not feel comfortable doing so.
4. Strategies, gatherings, meetings, events are permitted to be in-person within the designated 10-person micro-communities (LLC events should plan for residents to stay in their micro-community.) When indoors, face coverings are still required. When it is possible to host these events outside this is preferred (Leonhardt, 2020), particularly during the first several weeks of informal quarantine.
5. All in-person gatherings should have hand washing stations or hand sanitizer available for use.
6. If having a scheduled meal together in the micro-community, residents are permitted to remove face coverings during the meal to eat, but should still maintain physical distance, dispose of all trash in proper receptacles, and wash hands prior to and after eating.
7. No student should ever be forced to participate in-person in a group activity. A remote option should be provided (Zoom, Skype, FaceTime, Facebook Live, etc.)
8. By nature of the work of Residential Life, in-person interaction with residents will continue to be a necessary part of the job. Staff should always wear a mask, wash hands before and after interacting, not shake hands, and maintain 6' physical distance whenever possible. Meeting residents outside or in spaces larger than one's office is permitted. When these conditions cannot be met it is appropriate to either meet remotely or reschedule.
9. Staff or student leaders hosting an event on behalf of University Housing are required to wear a face covering.
10. Residents refusing to wear face coverings or social distance at indoor micro-community gatherings should be provided an alternative, virtual way to participate from their room or outdoors.
11. Always announce at the beginning of any session that is being recorded for others to watch. Please honor if an individual does not want to be on camera.
12. If food products are being given away, only individually packaged, store-bought products will be permitted.
13. Participants should always be encouraged to bring their own supplies whenever possible (a pen, a laptop, etc.) Shared supplies should be wiped down before & after use.
14. Although it is not ideal to use disposable products, during a pandemic it is safer to use products that are single use.
15. For events in which some participants are in-person and others are joining remotely it is discouraged to provide the in-person participants with incentives that the remote students will not be offered (food, for example), unless it is a group that will regularly rotate in-person vs remote attendance.
16. For student organizations with members who are not residents of University Housing, the residents should have first priority for in-person participation over non-Housing students.
17. Trips are not permitted during the 2020-2021 academic year due to budgetary constraints, not wanting to transport students in vehicles in which physical distancing may not be possible, and many destinations/attractions are not fully operational.

18. White boards/marker boards on individual room doors will not be permitted during the 2020-2021 academic year due to these attracting high-touch behaviors. Halls with marker boards in lounges or hallways should post signage for the user to supply their own marker/eraser.
19. Front desks will suspend recreational equipment supplies until further notice. Residents are still able to use kitchenettes, but must supply their own cooking equipment, clean and sanitize before and after each use.
20. University Housing fitness/exercise rooms will be closed during the 2020-2021 academic year.

Space Usage:

1. No indoor tabling reservations will be permitted until after the informal quarantine period at the earliest (after September 7). Tabling promotes gatherings and is challenging to social distance.
2. Outdoor tabling events will be permitted, but any students or staff hosting or visiting the table must adhere to health and safety protocols.
3. The student organization or staff hosting the tabling event must supply hand sanitizer, mark the ground with tape for 6' distancing of the table visitors, maintain 6' physical distance.
4. The student organization or staff hosting the table should sanitize all surfaces before and after use.
5. If food products are being given away, only individually packaged, store-bought products will be permitted.
6. Indoor spaces designated for academic classes should be left in the default set-up for that room. Capacity will be set by campus academic space management.
7. Indoor spaces not designated for academic classes will start the year with a default capacity of 10 in the EMS space reservation system.
8. Movable chairs should remain 6' apart. All other furniture should remain in place.
9. Housing Facilities staff will sanitize space between uses as much as possible, but users are encouraged to also wipe down high touch surfaces themselves.

Reference:

Leonhardt, D. (2020) Get Out: Virus deaths surged over the weekend. The White House is trying to undercut Fauci. And some innovative people are moving activities outdoors. Retrieved electronically 7/13/20 <https://www.nytimes.com/2020/07/13/briefing/coronavirus-china-iran-kelly-preston-your-monday-briefing.html>

Apartment Roommate Conversations – COVID-19 Edition

As you prepare to start the school year with your roommates in your new apartment, you've undoubtedly communicated about all manner of things: who is bringing which furniture item? What kitchen supplies do you need and who will furnish what? How will you split the bills? Are you going to manage meals and general food purchases collectively or separately? There are a lot of details to manage . . . and resources to help you do so.

But the COVID-19 pandemic brings with it an entirely new set of questions and issues that you will need to address as roommates. And that is what this tool is designed for – helping you communicate with one another proactively. We are providing you with a list of questions that, while not exhaustive, will allow you to make decisions early so that you will be ready should any of you be exposed to or test positive for the virus.

Sometimes these conversations can be difficult or uncomfortable. Know that the Office of the Dean of Students is available to you to discuss how best to approach the conversation or to provide assistance if you find that there is disagreement among your apartment-mates. Feel free to contact us at 217.333.0050 to schedule a time to consult with one of our deans – we're here for you. And together, we want to foster a Community that CAREs.

Questions for Discussion

Before Getting Started . . .

- Take some time to consider for yourself the questions below. Talk them through with family or close friends in advance so that you are secure in your own thoughts and feelings before you are asked to express them. Additionally, the decisions you make in your apartment may well impact your family depending on your plans for returning home at any given point in the semester.
- Be sure to set aside at least 60-90 minutes to have the conversation. You want to make sure that you give yourselves enough time so that each person can be heard, and you can spend some time to come to some consensus around various issues.
- It might be worth setting some ground rules (e.g., no interrupting, each person gets a turn, etc.) to help set the stage for good dialogue.
- Make sure someone takes some notes regarding any decisions that are made moving forward. Having a record of what the group decides can help circumvent potential conflict down the road.
- After a few weeks, gather again to re-visit your decisions and to check in on how things are going. Does anyone have any concerns? Are there any adjustments that need to be made?

1. Do all of us have a shared understanding of how best to manage risk related to COVID-19? Do we have a shared commitment to abiding by [CDC guidelines](#) and university expectations, especially as it relates to . . .
 - a. Face coverings?
 - b. Social distancing?
 - c. Engaging in social activities?
 - i. To what extent do we each plan to participate in official university activities, parties, socializing in bars or restaurants, group studying, exercise and/or sports, visiting the apartments of friends, etc.?
 - ii. Will we commit to one another to practice recommended safety measures while engaging in these activities?
2. How does everyone want to handle guests in the apartment?
 - a. Only a certain number of “pre-approved” guests are allowed to visit?
 - b. Should roommates alert others when a guest is coming over?
 - c. Are there limits as to where guests are allowed in the apartment?
 - d. Will guests need to wear face coverings in the apartment? Or in certain areas of the apartment?
3. How will [cleaning of shared spaces](#) be managed (especially shared kitchens and bathrooms)?

- a. How often?
 - b. What products will be used? How thoroughly will the space be cleaned?
 - c. Who will do it?
4. Given that we live in such [close quarters](#), in the case of someone testing positive for the virus . . .
- a. What is each person's plan for [isolation](#)?
 - i. Return home, if possible?
 - ii. Remain in the apartment?
 - 1. What areas of the apartment would then be designated as isolation space vs. space to be used by the others?
 - 2. How will meals for that person be managed?
 - 3. How will we manage cleaning in light of a positive test?
 - 4. What kind of support/assistance are roommates prepared to provide the person in isolation?
 - b. What is each person's plan for getting medical care?
 - i. Does everyone know one another's emergency contact info, if needed?
5. In the case of someone being exposed to someone with the virus . . .
- a. What is each person's plan for [quarantine](#)?
 - i. Return home, if possible?
 - ii. Remain in the apartment?
 - 1. Would quarantine areas need to be designated?
 - 2. How will meals for that person be managed?
 - 3. What kind of support/assistance are roommates prepared to provide the person in quarantine?
6. Given that everyone will have some percentage of coursework that is online, what ground rules need to be established for the apartment?
- a. Quiet hours during certain times to allow individuals to focus on Zoom classes or other online delivery of coursework?
 - b. Will shared spaces be used for attending online classes? Viewing online lectures? Other coursework?
 - c. Are there internet connectivity or bandwidth issues that impact how many people can be online at any one time?
 - d. Will there be sharing of any technology among roommates that would necessitate a schedule of some kind?

From: [Weider, Jeanette](#)
To: [HSG-FGH \(all\); Carper, Ashley Erin](#)
Cc: [HSG-Executive Team](#)
Subject: Kid's Club After-school Program
Date: Friday, July 24, 2020 10:30:08 AM

Greetings,

The Orchard Downs After-school Program will close this fall semester, message to parent below. This message does not relate to the Orchard Downs Preschool in any way. More information about the preschool will be available next week.

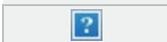
Thank you,
Jeanette

JEANETTE WEIDER (she, her, hers)

Director of Family & Graduate Housing for University Housing

From: Family & Graduate Housing <dcollns@illinois.edu>
Sent: Friday, July 24, 2020 10:23 AM
To: Collins, Deborah A <dcollns@illinois.edu>
Subject: Draft: Kid's Club After-school Program

[Click here to see this online](#)



Dear Parents of Kid's Club After-school Program,

The Illinois Governor, JB Pritzker, has established a Restore Illinois plan for the response to Coronavirus (COVID-19). We are currently in Stage 4 of the restorative plan. Schools throughout the state of Illinois have been discussing and weighing 2020-2021, kindergarten through 12th grade, operational plans.

Based on local school decisions and recent developments in COVID-19 nationwide, we have decided that the Kid's Club After-school Program will not open for the fall semester. We will review the decision about Kid's Club for the spring semester in December.

We apologize for any inconvenience and thank you for your patience as we continue to manage this ever-evolving situation.

We will issue further notifications and guidance as the situation demands, and as we receive information from local, state, and national public health officials.

Thank you,

Jeanette Weider

Director of Family & Graduate Housing for University Housing

University Housing

Clark Hall, 1203 S. Fourth St., Champaign, IL

217-333-7111 • housing@illinois.edu • www.housing.illinois.edu

APPENDIX D:

HEALTH AND SAFETY
COVID-19 HVAC BRIEFING INFORMATION



**COVID-19
HVAC
BRIEFING
Dr. Mohamed
Attalla,
Executive
Director,
Facilities &
Services**

August 4, 2020



Agenda



- Issue
- CDC Considerations
- F&S General Actions
- F&S Specific Team Actions
- Cost/Schedule

Issue



- Overall interest in HVAC systems related to COVID-19
- Summary of the F&S response to HVAC operations

CDC Considerations for Institutions of Higher Education



- 1. Ensure ventilation systems operate properly.**
- 2. Increase circulation of outdoor air as much as possible, for example by opening windows and doors.**
- 3. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.**

CDC Guidance for Businesses and Employers



- **May 6, 2020 the CDC provided 8 bullet points of engineering controls to consider for improving the building ventilation system.**
- **F&S response is based on the CDC guidelines which are based on ASHRAE's recommendations.**
- **Covered in detail in the “HVAC Considerations for COVID-19” document that F&S released in late May.**

[https://emails.illinois.edu/files/8612145/campus-covid-19hvac.pdf](https://emails.illinois.edu/files/8612145/campus-covid-19-hvac.pdf)

F&S General Actions

- 1. Continue to ensure systems operate.**
- 2. Do no harm – do not make drastic changes that cause issues with temperature, humidity and indoor air quality.**
- 3. Review of building graphics/programs.**
- 4. Currently reprogramming all systems to run at a minimum from 6am to 12am, 7 days per week.**
- 5. Inspection of the largest auditorium, lecture hall and classroom HVAC units as priority 1 has been completed.**
- 6. All HVAC units on campus will be inspected before fall semester.**
- 7. Filters in the largest auditoriums, lecture halls and classrooms have been upgraded to MERV-13. Upgrades to additional classrooms spaces will be complete before fall semester.**

F&S General Actions



- 8. Worked with FMS to review adequate HVAC operation for 289 General and Unassigned Classrooms.**
- 9. Removed 22 rooms that, primarily, utilize windows for fresh air: 12 rooms with a combined area of 10,700-SF and a COVID19 capacity of 11-19 students; 10 rooms with a combined area of 4,900-SF and a COVID19 capacity of 0-10 students.**
- 10. Reviewed 392 Departmental Classrooms.**
- 11. Identified 40 rooms (less than 20 people occupancy) that rely on windows for fresh air. Currently , working with departments to decide on a response strategy: opening windows, using portable air cleaners or using a different space.**
- 12. Confirmed use of 390 Classrooms (88 General and 302 Departmental)**

F&S General Actions

- 12. Campus standard HVAC systems are central systems that are designed to meet ASHRAE 62.1 fresh air standards.**
- 13. About 0.06 CFM/SqFt plus 5-7.5 CFM/Person**
- 14. The amount of fresh air and the effective ventilation rate in buildings is greatly increased by the de-densification of people in the building.**
- 15. Occupants could open windows and doors to increase ventilation in certain spaces. Not recommended for spaces that are served by HVAC systems. Facility Managers should consult with F&S.**
- 16. F&S will continue to respond to questions and provide assessments. Contact F&S Health and Safety Response Team at covid19fsconsulting@illinois.edu**

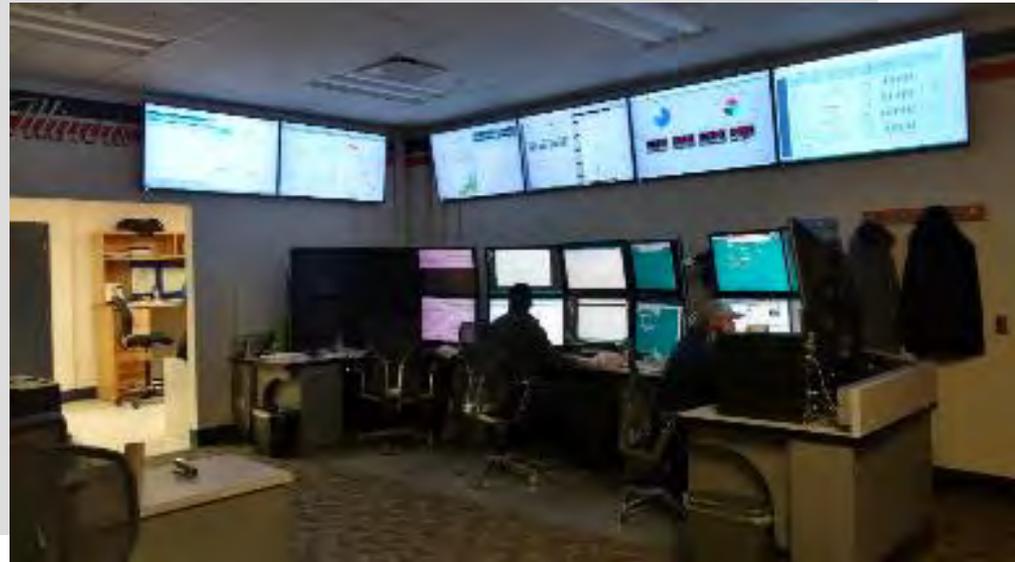
Classroom Focus



- **Additional filtration and initial on-site inspection was targeted on large auditoriums, lecture halls and classrooms as these are expected to be the most densely populated rooms on campus, with up to 50 occupants.**
- **Targeting available resources to these highest occupancy spaces has greatest impact for campus.**
- **Labs are not as densely populated as lecture halls, have more air exhausted, and higher air exchange rates.**
- **Office spaces are not as densely populated as lecture halls. It is anticipated that remote meetings and work environments will continue to be promoted when possible.**

1. Programming Cost/Schedule

- DDC Programmers working with inspection teams
- Reviewing and adjusting set points
- Updating schedules
- Changes implemented before Fall classes start
- Cost \$60K



2. Engineering Cost/Schedule



- Advising on best practices
- Working with programmers and technicians
- Providing assessments of HVAC systems
- Answering questions from campus
- Cost \$40K
- Complete efforts before classes. Continued availability after classes start.

3. Ventilation Inspection Cost/Schedule

- Inspect all HVAC units on campus
- Verify damper operation
- Outside air intakes are clear of debris
- Coils are passing required air through and are not plugged
- General mechanical inspection (belt/filters/general condition)
- Assure appropriate air flow through unit
- Create work orders for deferred maintenance items discovered
- Total cost is about - \$2M
- Complete Inspection and correction before classes start



Inspection Status Update - F&S



COVID-19 HVAC Verification F&S Owned Units

Unit Type	F&S Inspections Required	F&S Qty Complete	F&S Qty Remaining to be Inspected	F&S %Complete	F&S Estimate Completion Date
Furnace	147	147	0	100.00%	7/31/2020
Fan Coil Unit (FCU)	527	527	0	100.00%	7/31/2020
Direct Expansion (DX)	434	434	0	100.00%	7/27/2020
Air handling Unit (AHU)	698	404	294	57.88%	8/23/2020
Dedicated Outdoor air Unit (DOA)	22	13	9	59.09%	8/23/2020
FAN	22	10	12	45.45%	8/23/2020
Return Air Unit (RAU)	0	0	0	-	8/23/2020
Roof Top Unit (RTU)	1	0	1	0.00%	8/23/2020
Total	1851	1535	316	83%	8/23/2020

Cost Analysis

Cost to Date	Number of Work Orders
\$ 267,210.18	7

Inspection Status Update - Departmental

Departmental Units¹

Unit Type	Inspections Required	Qty Complete	Qty Remaining to be Inspected	%Complete	Estimate Completion Date ²
Air handling Unit (AHU)	162	99	63	61.11%	8/23/2020
Dedicated Outdoor air Unit (DOA)	4	2	2	50.00%	8/23/2020
FAN	0	0	0	-	8/23/2020
Return Air Unit (RAU)	1	1	0	100.00%	8/23/2020
Roof Top Unit (RTU)	1	0	1	0.00%	8/23/2020
Total	168	102	66	60.71%	8/23/2020

Cost Analysis

Cost to Date	Number of Work Orders
\$3,434.49	5

1 = Departmental units include HVAC units at Auxiliaries, Student Union, Housing, DIA, and specialized AHU's that were designed for specific research (i.e. clean rooms, laser labs, rare book storage, etc.).

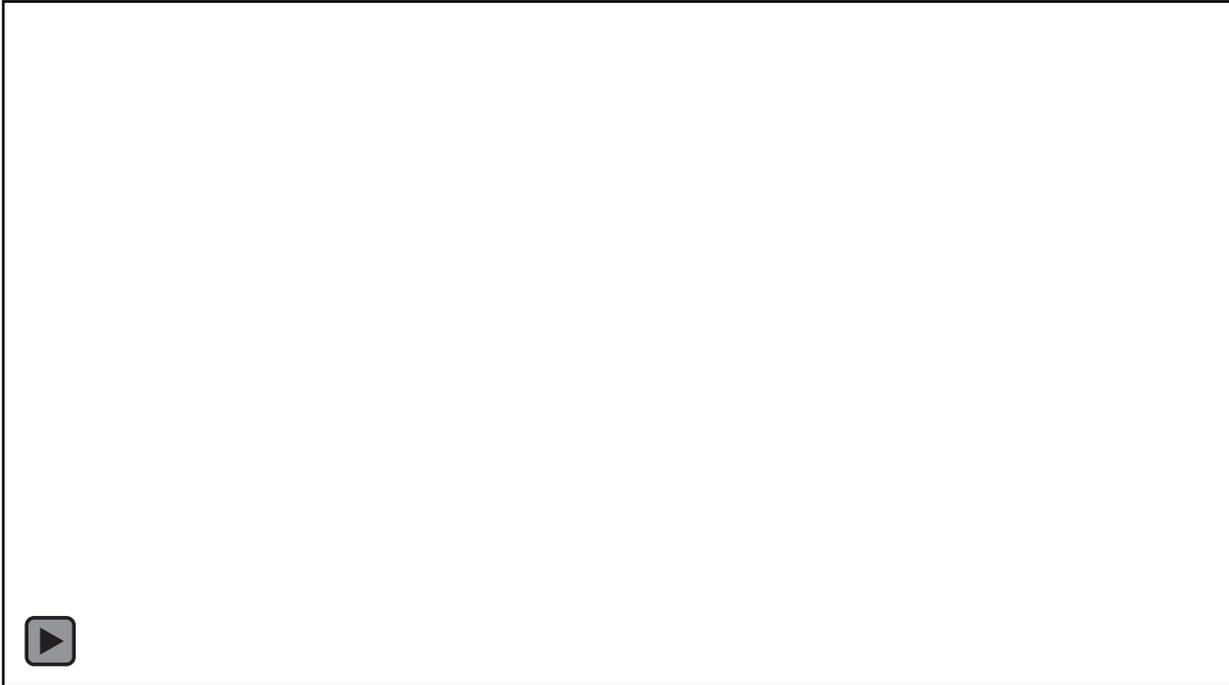
2 = All inspections being completed by F&S are scheduled to be completed before the start of the Fall Semester. Inspections being completed by others may deviate from the proposed completion schedule to departmental requirements.

4. Filter Cost/Schedule

- Upgraded 1,685 filters in 85 AHU's serving the largest auditoriums, lecture halls, and classrooms on campus to MERV-13 filters
- Additional 1,043 filters have been ordered to upgrade 48 AHU's serving classrooms and childcare facilities before fall semester
- Additional filters being ordered to upgrade remaining classroom AHU's where feasible with existing system before fall semester
- 2 potential filter replacements during year for these AHU's.
- Operational support for more frequent filter checks/changes.
- \$575K total annual cost.



Portable Air Filters



- **Effective solution in a poorly ventilated space**
- **Units can be noisy and distracting in classrooms environment**
- **Building Maintenance has a stock of 22 units for strategic deployment**
- **Building Maintenance has 20 more units on order**

Overall Cost and Schedule



- **Total cost of all HVAC initiatives \$2.7M**
- **Implementation complete before in-person instruction begins**

Additional Information on Filters

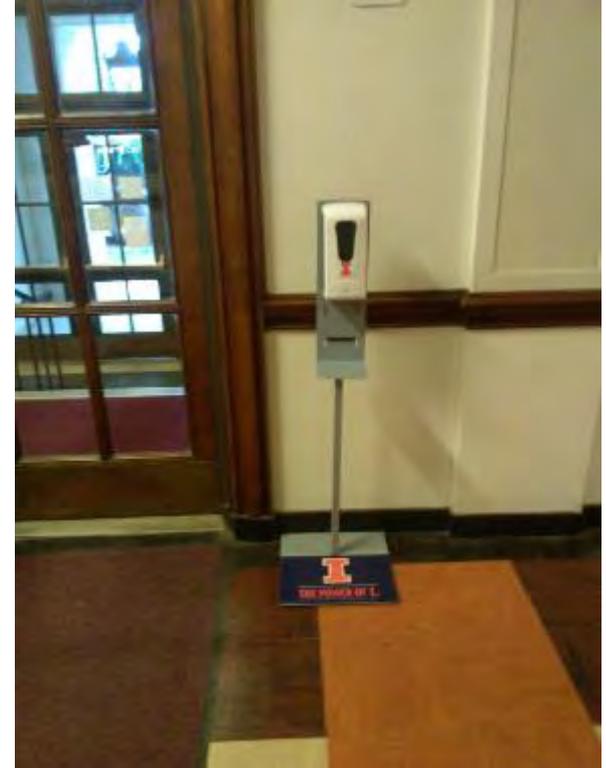


- Higher efficiency filters require more frequent inspections and possible replacement over concern that they may become quickly loaded/clogged.
- Not an option for all air handling units on campus due to limitations of fan systems.
- Can reduce air flow, especially in spaces that are running near capacity. F&S engineers preferred ensuring that ventilation and fresh air dilution was maintained over attempting higher levels of filtration across the entire campus.

Hand Sanitizing Stations

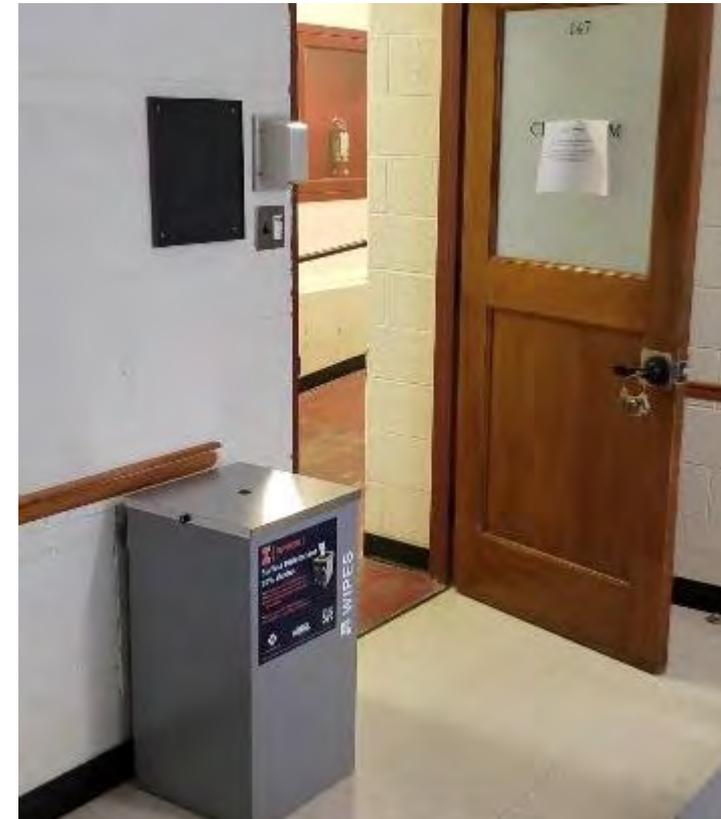


- 417 hand sanitizing dispensers have been installed to date
- 1,500 total stations will be installed by the start of fall semester



Disinfecting Wipe Dispensers

- 288 disinfecting wipe dispensers have been installed to date in classrooms
- 400 total disinfecting wipe dispensers will be installed by the start of fall semester



Classroom Social Distancing



- Total of 88 General Assignment Classrooms planned for use this fall
- 44 fixed seating rooms – material for taping chairs arrives Monday 8/3/20 and will be complete before fall semester
- 44 movable seating rooms – 25 of these rooms reconfigured to date, rest will be complete before fall semester



APPENDIX E:
CO-CURRICULAR AND STUDENT SERVICES
EVENT GUIDANCE

This document was finalized July 31, 2020.

Please continue to check the covid19.illinois.edu website for the latest information and updates.

University of Illinois at Urbana-Champaign Restore Illinois Phase 4 – Revitalization Campus Meeting, Program & Event Guidance

This meeting, program and event guidance is intended to inform the safe planning and conduct of university-sponsored and university-hosted gatherings outside of academic instruction. It lays out minimum expectations for these meetings, programs and events, as applied from current and emerging recommendations of the [Centers for Disease Control and Prevention \(CDC\)](#) and [State of Illinois Department of Commerce Restore Illinois Plan Phase 4](#), specifically for “[Meetings and Social Events](#)”. [Intercollegiate Athletics facilities](#), [Recreational Sports facilities](#) (i.e. club and intramural sports) and [Outdoor Theaters](#) will follow the specific [State of Illinois Department of Commerce Restore Illinois Plan Phase 4](#) guidance for those venues.

Individual compliance with meeting, program and event expectations will be key to the health of not only attendees, but staff and the surrounding community with whom we share spaces. Convenings should only take place within State and CDC guidelines, and under circumstances that allow for identification and addressing of non-compliance by attendees.

In all matters this document sets out minimum expectations per current public health expertise, and is subject to change. The guidance will be reviewed regularly, and any updates will be communicated to campus as needed. Meeting, program and event organizers should pay attention not only to updates from the State and CDC, but from professional organizations and bodies attending to the health dimensions of the activities at hand across recreation, sport, entertainment, education, and more.

Virtual Events

Virtual events are the safest option during the COVID-19 pandemic and should be considered whenever feasible. Many on-campus venues have equipment available to use (some for a fee). Many classrooms have computers with Skype for Business and Zoom (can be used with any USB microphone/camera provided by the presenter) and some [rooms have an audio bridge](#) (no external microphone needed). Contact the Technology Services Help Desk for questions: (217) 244-7000 or consult@illinois.edu. The Center for Innovation in Teaching and Learning (CITL) offers staffed services for event recording or live streaming at any location on a first-come, first-served basis. CITL also offers presidential Teleprompters and captioning assistance. For more information about CITL Recording Services: <https://citl.illinois.edu/citl-101/online-strategy-development/IMR/event-recording-services>. If you plan to use your own equipment (even a phone) you are encouraged to contact the Designated Official for the facility to determine if any special setup is needed. Some livestreaming services (YouTube, Facebook live, etc.) may suspend your broadcast if there are copyright concerns.

If you plan to provide live and/or prerecorded meetings, programs, and events, you should consider [accessibility issues](#). All public events, should include the following language: "If you will need disability-related accommodations in order to participate in this program/event, please contact (name, host department) at (phone number, e-mail). Early requests are strongly encouraged to allow sufficient time to meet your access needs." The following links to CITL provide information on options for captioning: <https://citl.illinois.edu/citl-101/online-strategy-development/IMR/event-recording-services/captioning>

Indoor Meetings, Programs, and Events

This guidance is best suited for indoor meetings, programs, and events with fixed seating or limited movement/interaction between attendees. Meetings, programs and events that would include more movement/interaction between attendees should follow this guidance at a minimum but also should enhance safety protocols associated with increased risk (e.g., more than 6-ft. distance between attendees, additional barriers between attendees, or not host an event that increases the level of movement/interaction, etc.).

The State of Illinois allows meetings, programs and events that are limited to the lesser of 50 persons OR 50% of the overall room capacity. No meeting, program or event over 50 individuals is allowed in the same room (not counting facility event staff). However, based on room design, the room may only be able to accommodate less than 50% of normal overall room capacity in order to adhere to physical distancing, especially for movement within the room. The Designated Official responsible for the space for the meeting, program or event will determine if all applicable guidelines and requirements are being followed. The Designated Official may require additional safety protocols based on the nature of the meeting, program or event. The Designated Official must approve the Safety Management Plan before any event can take place.

Multiple groups of 50 or fewer are permitted at once if:

- Facilities allow for social distancing of groups;
- Groups meet in separate rooms during the meeting or event, subject to a maximum capacity of 50 persons in each room and maximum occupancy standards to meet distancing in each room are met;
- Event start/end times are staggered to discourage interaction; and
- Groups are static for duration of the meeting or event.

If the event includes multiple sessions, participants should remain in one room, and speakers/ presenters should rotate between rooms or be digitally displayed (e.g. projected, livestreamed) in multiple rooms.

The room setup should allow for at least 6-ft. of physical distancing between individuals and should be maintained by attendees during the meeting, program, or event. Any seating should be pre-set to ensure physical distancing and signage should be placed to indicate which seats should not be used. Facial covering of the nose and mouth is required for the duration of the meeting, program and event, with the exception of eating or drinking (See *Food Service*). Objects should not be shared by attendees unless sanitized between each individual use. Signage should be used as reminders about face coverings, physical distancing, handwashing, and navigation directions to avoid clustering. Attendees should be encouraged to conduct a personal health assessment prior to attending a meeting, program, or event and not attend if experiencing any [COVID-19 symptoms](#). Upon entrance to the meeting, program or event, attendees should confirm they are not experiencing any [COVID-19 symptoms](#). Attendance tracking is required to assist with contact tracing, if needed. The event organizers should maintain a list of names, emails, and phone numbers for all meeting, program or event attendees. This list should be held by the event planners for at least 30 days after the meeting, program or event and will only be requested for COVID-19 contact tracing.

Individuals staffing an event are required to wear facing coverings and maintain at least 6-ft. of physical distance from attendees as possible. Facility/Event staff and/or host volunteers should be assigned to monitor and enforce safety protocols (i.e. face coverings compliance, physical distancing, etc.). Here is information on reservable indoor spaces scheduled by Facility Management and Scheduling with new capacity limits based on fixed seating setup: [Facility Management and Scheduling Indoor Space](#). For information about spaces not scheduled by Facility Management and Scheduling, contact the [specific venue](#).

Facility/Venue Responsibilities

Facilities with event staff will be responsible for the following, but could be assisted by the event host staff or volunteers:

- Signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
- Promotion on websites and digital ticket purchasing sites of face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
- A minimum 6-ft. space allowance between occupied workstations or if not practical, an impermeable barrier between workstations.
- Limiting congregation during entry/ exit and throughout the duration of the meeting, program or event.
- Cleaning and disinfecting common areas (e.g., restrooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 30 minutes recommended for high-traffic areas.
- Cleaning and disinfecting occupied tables and seats between use by different groups or parties, and again at closing time.
- Cleaning and disinfecting audio-visual equipment, including any buttons, displays, props, microphones, podiums, photo booths and other customer-facing equipment after each use.

Outdoor Meetings, Programs and Events

The State of Illinois allows meetings, programs and events that are limited to the lesser of 50 persons OR 50% of the overall room capacity. No meeting, program or event over 50 individuals is allowed in the same defined outdoor space (not counting facility event staff). However, based on outdoor space dimensions, the space may only be able to accommodate less than 50% of normal overall capacity in order to adhere to physical distancing, especially for movement within the room. The Designated Official responsible for the space for the meeting, program or event will determine if all applicable guidelines and requirements are being followed. The Designated Official may require additional safety protocols based on the nature of the meeting, program or event. The Designated Official must approve the Safety Management Plan before any event can take place.

The space setup should allow for at least 6-ft. of physical distancing between individuals and should be maintained by attendees during the meeting, program, or event. Any seating should be pre-set to ensure physical distancing. Facial covering of the nose and mouth is required for the duration of the meeting, program and event, with the exception of eating or drinking (See *Food Service*). Objects should not be shared by attendees unless sanitized between each individual use. Signage should be used as reminders about face coverings, physical distancing, handwashing, and navigation directions to avoid clustering. Attendees should be encouraged to conduct a personal health assessment prior to attending a meeting, program, or event and not attend if experiencing any [COVID-19 symptoms](#). Upon entrance to the meeting, program or event, attendees should confirm they are not experiencing any [COVID-19 symptoms](#). Attendance tracking is required to assist with contact tracing, if needed. The event organizers should maintain a list of names, emails, and phone numbers for all meeting, program or event attendees. This list should be held by the event planners for at least 30 days after the meeting, program or event and will only be requested for COVID-19 contact tracing.

Individuals staffing an event are required to wear facing coverings and maintain at least 6-ft. physical distance from attendees as possible. Facilities/Event staff and/or host volunteers should be assigned to monitor and enforce safety protocols (face coverings compliance.). Here is information on reservable spaces scheduled by Facility Management and Scheduling: [Facility Management and Scheduling Outdoor Space](#). For information about spaces not scheduled by Facility Management and Scheduling, contact the [specific venue](#).

Food Service

Existing university catering and food handling safety policies apply. In addition, if food is offered at any meeting, program or event, it should be individual servings (e.g., pre-made plates, pre-packaged boxes or bags) for each attendee. Food should not be served as a buffet or family-style meal. Use of disposable food service items (e.g., utensils, dishes) is recommended. Consider the safety of individuals with food allergies. Provide hand-washing options and/or hand sanitizer for attendees.

Safety Management Plan

A *Safety Management Plan* is required for all campus departments and external groups, including Registered Student Organizations. The *Safety Management Plan* should include the following:

- Meeting/Program/Event Name
- Meeting/Program/Event Date/Time
- Meeting/Program/Event Location
- Name of Department(s) or Organization(s) Sponsoring the Meeting/Program/Event
- Name and Contact Information of Person Responsible for the Meeting/Program/Event
- Meeting/Program/Event details (i.e. speaker, performer, what activities will take place)
- Anticipated Attendance (If this is a drop-in or rotation event, provide a total overall and maximum attendance at one time).
- Description of Safety Protocols (face covering requirement, space setup description, staffing, plans for ensuring the safety of attendees, including social distancing, signage, seating, entry and exiting, etc.)
- Will this event have a virtual component?
- Catering/Food Service plans, including contact information for the caterer.
- Plans for registering attendees, tracking actual attendance and maintaining the attendance list.

External Guests

External guests are expected to comply with all applicable university and facility policies and guidelines in order to be able to reserve space or attend meetings, programs and events on campus. In addition, external meeting, program or event planners will be required to submit a *Safety Management Plan* to the appropriate facility coordinator/Designated Official. The *Safety Management Plans* will be reviewed and changes may be required by the facility's Designated Official to ensure compliance with this *Meeting, Program, & Event Guidance*. Designated Officials may limit external guests from reserving space or attending meetings, programs and events as long as any limitation is consistently applied.

Registered Student Organizations (RSO)

Registered Student Organizations are encouraged to conduct business meetings virtually. Registered Student Organizations (RSO) must request space via the [Student Engagement Office \(formerly RSO Office\)](#). Organizations that are in good standing will be able to request space on campus for meetings, programs and events. A *Safety Management Plan* must be submitted and will be reviewed as a part of the space request process. The proposed plan will be forwarded to the facility coordinator/Designated Official with the approved space request. The *Safety Management Plans* will be reviewed and changes may be required by the facility's Designated Official to ensure compliance with *Meeting, Program, & Event Guidance*. The Designated Official must approve the Safety Management Plan before any event can take place.

During Phase 4, the Student Organization Resource Fee (SORF) will not fund travel for students/student organizations. Other campus units (colleges, office, departments, etc.) are discouraged from providing travel funding for student organizations unless there is a compelling case that the travel is related to academic enrichment and it is in compliance with overall travel guidance/policies for campus. The Student Engagement Office has additional

information and resources to assist student organizations. Please note that space on campus may be limited due to academic, administrative department, and cleaning needs.

Off-Campus Events

Any university-sponsored and university-hosted meeting, program or event should follow these university meeting, program and event guidelines. If a local jurisdiction where the meeting, program or event is taking place has additional safety protocols beyond this university guidance, then local safety protocols should be followed. If a local jurisdiction where the meeting, program or event is taking place has fewer safety protocols than these university guidelines, then these university guidelines should be followed. For example, an event is taking place in St. Louis, MO. If St. Louis does not have a face covering requirement, meeting attendees are still required to have a face covering per these university guidelines. This expectation also applies to Registered Student Organizations.

Contracts

If entering a contract as part of a meeting, program and/or event, the following should be considered:

Contracts often contain a boilerplate force majeure clause that will allow a party to delay performance (or possibly cancel the contract) due to events that are outside the parties' control and that were unexpected. The effect of the clause is to excuse a party's failure to performance so that it does not constitute a breach of the contract. It is generally a good to have a force majeure clause, but the parties should think about how it will operate in reality and make sure it says what they want it to say. A separate COVID-19 clause also might be helpful because the COVID-19 pandemic is no longer an unexpected occurrence but is a known factor in a transaction. You should discuss the force majeure clause with the contracting office involved in the specific transaction. Here are sample clauses:

FORCE MAJEURE THAT INCLUDES PANDEMICS

FORCE MAJEURE. A party shall be excused from liability for its failure or delay in performance of any obligation under this contract due to an event beyond that party's reasonable control, including but not limited to acts of God, fire, flood, explosion, earthquake, or other natural disaster, war, civil unrest, strike or labor disturbance, acts of government, such as government-declared disaster, pandemic or public health emergency, or any other event that renders the party's performance impossible or illegal. Such excuse from liability shall be effective only to the extent and duration of the event causing the failure or delay in performance and only if the party has not caused the event to occur and continues to use diligent, good faith efforts to avoid the effects of the event and to perform the obligation if possible. The party claiming force majeure must give notice to the other party promptly upon becoming aware of the event. Notwithstanding the foregoing, if the event of force majeure extends beyond [TIME PERIOD] or is reasonably expected to extend beyond the performance period, either party may terminate this contract by written notice to the other party, with the consequences of such termination as if this contract had expired by its terms.

SPECIAL ADDITIONAL CLAUSE FOR COVID – 19

COVID-19 Clause. The parties expressly acknowledge that they are entering into this Agreement during the COVID-19 pandemic ("Pandemic"). If either party determines that its performance has become impossible, illegal, or commercially impracticable because of the Pandemic, that party shall promptly notify the other party that it is invoking this COVID-19 Clause. "Commercially impossible" means that the performance of obligations has become extremely burdensome or unreasonably expensive. "Because of the pandemic" includes but is not limited to: government quarantine or stay-at-home restrictions, government-imposed limits on venue or site capacity, or COVID-19 infection of critical personnel of either party. Pursuant to this COVID-19 Clause, either party may cancel with xxx days' notice without liability for any damages arising from the cancellation and without any right to refunds of deposits or sums already paid. Alternatively, each party will use its good faith efforts to reschedule the event or to renegotiate and amend the terms of this Agreement to reflect the changed circumstances.

APPENDIX F:

LEGAL

**COVID-19 FLEXIBLE WORK ARRANGEMENTS FOR
EMPLOYEES**

COVID-19 Flexible Work Arrangements for Employees

August 2020

The University of Illinois System is committed to ensuring that all employees have flexibility in their work arrangements to the maximum extent possible, within the context of their job duties and the operations of their department/unit. This includes, and is not limited to, remote work arrangements, alternative scheduling, and other adjustments to the work environment.

All departments and units are directed to adopt highly flexible work arrangements for employees. In other words, supervisors will offer flexible work arrangements to employees, who will be able to opt-in to such offered arrangements without having to provide a reason or share any personal or medical information.

In addition, if an employee has a need for flexible work arrangements that exceeds the level of flexibility already granted by their department/unit, the employee may go to their supervisor and request the flexibility they need. Supervisors may grant flexibility requests at their discretion, except to the extent they are due to an employee’s own medical condition, history, or risk factors (see below), and are encouraged to do so when consistent with departmental operations.

The following flowchart will assist in determining where to seek the appropriate guidance and process, as some arrangements need to be vetted through the Americans with Disability Act (ADA) interactive process. Guidance from federal and state public health organizations and university operational needs is subject to change.

Does the employee need flexible work arrangements that <u>exceed</u> the maximum available flexibility offered by the department?	
Individual Employee Medical Request	Employee Request Based on Age or Household
Request is due to the employee’s own medical condition, medical history, or risk factors :	Request is due to other COVID-related needs: <ul style="list-style-type: none"> • Employee is age 65+ • Employee’s childcare or other caregiver obligations • Employee’s household member has a medical condition, medical history, or risk factors
↓	↓
Employee may request additional flexibility from their supervisor based on medical issues. Employee is not obligated to share medical information including their diagnosis with their supervisor and should not provide medical documentation to their supervisor. For these types of requests, Employee has the right to contact the ADA division in their campus OAE unit to discuss options including the appropriate accommodations process and the possibility of an interim accommodation without medical documentation.	The employee should communicate their request to their supervisor. The unit can work with the employee on these special arrangements. The unit should consult with the appropriate HR office as needed, especially when job duties are not conducive to remote work.

<p>For all employee requests, supervisors should grant maximum available flexibility. If this is not sufficient to meet the employee’s need stemming from medical issues, remind the employee that they can speak confidentially with the ADA Coordinator if there is an underlying medical condition, medical history or risk factor.</p> <p>Supervisors should not discuss medical information or request medical documentation from the employee.</p>	
<p>RESPONSIBLE OFFICE:</p> <p>ADA division of each university Office of Access and Equity/Equal Opportunity or System HR. (See list below.)</p>	<p>RESPONSIBLE OFFICE:</p> <p>Unit and the appropriate HR office. (See list below.)</p>
<p>If the above steps are not successful at reaching a suitable flexible-work arrangement for the employee, the employee can:</p> <ul style="list-style-type: none"> • apply for Families First Coronavirus Response Act (FFCRA) for use of emergency benefits (including Emergency FML Expansion Act benefits) as applicable https://www.hr.uillinois.edu/leave/coronavirus_response_act • apply for standard FMLA as applicable https://www.hr.uillinois.edu/leave/fmla • use benefit time • consider unpaid, excused leave if all other options are exhausted 	

Accommodations for Masks and Face Coverings

If an employee has an underlying medical condition that prevents them from wearing a disposable mask or cloth face covering (as required by campus policies), they should contact the ADA division to engage in the interactive accommodations process.

Employees who medically need a N95 mask must work with the ADA division.

Supervisors should direct employees to ADA division if they identify this need.

	ADA Division Contacts	Human Resources Contacts
Urbana	Allison Kushner, J.D. akushner@uillinois.edu 217.300.0355	Labor & Employee Relations ihr-ler@uillinois.edu 217.333.3105
Chicago	Justin O’Sullivan justino@uic.edu 312.996.0512	Michael Ginsburg ginsburg@uic.edu 312.413.9416
Springfield	Deanie Brown, J.D. deaniejd@uis.edu 217.206.6222	Office of Human Resources uishr@uis.edu 217.206.6652
System Offices	Justin Lacy lacyjk@uillinois.edu 217.244.5947	System HR erhr@uillinois.edu 217.333.2600

VISIT

covid19.illinois.edu

TO STAY UP-TO-DATE ON THE WAYS THE UNIVERSITY IS
WORKING TO KEEP OUR CAMPUS SAFE AND MORE