

Eureka College
Fall 2020 Back to Campus Plan
STUDENTS

FALL REOPENING

While there are still many unknowns, Eureka College is diligently planning to welcome students back in the fall for in-person instruction and to reside on campus.

The College continues to follow state and CDC guidance in establishing our protocols. In addition, the Illinois Board of Higher Education (IBHE) and Illinois Department of Public Health (IDPH) released a joint document which provides detailed guidance for Illinois colleges and universities. We have reviewed this document and believe that Eureka College has established protocols to ensure the safety of students, faculty, staff and guests. We have also been working closely with Woodford County Public Health to ensure clear contact tracing protocols and Carle Eureka Hospital to establish a Eureka College COVID-19 screening hotline, determine their capacity for testing, and care for COVID positive patients in need of hospitalization.

The policies and procedures in this plan are based on the most recent CDC recommended and state required, *Restore Illinois*, guidelines. They are subject to be changed as CDC recommended guidelines are updated to reflect new available information and data and may be adjusted based on the state's movement through the *Restore Illinois* phases.

Please note, employees have received a similar detailed document and are expected to follow similar protocols outlined below, which are designed to ensure processes and expectations are clearly communicated and all efforts are made to avoid the transmission of COVID-19.

Definition of Key Terms

The following terms will be referenced throughout this document and may be understood according to the definitions below.

Close contact

Close contact describes any interaction or exposure where people are fewer than 6 feet from one another for 15 minutes or longer and without an appropriate face covering.

Indirect exposure

Indirect exposure is a term used to describe the type of interaction a person had with someone diagnosed with COVID-19. It may include one or both of the following types: (1) Any interaction with a COVID positive person where there was no close contact or (2) Any interaction with a person who was in close contact with someone diagnosed with COVID-19.

Isolation

Isolation is the mandate that applies to people who test positive for COVID-19, whether with or without symptoms. Isolation also applies to those who are sick with symptoms consistent with COVID-19 and think they may have COVID-19. Face-to-face interactions of all kind with



people and pets should be avoided, even in your own home, if possible. The isolation period is 10 days from the first day the symptoms appeared. In addition, ending isolation requires at least 24 hours with no fever or fever reducing medication and improvement in COVID-19 symptoms (see a list of symptoms below). Those in isolation are not allowed on campus until all designated protocols have been followed to ensure a safe return to campus (see related sections below).

Protocols for remote learning and work apply. The College has identified isolation housing and alternative food options for residential students. Commuter students and employees should isolate at their residence.

Quarantine

According to the CDC, quarantining is the process of avoiding face-to-face interactions with others for a period of time up to 14 days to minimize possible transmission of COVID-19 after (1) having been in close contact with someone diagnosed with COVID-19 or (2) having been in an environment where close contact and, therefore, transmission was more likely. Examples of this include traveling to a CDC hot spot or attending a social gathering where face covering and social distance protocols were not followed.

The quarantine period must be 14 days from the last date of close contact with the positive person and during that time, the student or employee should closely monitor themselves, including twice daily temperature checks, for any symptoms that may materialize. Those in quarantine are not allowed on campus until all designated protocols have been followed to ensure a safe return to campus (see related sections below).

Protocols for remote learning and work apply. Residential students should quarantine in their rooms and alternative food options will be provided. Commuter students and employees should quarantine at their residence.

To further understand the differences between isolation and quarantine, please see the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf>

Outbreak

The term “outbreak” is generally believed to reference sudden, widespread exposure to a disease, infectious or otherwise. The CDC uses this term when there are more than an expected number of positive cases in a particular area (typically linked), among a particular group and over a specified period of time.

Based on the guidance offered by the Woodford County Health Department, the College may consider *two or more* COVID-19 positive cases – whether student or employee – as an outbreak, primarily for the purpose of accessing needed resources (see more detail in Outbreak on Campus section below).



COVID-19 Safety Summary

Below is a summary of the general, campus-wide protocols and safety measures implemented to ensure a healthy and safe campus environment. Additional information regarding specific considerations and examples related to each area across the campus follow.

General Protocols

- 1) Students, faculty, staff and guests are required to wear cloth face coverings (2-ply or greater) in **all** indoor space, all outdoor public spaces on the academic side of campus, and shared outdoor spaces on the residential side of campus where social distancing cannot be maintained. The only exceptions to this are personal residential hall rooms and personal office spaces. Eureka College has created outdoor smile zones on the residential side of campus with painted circles showing proper social distancing. As long as one student only occupies a circle in this area, students can remove their masks. Faculty, staff and students will be provided one cloth face covering, although they may wear their own as long as it meets the latest CDC recommended standards.
- 2) Social distancing, 6 feet or greater, should be practiced whenever possible.
- 3) Wash your hands frequently or use one of the hand sanitizing stations located across campus.
- 4) Do not touch your face.
- 5) Cough and sneeze in your elbow.
- 6) Conduct daily self-checks (temperature and symptom check) before going to campus. If your temperature is over 100.4 degrees you should stay home/in your room for 24 hours after the fever subsides.
- 7) If you are sick with any other symptoms, stay home/in your room (see additional protocols below).

Safety Precautions Implemented

- 1) Every employee and student will be asked to sign an Informed Consent acknowledging your understanding of the safety protocols and intent to adhere to those protocols.
- 2) Appointment of a Pandemic Coordinator, Jeremy Mischler (also Director of Facilities), to serve as an internal and external point of contact for all matters related to COVID-19 and any future pandemics.
- 3) Residential students are being offered a single room for the 2020-21 school year. Founders Court is undergoing renovation to allow the use of an additional 48 rooms on campus.
- 4) Touchless options (sinks and urinals) have been installed in shared restrooms in residence halls and across campus.
- 5) Hand sanitizer and cleaning stations have been installed for use throughout campus, including commons areas and student lounges.
- 6) Enhanced cleaning protocols will include additional daytime housekeeping staff, and cleaning of restrooms, common areas and public spaces throughout the day.
- 7) Electrostatic disinfectant sprayers will be used to eliminate germs in all common areas on a schedule throughout the day.
- 8) Signage throughout campus that provides reminders of campus protocols.
- 9) Isolation space has been identified and will be maintained for students who need to be isolated as a result of testing positive for COVID-19. Students who need to quarantine from possible COVID exposure will do so in their single rooms.



10) Dining to include a decreased capacity for in-house dining, grab-and-go options, outside dining, and will eliminate self-serve options.

11) Meeting Owls that allow students remote access to course instruction will be used in all classrooms for instances when quarantine or isolation are required.

12) Plexiglas barriers have been installed on desks facing the public and will be utilized for desks of employees who have frequent interaction with students, faculty, staff and guests.

13) Requiring students returning from CDC defined hot spots to arrive 14 days early for quarantine or two days early to take a COVID test, with 48-hour turnaround, administered by Carle Eureka Hospital.

14) Isolation housing, separate from the residence halls, is available in case a residential student tests positive for COVID-19.

Student Accommodations

Students who need accommodations of any kind should reach out to the Learning Center to complete the necessary request paperwork and to determine if a reasonable accommodation is available.

COVID-19 Symptoms

According to the CDC, some people with COVID-19 experience a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms *may* have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students Exhibiting Symptoms of COVID-19

If students begin exhibiting symptoms, they should do the following:

- Stay in your room/home (self-quarantine).
- Call the Carle Eureka Hospital COVID-19 Hotline at 217.902.6100 for an initial screening.
 - Follow Prompt for Patients:
 - Identify yourself as a Eureka College Student
 - Patients will be asked a series of questions
 - Student should self-quarantine, get tested and stay isolated until testing results come back (usually within 48 hours)
 - Take direction from the health professional

In order to resume campus activities, you will be required to self-quarantine for 10 days from the date symptoms first appeared (or as long as is required for you to be symptom-free and at least 3 days with no fever and no medication used to reduce the fever).

OR

Test negative twice. Tests must be FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens greater than 24 hours apart, or in compliance with the current CDC and state and local health department guidance.

During your quarantine period, students should adhere to the following processes and procedures:

- Notify the Office of Student Life by calling 309.467.6420 or email Dean Brown at jbrown@eureka.edu.
- The Office of Student Life will notify the Provost's Office on the student's behalf
- The Provost's Office will contact the student's professors.
- Students will be provided alternative food options. Students will have access to the Bite+ grab-and-go-app while they are in quarantine or isolation.
- Students will NOT be allowed to eat in the dining halls during quarantine.
- Students should work with professors and follow instructions to access courses using interactive learning technology, as appropriate.
- Students should monitor their symptoms throughout the 10-day quarantine
- The Office of Student Life will contact you the morning of the 10th day to make sure you are ready to transition back into the campus community the following day

Students Who Have Been Exposed to Someone Who Has COVID-19

If students have been in close contact with/exposed to someone who has tested positive for COVID-19 they should do the following:

- Stay in your room/home (self-quarantine)
- Call the Carle Eureka Hospital COVID-19 Hotline at 217.902.6100 for an initial screening
 - Follow Prompt for Patients:
 - Identify yourself as a Eureka College Student
 - Patients will be asked a series of questions
 - Student should self-quarantine, get tested and stay isolated until testing results come back (usually within 48 hours)
 - Take direction from the health professional

In order to resume campus activities, you will be required to self-quarantine for 14 days from the date symptoms first appeared (or as long as is required for you to be symptom-free and at least 3 days with no fever and no medication used to reduce the fever).

OR



Test negative twice. Tests must be FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens greater than 24 hours apart, or in compliance with the current CDC and state and local health department guidance.

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- The Office of Student Life will notify the Provost's Office on the student's behalf
- The Provost's Office will contact student's professors.
- Students will be provided alternative food options. Students will have access to the Bite+ grab-and-go-app while they are in quarantine or isolation.
- Students will NOT be allowed to eat in the dining halls during quarantine.
- Students should work with professors and follow instructions to access courses using interactive learning technology, as appropriate.
- Students should monitor their symptoms throughout the 14-day quarantine
- The Office of Student Life will contact you the morning of the 14th day to make sure you are ready to transition back into the campus community the following day

Traveling to/from a Hot Spot

While traveling to CDC defined hot spots is highly discouraged, please be advised of the below guidance, which is aligned with CDC and IBHE/IDPH guidance regarding travel to those areas (see CDC COVID Data Tracker <https://www.cdc.gov/covid-data-tracker/#cases>).

While traveling:

Be sure to follow CDC guidance, including wearing a cloth face covering (2-ply or greater is said to be most effective), social distancing as much as possible, and frequent hand washing or sanitizing.

Upon your return:

Students should closely monitor their symptoms for 14 days after your return from the hot spot. If COVID-19 symptoms develop or if notified of a possible COVID-19 exposure, please follow the applicable aforementioned protocols.

Students Who Have Been Diagnosed with COVID-19

COVID-19 positive students will be required to isolate for 10 days. Please note, a physician or the Health Department must approve students' integration back into the campus community.

OR

Receive **at least two** negative results of consecutive respiratory specimens collected more than 24 hours apart. The tests must be FDA Emergency Use Authorized COVID-19 molecular assays for detection of SARS-CoV-2 RNA and there must be a total of two negative specimens.



Students diagnosed with COVID-19 students should also adhere to the following:

- Notify the Office of Student Life by calling 309.467.6420 or email Dean Brown at jbrown@eureka.edu, OSL will coordinate residential students' move to isolation housing
- Residential students will move to campus isolation housing and commuter students should stay home in isolation
- The Provost's Office will contact students' professors.
- Students will be provided alternative food options. Students will have access to the Bite+ grab-and-go-app while they are in quarantine or isolation.
- Students will NOT be allowed to eat in the dining halls during quarantine.
- Students should work with professors and follow instructions to access courses using interactive learning technology, as appropriate.
- Use interactive learning technology for remote access to remain engaged in all courses¹

Students experiencing symptoms due to a COVID diagnosis and are unable to actively engage in classes while in isolation should alert the Provost's Office and work with their professors accordingly.

If a Student has been Tested for COVID-19

Students who are tested for COVID-19 at any point and time, whether at a drive-thru facility, hospital or other location, MUST (1) immediately inform the College of the test, (2) provide a list of EC close contacts over the past 14 days, (3) quarantine until the test result is known, and (4) provide the result of the test as soon as it's known. Please make all notifications by emailing Dean Brown at jbrown@eureka.edu. If the test is positive, please follow the protocols described above.

COVID-19 Outbreak on Campus

Once the College is made aware of two or more positive cases, we will work closely with the Woodford County Department of Health to determine what's needed, including a possible transition to remote work and learning for a period of time. The campus community will be notified as soon as possible with specific instructions and necessary steps to minimize transmission.

The College will use the following indicators, along with guidance from local health professionals and experts, in determining the necessary actions to be taken in the event of one or more COVID-19 positive cases:

- Number of cases and the extent to which they are linked
- Timing of cases (i.e., one case each month vs. three cases in Sept.)
- Locus of transmission (aided by contact tracing protocols)

¹ All students who need to be isolated or quarantined will have access to OWLs (interactive learning technology) that will allow them to virtually attend their classes.



A campus-wide transition to remote work and learning may not be necessary unless we are unable to continue campus operations. If the positivity rate necessitates this action, it may last for up to 14 days. During that time, campus-wide deep cleaning protocols, consistent with CDC guidelines, will be conducted. Residential students, other than those requiring isolation, will quarantine in their rooms during that time.

If the positive case involves an employee, that person is expected to follow the above protocols for a positive diagnosis and the following procedures will be initiated:

- Employees who have been diagnosed with COVID-19 must isolate at their residence and follow the applicable time (10 days) or testing protocols described above before resuming campus activities and in-person work/teaching.
- Employees should work with their supervisors/Provost to determine a plan and expectations for working or teaching from home.
- If the employee is a staff member, that person's entire office will be closed for a couple of days to ensure appropriate cleaning protocols are completed, according to CDC guidance. During this time, other employees who work in that office will work remotely.
- If the employee is a faculty member, all classroom spaces where the professor teaches will be offline for a couple of days to allow for appropriate cleaning of the spaces, according to CDC guidance. Other classes in those spaces will be temporarily moved. In addition, the professor's personal office space will be deep cleaned.
- Employees or students who were in close contact with the COVID positive employee must follow the applicable guidelines under the above section, Exposure to a COVID-19 Person.

If the positive case involves a residential student, that person is expected to follow the above protocols for a positive diagnosis and the following procedures will be initiated:

- Residential students who have been diagnosed with COVID-19 will immediately be moved to on-campus isolation housing.² Students in isolation housing must follow the applicable time (10 days) or testing protocols described above before resuming campus activities and in-person classes.
- If the positive student has a roommate, that person will need to be isolated as well and must follow the COVID-19 exposure guidance above before resuming campus activities and in-person classes.

² Commuter students who have been diagnosed with COVID-19 will be required to isolate at their home residency.



- Isolated students will be provided alternative food options and will have access to the Bite+ grab-and-go app while they are in quarantine or isolation. They will NOT be allowed to eat in the dining halls during the isolation period.
- Isolated students should work with their professors and use interactive learning technology, as appropriate, to participate in all class meetings.
- All students who live on the same floor as the student diagnosed with COVID-19 will be asked to closely monitor themselves for up to 14 days to ensure no COVID symptoms materialize. This assumes there has been no close contact (less than 6 feet for 15 minutes or more) and that face coverings have been appropriately worn. Residential halls with shared bathrooms *are* considered close contact.
- If a person who lives on the same floor has been in close contact with the student diagnosed with COVID-19, that student should follow the protocol for COVID exposure, which includes quarantining in their room for 14 days *OR* testing negative on two separate occasions (please see details above). Those in suite style buildings are not required to quarantine, but should closely monitor themselves for symptoms.
- Quarantined students will be provided alternative food options. Students will have access to the Bite+ grab-and-go app while they are in quarantine or isolation. Dining services staff and or the Office of Student staff will coordinate all food logistics for students who are in quarantine or isolation.

If the positive case involves a commuter student, that person will be required to isolate at home and follow the protocols above for a positive diagnosis.

Anyone believed to have been in close contact with a COVID-19 positive person will also be notified by the Woodford County Health Department and should follow the COVID exposure guidance above. Anyone who had contact that is not considered close (as defined above) and those who may have been indirectly exposed will be notified by the College via email. You will be asked to monitor yourself for several days, consistent with the most recent CDC guidance, in case any COVID-related symptoms materialize. Confidentiality will be appropriately upheld throughout this process.

Contact Tracing Support

Minimizing the transmission of COVID-19 relies heavily on swift and accurate contact tracing; therefore, cooperation with the contact tracing process is expected and will be appreciated. The College is in discussion with Degree Analytics, a firm with an artificial intelligence solution that can help the health department in its assessment of who is present on campus each day and when close contact could have potentially occurred. When your phone is connected to the WiFi, the on-campus location is used to conduct the tracing. Eureka College does not have access to the log files. The Provost and Pandemic Coordinator, Jeremy Mischler, will receive a report from the contracted firm only when warranted to conduct contact tracing for students.



Fall Events & Activities

Please see below information regarding the status of several fall events and activities. This is not an exhaustive list of events and activities, so please remember to read your email and follow updates on the website as more information becomes available.

Athletics

- All competition for football, men's and women's soccer and volleyball has been moved to the spring. Cross country and golf competitions will remain in the fall. The athletic department will be releasing an engagement plan for the fall sports in the near future.

Convocation

- The Opening Convocation will be held on Tuesday, August 18 at 10 a.m. The program will be hybrid with the stage party in Becker Auditorium. New students will be assigned classrooms and join the program by Zoom. Faculty members will participate by joining students in the classrooms. Other members of the campus community can join by Zoom in private locations. The program will include all of the traditions of the College associated with it.

Discovery Day

- All fall Discovery Days will be held virtually
- Susan Bressner will contact faculty, staff, clubs and organizations, as needed, to participate in webinars.

Homecoming

- In light of the news that football, volleyball, and soccer have been postponed until the spring semester, Homecoming activities have been moved to the spring semester. The Homecoming Committee will continue to plan for Homecoming over the course of the fall semester.

Reagan Weekend

- The overnight component of the Reagan competition weekend has been cancelled. The flow of the day is being redesigned to include social events in the morning with the competition in the afternoon. All events are being redesigned to account for appropriate social distancing guidelines. Additional information will be provided at a later time.

ACADEMIC PROCESSES & PROTOCOLS

Academic Calendars

The academic calendar will vary from our traditional academic calendar. **Face-to-face classes will begin on August 19 and end November 20.** We will have two virtual learning days on November 30 and December 1 with study day on December 2. The condensed calendar allows for students to travel home for Thanksgiving week and not return to campus. This calendar can also help to reduce the number of online weeks of class if another stay-at-home order is issued in the fall.

Final exams will be online. Eureka College is exploring the most appropriate online proctoring software.

Class Attendance and Instruction

Students will be required to wear a cloth face covering (2-ply or greater) in class.

Students are encouraged to remote into class if they experience any symptoms of COVID or believe they have been exposed to the Sars-2 virus. Each classroom will be equipped with camera and speaker technology that will allow students to see their instructor and classmates from a remote location.

Faculty are required to wear cloth face coverings in class. Face shields may be worn if the faculty member is able to maintain 6 feet of social distance from students. This should help students to understand faculty when they are speaking because they can view their face.

Classroom computer instructor stations will be shared. Faculty and students should hand sanitize before and after use. The equipment will be disinfected on a regular schedule.

Faculty will also be provided with disinfectant for classrooms to be used as needed/desired.

Faculty are adjusting course designs to keep students and themselves safe and still provide experiential learning experiences. Therefore, more field trips will be virtual and more experiential or service projects will take place on campus. Student engagement and cooperation in these course requirements is expected.

Faculty Office Hours

Faculty will hold remote or virtual office hour meetings with students if social distancing guidelines cannot be reasonably followed or students request a remote meeting. Faculty and students are required to wear cloth face coverings when meeting with students in offices and practice social distancing if possible.

Student Study Abroad

Fall semester study abroad has been canceled. Virtual experiences, such as international internships, are being researched so that students can take advantage of international opportunities. Contact Dr. Emily Eaton for more information about various opportunities.

Student teaching/practicums, Off-Campus Internships and other Experiential Learning

Students will be allowed to pursue these opportunities as long as the off-campus site is following CDC and state guidelines for social distancing. Education programs will follow the guidance provided by the IBHE.

Interns will be required to have a contingency plan in place if another stay-at-home order is issued. This must be approved by the site supervisor and communicated to their faculty supervisor.

Library

Social distancing is easier to maintain in the library. Cloth face coverings will be worn in the library and when library services are requested in person from a librarian.

Students will be required to hand sanitize prior to using public input devices, including the self-checkout station. Reference computer stations are being positioned 6 feet apart.

Signs will be posted reminding students to stay 6 feet apart at the copier and to wash hands.

The library will be open to the public in the fall semester. Members of the public will be required to wear cloth face coverings, practice social distancing and follow all other protocols.

Career Services

Students will make appointments to meet with staff either in person or virtually. In-person appointment times will stagger student entry and exit from the facilities. Cloth face coverings are required to be worn during face-to-face meetings, particularly if 6 feet cannot be maintained and meetings are back-to-back.

Public computer stations will be moved 6 feet apart. This will require one workstation to be disabled in the career center office.

Interns will be required to have a contingency plan in place if another stay-at-home order is issued. This must be approved by the site supervisor and communicated to their faculty supervisor.

Learning Center and Student Support

Students will make appointments to meet with staff either in person or virtually. In-person appointment times will stagger student entry and exit from the facilities. Cloth face coverings are required to be worn during face-to-face meetings.

Current request for accommodation processes work. The addition of a medical accommodation for high-risk students and students who cannot wear a cloth face covering will be added. Students will be required to wear a face shield, if they have a face covering accommodation. Medical documentation is required for the accommodations.

Public computer stations will be moved 6 feet apart and hand sanitization is required before using.

The test center will operate by appointment only, no exceptions. This is to manage the social distance among students and to keep the space disinfected.

IT/Campus computer workstations and Printing

Across campus computer workstations will be spaced 6 feet apart, however, computers will not be physically moved. Every other computer in Burgess first floor lab, the library lab/classroom and Burgoo will be remotely disabled and labeled that they have been taken offline. The computer lab in Sanders/VB will be closed. This space will be available for faculty and small group discussions.

Please plan your day and manage your time accordingly.

We will have a web portal print solution available to enable wireless printing from on campus or remote locations. This will decrease the need to use the public access workstations because

students and faculty can print from laptops. This will keep the machines available for those students who are completing course work. In addition, it enables faculty and staff to print from remote locations to facilitate remote teaching.

Registrar's Office

Students will be required to sign up for an office appointment if the office is at capacity. Students and staff will be required to wear a cloth face covering when meeting. To decrease traffic flow in and out of the Registrar's Office, an electronic signature solution for forms will be implemented.

BUSINESS & FINANCIAL AID OFFICES

In order to manage capacity and distancing guidelines, students will be required to sign-up/make an appointment to meet with someone in the Business or Financial Aid Offices. Please note, cloth face coverings should be worn by staff and students during in-person meetings. Students should also use phone and email as much as possible.

BOOKSTORE

The Bookstore will closely track capacity and will use signage to manage traffic flow. While in the EC Bookstore, all patrons are required to wear cloth face coverings, follow social distancing and other previously stated campus safety protocols.

DINING SERVICES

The Commons has implemented several new protocols in response to COVID-19. The Commons will have a maximum capacity of 50 people.

The Burgoo will be designated as a "Grab-and-Go" location. Students will not be allowed to study, socialize or congregate in the Burgoo.

Sodexo dining services has implemented the following:

- 1) Dining in the Commons will include a decreased capacity with social distancing for in-house dining, grab-and-go options, outside dining when weather allows, and the elimination of self-serve options.
- 2) There will be separate doors marked for entry and exit in the Commons.
- 3) Cloth face coverings are required to be worn when traveling around the Commons making food choices or going to the restroom, until students are sitting down to eat.
- 4) Sodexo employees will be wearing cloth face coverings and gloves.
- 5) Students will have access to a Grab-and-Go app called Bite+ that will allow students to place orders from anywhere on campus.

MAILROOM

Other than employees, students are not allowed inside of the mailroom. Please check your email for mailroom hours of operation and be mindful of social distancing protocols when waiting to see a mailroom staff person.



WEIGHT ROOM/BONATI FITNESS CENTER

The Bonati Fitness Center and Reagan Athletic Complex weight room will be open from 8 a.m. until 5 p.m., Monday through Friday, with limited capacity during the Fall 2020 semester.

A maximum capacity of 20 individuals at a time will be allowed in the Reagan Athletic Complex weight room. A maximum capacity of five individuals will be allowed in the Bonati Fitness Center. Students must sign in and out when using the facilities. Face coverings are required when not exercising. Social distancing of at least six feet must be maintained during exercise.

Students using the Bonati Fitness Center must check in with a Eureka College ID in Reagan Athletic Complex Room 204, Room 205 or the strength and conditioning office inside the weight room prior to use.

Individuals must clean and sanitize equipment before and after use. In addition to deep cleaning, electrostatic disinfectant sprayers will be used daily to sanitize these spaces.

OFFICE OF STUDENT LIFE

It is required that **all** EC students follow the guidelines that have been put in place to help keep our campus community safe. For all questions and concerns, please visit the Office of Student Life.

Visiting the Office of Student Life

Students should not enter OSL if they are feeling sick (please see p. 3). Students are required to stop at the front desk and sign-in upon their arrival.

OSL Tracking/Cleaning Protocols

The Office of Student Life staff has implemented a new check-in system, as well as a cleaning protocol. All common surface areas will be cleaned hourly by OSL professional staff. All guests entering OSL will be required to wear a cloth face covering and practice social distancing. In addition, all guests will be required to complete a check-in form that allows us to track key information.

OSL & Student Organizations/Club Events and Activities should:

- Follow all CDC & IBHE/IDPH guidelines (i.e. wearing PPE, washing your hands, practicing social distancing, etc.).
- Have an established enter and exit flow that will minimize face-to-face interaction and ensure social distancing.
- Start with an announcement that states the following: This event is following all CDC guidelines. Please continue to practice good hygiene and stay in your room/home if you are not feeling well.
- Track participation.



Event Management & Check-In Guidelines for Office of Student Life-related Programs, 2020-2021

The Office of Student Life is eager to support programs and events that help foster community and enhance the overall college experience while also working to prevent the spread of COVID-19. The following guidelines apply for all Greek Life, student clubs and organizations and other student programs. They are required to be followed by all members of the campus community. These guidelines *are subject to be changed as CDC recommended guidelines are updated to reflect new available information and data.*

General Guidelines

- **Prior to holding any in-person campus events, all groups and organizations associated with the Office of Student Life must confirm they have reviewed, and understand these expectations, and agree to abide by directives as outlined. Signatures by the president/chair and advisor will be required.**
- When meeting/events are held inside, capacities should be limited to adhere to social distancing requirements per the state of Illinois directive of 50 or less, including event organizers and advisors, and ensure with adequate space. Multiple groups of 50 or less are permitted if at least 30 feet is maintained between groups of 50 or less.
- All events should include an announcement/disclaimer that states the following: *“This event is following all College guidelines. Please continue to follow all protocols, including social distancing, wearing a face covering, practicing good hygiene, and communicating if you are not feeling well.”*
- Students will be required to wear a cloth face covering and practice social distancing at all events.
- Events should have an established and marked entrance and exit flow that will minimize face-to-face interaction.
- Groups should track attendance for all events and meetings. All records for in-person events should be shared with the advisor, professional staff member or faculty member associated with the hosting the event.
- Groups should evaluate if its event or meeting could be held virtually or outdoors and plan to do so, if possible.
- Advance sign-ups/RSVP should be utilized whenever possible.
- Those participating in events and meetings should be current Eureka College students and faculty/staff. Any exceptions to this must be approved in **advance** through the Office of Student Life.
- Indoor meeting spaces should be large enough to easily accommodate your members and attendees.
- Events open to the campus should be included on the Student Engagement Calendar and can be done so through sending event details to studentservices@eureka.edu. Be sure to check availability and reserve the space through the [Midas Scheduling Platform](#). Event details should include the following:
 - Date
 - Time
 - Name of Event

- Location
- Sponsoring Group, Organization, Department
- Contact information, Representative, Phone and/or Email

Check-In Procedures

- Event or meeting check-in procedures documenting all those in attendance must be utilized and maintained by the leadership of the organization (executive board member/advisor/faculty/staff member associated with the respective meeting/organization).
 - A sample of this sign-in sheet is included as part of this document.
 - Sufficient pen/pencils should be provided for single use and/or mechanisms need to be in place to sanitize in-between uses.
 - The check-in procedure should ensure participants are wearing cloth face coverings and staying 6-feet apart from each other.
- The Office of Student Life staff and participating organizations should have and know how to access and use the Eureka College Mobile-Up application on their phones. The application has an automated check-in feature. Training on how to use this feature will be provided through webinars/Zoom prior to students' return to campus in the fall and at the clubs/organizations fall leadership retreat.

Event Management

- Resource kits that include signage about social distancing/cloth face covering requirements, extra cloth face coverings, gloves, wipes, and disinfectant gel are available through the Office of Student Life and should be made available at the check-in area of your events. Please return supplies to the Office of Student Life after your event.
- Room (tables/chairs) set-ups should be done to ensure required social distancing.
- At this time, limited food for events may only be secured through Sodexo Campus Dining Services. Exceptions may be requested in advance through the Office of Student Life and would include only pre-packaged food items (chip bags, candy bars, etc.).
- At the conclusion of the event/meeting, sections and rows should be dismissed one at a time to minimize crowding.
- Immediately notify the Office of Student Life if you become aware of members or attendees of your meetings/events who become ill following a meeting or event.
- Contact the Office of Student Life and report any challenges you may have with compliance. We are here to help and offer support.

COVID 19 – On- or Off-Campus Parties

On and off-campus parties are prohibited for the fall 2020 semester and will be revisited at the start of the spring semester. Any individual or group found in violation of this policy will be subject to discipline under both the student handbook, as well as the College's COVID-19 prevention protocols.

Homecoming

As previously stated, Homecoming activities will be moved to the spring semester and planning will continue throughout the fall semester.

Transportation Policy

The Office of Student Life is committed to ensuring EC students have access to transportation for off-campus needs. Due to COVID-19, new policies and procedures have been implemented to ensure professional staff and students are safe.

Transportation for Store Services

- Students will need to contact OSL to make arrangements
- Students will need to identify stores that allow students to order and pay for their food/personal items in advance (i.e. Walmart, Target, etc.)
 - o EC professional staff member will coordinate with the student on pick-up time, store, etc.
 - o EC professional staff will pick up items from store and drop them off to the student

Transportation to/from Public Transportation Services

- OSL will provide transportation for students for all campus breaks (Fall break, Thanksgiving, etc.)
- Students will be required to sign-up in advance in OSL
- Students who fail to show up for their scheduled ride will be charged \$10.00 on their student account for failing to communicate that you no longer need services
- Students will be required to wear a cloth face covering for the duration of the ride
- If students are unable to find a ride, or if an EC professional staff member is unavailable, OSL will work with the student to secure an Uber or other reasonable transportation.

The Office of Student Life will only support emergency transportation needs, store needs for personal items and public transportation services.

Chaplain Services Guidelines

Chaplain Bruce Fowlkes will continue holding in-person sessions while following CDC and Health Department guidelines at the time of service. If the meeting can be effectively accomplished remotely (Zoom, phone, etc.), then Chaplain Bruce will use those methods. Confidentiality will be maintained. If Chaplain Bruce assesses a student to be in imminent danger of serious harm to self or others, he will engage emergency services/crisis intervention personnel, as appropriate, with both on-campus and off-campus students.

Counseling Services for Students

Eureka College contracts through UnityPoint Health – Unity Place in order to provide free counseling services to students. This service is available for both residential students and commuter students and can take place either in-person (in a private area on campus), through phone, or through video.

Counselors will meet with students for any type of issue including depression, anxiety, stress, family/relationship problems, alcohol, and other drug issues, eating disorders, etc. Sometimes it helps to talk to someone who is removed from the situation.

UnityPoint Health – Unity Place has set hours for appointments. Students wishing to make an appointment need to call (309) 347-5522 and identify themselves as a student. Eureka College has worked with UnityPoint Health to help provide a diversified counseling staff in order to meet the needs of our students.

Eureka College also partners with UnityPoint Health in order to provide some group counseling sessions, with a range of topics. Students are not asked to share personal information during group sessions, but can learn about ways to help cope with depression, anxiety, isolation due to COVID-19, and other mental health struggles.

Housing & Res Life Guidance

Eureka College strives to keep our EC Community as safe as possible during COVID-19. While we work to make changes to our facilities and in our policies/procedures, we look to our campus community to support the changes and do their part to assist us in keeping our community safe. The College has enlisted additional daytime housekeeping staff to assure that our campus is as clean as possible by utilizing electrostatic disinfectant sprayers, doing additional wipe-downs of high-traffic areas and providing sanitizing stations throughout campus, among other measures.

MOVE-IN/MOVE-OUT PROCEDURES

Eureka College is planning for a safe and organized Move-In Process. All residential students will move in on Sunday, August 16. Students will sign-up for a 1-hour block of time sometime between 7 a.m. and 4 p.m.; each building will have a staggered move-in so that it is spread out as much as possible per area. Students can take as long as they need to unpack and set up their rooms, but they must unload their vehicles within their allotted hour time slot. Students will have some flexibility on what time they sign-up, but they **MUST** come during their block of time. All students must sign-up for a time in advance and cannot show up outside of their scheduled time slot. This sign-up form will be emailed to all students at least two weeks in advance.

We have organized a Check-In Process that will limit contact with staff as much as possible. While students will report to the Check-In tent on the Burgess Lawn, as normal, all check-in paperwork will be touch-free and completed online. Students need to be sure to have a cell phone with them for this process. As always, we are counting on our students to thoroughly read through all instructions and information over the next couple of weeks so that they are aware of procedures and are able to follow all guidelines.

Students will be permitted to bring no more than two guests with them to move in. Students, and their guests, will be required to wear a cloth face covering inside all buildings (and outside

when not able to maintain social distancing). Guests will need to vacate campus after their student is moved in.

Students are encouraged to pack very lightly this semester. It is advisable for students to only bring what they can fit into one vehicle. Without knowing how COVID-19 will impact our fall semester, it will be helpful if students are able to move out quickly, if needed. Eureka College will communicate any changing plans with as much advance notice as possible, but we count on our students to be able to adapt to any quickly changing situations as well.

Students will be asked to vacate campus by 5 p.m. on Friday, November 20 for Thanksgiving Break and to complete final exams remotely. The residence halls will be closed until the spring semester. While students can leave belongings in their room if needed, it is advised that students take everything with them, if possible, due to the uncertainty of COVID-19. We will not be holding a check-out process, however, and students are able to keep their room keys unless they are graduating or exiting.

SANITIZING STATIONS

Eureka College has installed sanitizing stations in every academic building and residential area. Sanitizing stations include hand sanitizer, spray disinfectant and paper towels.

Sanitizing stations will be restocked regularly. If you ever notice that a sanitizing station is out of a certain supply, please notify your RA or the Office of Student Life immediately.

ROOM/CLEANING

As always, students are responsible for the cleaning and upkeep of their personal rooms, as well as private or semi-private bathrooms, which are mostly located in Langston Hall and Gunz Hall.

The CDC recommends EPA-registered household disinfectants. Be sure to follow the instructions on the label to ensure safe and effective use of each product. Some products may recommend wearing gloves. It is also often advised to clean surfaces with soap and water before using a disinfectant.

Students are encouraged to follow these tips in order to keep their private living areas as clean as possible:

- ▶ Wash your hands often, especially after coughing/sneezing/blowing nose, before eating, after using the restroom, and before and after cleaning. Be sure to wash your hands with soap and water for at least 20 seconds. Keep hand sanitizer with you for when a restroom isn't nearby.
- ▶ Keep your dirty laundry separate from your clean laundry. Be sure to immediately place your dirty laundry in a hamper, basket, or laundry bag after you take it off. Make sure that you keep up with your laundry, and don't forget to regularly wash your cloth face coverings. Using hot water and thoroughly drying clothing items can help in reducing germs. Wipe down the inside of your hamper, or wash your laundry bag, frequently.



- ▶ Be sure to store all of your dirty dishes in one place, such as in a basket/caddy in your room. Wash them regularly. Never leave dirty dishes in any communal bathrooms.
- ▶ Wipe down your desk, chest, appliances, and any other surface area in your room at least once per day. Other high-touch areas in your room would include doorknobs, light switches, handles, keyboards, etc.
- ▶ Consider putting a wipeable cover on your electronics (tablets, touch screens, etc.). Be sure to disinfect your cell phone at least once per day; follow manufacturer's instructions.
- ▶ Take your shoes off at your door. Although you can keep a pair of shoes outside of your door, if you choose, please do not leave more than one pair in the hallway. Clean your floors regularly.
- ▶ If you have a trash can in your room, it is best to line it with a bag that you can remove. Take out your trash regularly.

Students are not required to wear a cloth face covering in student rooms. However, students have the right to require other students to wear a cloth face covering upon entering their room, if they choose to. The Office of Student Life will have signs available for students to post on their residence hall room doors indicating that their room is a cloth face covering area. Students are welcome to create/post their own, respectfully worded signs as well. Other students are expected to respect these requests.

BATHROOM POLICY

Residential students living in Alumni Court, Founders Court, or Arnold Hall utilize community bathrooms. These bathrooms are maintained by our housekeeping staff and will be cleaned during scheduled times throughout the day. When you use these areas, be sure to keep socially distant from others, whenever possible. You may utilize the lockers for your toiletries if you choose, but be sure that your toothbrush is always covered, when not in use. Do not place your toothbrush on any sinks or counters. Also, be sure that you do not leave any of your belongings on the ledge above the sinks at any time. Anything that you take into the bathroom needs to leave with you or be placed in a locker when you are finished.

Residential students living in Langston Hall or Gunz Hall utilize private or semi-private bathrooms. Residents must clean these bathrooms on their own. Be sure to keep your bathroom stocked with hand soap, disinfectant wipes, or a disinfectant spray/paper towels. Wash your hands regularly. If you aren't able to purchase the cleaning supplies that you need, please see the Office of Student Life for assistance. Your bathroom should be wiped down at least once per day. Be sure to work out a plan with your roommate and/or suitemate so that all occupants are doing their part to keep these areas clean.

RESIDENCE HALL LOUNGE/LAUNDRY AREAS

Students are required to wear cloth face coverings in all residence hall lounge areas, as well as keep some distance, if possible. Students will be asked to sanitize any items/surfaces that

they use in their lounge space both before and after use. There will be a clipboard in every residence hall lounge area where a student must sign in/sign out/and record what they utilized and confirm that it was cleaned both before and after use.

The Harrod Lounge will have a capacity of 15 people. Therefore, anyone that comes and finds that there are already 15 people in the lounge needs to leave and come back at a later time. The capacity for both the upper and lower lounge of Ben Major is 10 people.

Drinking fountains with a water bottle filler will be operational. Drinking fountains without a water bottle filler will be closed/inoperable during this time, for sanitation reasons.

All laundry rooms on campus will either have a sanitizing station or have one nearby. Washers and dryers are high touch areas. Be sure to utilize hand sanitizer before and after using a washer or dryer on campus.

KITCHEN POLICIES

Students are encouraged to bring their own fridge/microwave to campus if they need it. Personal food items should be kept in personal rooms, not in a community space. Students wishing to utilize the kitchen must bring their own pots/pans/utensils, and must take those items with them when they are finished. Students utilizing the kitchen **MUST** sign in/sign out **EVERY** time they use the kitchen. Students also must wipe down all surfaces both before and after use. Be sure to report to an RA or to the Office of Student Life (OSL) immediately if kitchen cleaning supplies need to be re-stocked. The kitchen capacity in both Arnold Hall and Gunz Hall is five people. Therefore, if there are already five students in the area, then anyone else that comes should leave and come back at a later time.

TRAVEL POLICY

Students are allowed to travel off campus for the 2020-2021 academic year. It is highly encouraged that students avoid traveling to locations that have a higher number of COVID-19 cases reported and those considered CDC hot spots. International travel needs to be reported to OSL to ensure there is a plan for return put in place. Students who travel to hot spots should keep in mind and follow quarantine protocols upon their return.

Guest Policy

Students are allowed to have guests (i.e. significant others, siblings, parents, community friends, etc.) in the residence halls for the 2020-2021 academic year, but are asked to exercise extreme caution. Allowing guests on campus increases the possibility of the Eureka College community being exposed to COVID-19, so it is highly recommended you be mindful of allowing guests on campus.

All guests are expected to follow all EC policies and procedures, as well as all CDC and state guidelines when visiting EC. EC students are responsible for ensuring their guests are in compliance with the College's COVID-19 policies and procedures for the duration of their visit.

COVID-19 POLICY VIOLATIONS

Individual, group or organizational violations of the College's COVID-19 policies and procedures, particularly those that are continuous and intentional, are considered a serious

matter and will be adjudicated pursuant to the student conduct processes and procedures outlined in the Student Handbook. Examples of possible violations are listed below.

Possible violations include but are not limited to:

- Not wearing a cloth face covering in public or shared spaces
- Not social distancing
- Hosting a party
- Hosting a guest who is not wearing a cloth face covering or following other protocols
- Failure to inform the College that you have been tested or of a positive test
- Intentionally coughing on someone

OSL has established a list of possible sanctions that may result from violations of the COVID-19 Policy. If sufficient information for a finding of responsibility/a violation is provided during the conduct process, the student conduct administrator will invoke sanctions based on the severity of the violation. For example, there will be a zero tolerance for hosting parties and even a first offense of this kind may result in removal from campus housing or suspension, whether an individual, group or organization.

Possible sanctions include but are not limited to:

- Fines (in \$100 increments up to \$400)
- Probation (up to one academic year)
- Removal from residence halls (temporarily or permanently)
- Removal/suspension from campus

Previous COVID-19 Policy violations will also be considered in determining the sanction.

SMOKING/VAPING

Just as social distancing and cloth face covering requirements help limit the spread of COVID-19, so does reducing the chance of inhaling secondhand smoke. Eureka College will now have assigned outdoor smoking areas for community members. These assigned outdoor smoking areas will be the **ONLY** areas on College property where people will be permitted to smoke/vape.

These approved areas will consist of:

Academic Side: Benches behind Cerf Center (near Terrill Room exit), Picnic table behind Sanders Hall

Residential Side: Fire pit area behind Gunz Hall, Light pole/bench area between Alumni Court and Ben Major (closest to Alumni Lower C), and the grassy area between Arnold Hall and the gravel parking lot