



McKendree University

Fall 2021

COVID-19

Contents:

Introduction

- Goal
- Guiding Principles

Campus Health & Safety

- Social Distancing and Masks/Face Coverings
- Cleaning, Disinfecting, and Personal Hygiene
- COVID Testing
- Health Services
- Meetings

Academic Affairs

- Academic Calendar
- Instructional Format
- Classrooms and Labs
- Holman Library
- Academic Records
- McKendree University Bookstore

Student Affairs

- Residence Life
- Campus Dining Services

Updates to this Plan

Introduction

Goal:

To enable McKendree University students to continue their academic progress and engage in campus life and co-curricular activities within a safe and healthy environment.

Guiding Principles:

1. We will adhere to the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), U.S. Department of Education, and Illinois Board of Higher Education (IBHE) current guidelines about COVID-19 as they pertain to institutions of higher education.
2. We will consider additional guidance from professional associations, including the Higher Learning Commission (HLC), Commission on Accreditation of Athletic Training Education (CAATE), Commission on Collegiate Nursing Education (CCNE), International Accreditation Council for Business Education (IACBE), National Collegiate Athletic Association (NCAA), Great Lakes Valley Conference (GLVC), etc.
3. We will establish policies and procedures to reduce the risk of contracting and/or spreading COVID-19 among students, faculty, and staff.
4. We will alter the instructional delivery method as necessary to ensure academic continuity while safeguarding the health of students, faculty, and staff.
5. We will expect each individual member of the McKendree University community to adhere to behavioral restrictions to support the overall wellbeing of the community.
6. We will communicate clearly with McKendree University constituents when policies or procedures change.

Campus Health & Safety

○ Social Distancing and Masks/Face Coverings

- All McKendree faculty, staff and students should practice social distancing whenever possible. This means that all persons should remain at least six feet apart, both inside and outside of buildings.
 - As a reminder, signage regarding social distancing is displayed around campus.
 - Physical contact on campus should be avoided, to include handshake greetings or any other type of touching.
 - If an external guest is on campus, they will be expected to adhere to these social distancing guidelines.
- All McKendree faculty, staff, and students are required to wear masks/face coverings while indoors when social distancing is not possible..
 - This includes classrooms, labs, communal office spaces, on-campus gatherings, and any campus setting where social distancing is difficult to maintain.
 - Masks/face coverings ARE NOT required in one's own residence hall room, apartment, or suite; while alone in an enclosed office or study room; in a personal vehicle; or in public outdoor settings where social distancing requirements are met.
 - Although not required in these instances, use of a mask/face covering in all settings is strongly encouraged.
 - Student-athletes participating in sanctioned athletic activities will follow specific guidance provided by the State of Illinois and the NCAA.
- Reasonable accommodations will be made for individuals unable to meet this requirement.
 - Students who are unable to wear masks/face coverings will need to provide appropriate documentation to the Coordinator for Disability Services, Jennifer Miller. The accommodation form may be found at https://cm.maxient.com/reportingform.php?McKendreeUniv&layout_id=10.
 - Faculty and staff who require an accommodation should contact Human Resources (HR).

○ Cleaning, Disinfecting, and Personal Hygiene

- Hand sanitizer stations are located throughout campus, and disinfectant products have been placed throughout campus for routine and additional cleaning of all campus work/educational spaces.
- Additional processes and protocols have been developed for cleaning and disinfecting of all campus facilities. Restrooms and classrooms are cleaned daily by custodial staff using Environmental Protection Agency-approved disinfectants for killing the COVID-19 virus. Custodians also clean touch points frequently throughout their shifts. Enhanced cleaning using

the electrostatic ionizing machine, with an EPA-approved disinfectant for killing the COVID-19 virus, is used in public spaces and spaces where positive cases have been identified.

- The University has also provided additional personal protective equipment (PPE) when required in the laboratory, health care setting, or athletics. Our fitness and athletic facilities will also be reorganized to address social distancing requirements when possible.
- We encourage students to bring extra hand sanitizer and disinfecting wipes for personal use.
- All faculty, staff, and students are encouraged to wash their hands frequently with soap and water for at least 20 seconds to reduce the spread of infectious disease. Avoid touching eyes, nose, and mouth with unwashed hands; cover mouth and nose with a cloth face cover when around others; avoid close contact; cover coughs and sneezes with a tissue or use the inside of your elbow; clean and disinfect frequently touched surfaces daily; and monitor your health. (CDC)

○ COVID Testing Options

- To return to campus this semester, all residential students, commuter students, faculty and staff who are **not fully vaccinated** are required to provide a negative COVID-19 test result and participate in surveillance testing weekly during the academic year.
 - Residential students will be tested during the move-in/check-in process or may provide a negative PCR COVID-19 test result completed within 72 hours of arriving to campus.
 - Commuter students and students living in other non-McKendree housing who are in face-to-face classes must present their negative COVID-19 test result to Imauten@mckendree.edu in the Office of Health Services. The test should be completed 72 hours before returning to in-person classes or activities.
 - Faculty and staff (full and part-time) who come to the Lebanon campus must present their negative COVID-19 test result to the Office of Health Services, given 72 hours before the beginning of the semester.
- Weekly COVID-19 surveillance testing is **required** for all students, faculty and staff who are not fully vaccinated. To be exempted from testing, individuals must be fully vaccinated or within the 90-day window of testing positive for COVID-19, per Health Services approval.
 - Students who are fully vaccinated should forward their COVID vaccination record to Imauten@mckendree.edu in the Office of Health Services.
 - Faculty and staff (full and part-time) must verify their vaccination status with their immediate supervisor.
 - Students who are taking a fully online class schedule, and do not plan to utilize on-campus services or attend an on-campus activity will automatically be exempt. Faculty and staff who teach online or have an ADA accommodation to work a fully remote schedule and do not plan to come to campus will automatically be exempt.
 - Students, faculty and staff who do not meet the vaccination notification requirements listed above, will be required to test weekly regardless of vaccination status. If individuals chose to get vaccinated after the start of the semester they will be eligible for the weekly testing exemption two weeks after the second dose of the Pfizer or Moderna

vaccine or two weeks after the one-dose Johnson & Johnson vaccine and after they contact Health Services with proof of vaccination.

- Students, faculty and staff who do not comply with the testing requirement will be referred to the Dean of Students (students) or Human Resources (employees).
- The Health Services Office has free, rapid antigen testing available. If you are unavailable to be tested at the Health Service Office, you can participate in free testing through the St. Clair County Health Department at St. Clair Square Mall in Fairview Heights, visit the O'Fallon or Swansea Med Express (rapid antigen tests available), or make an appointment at other local healthcare facilities and pharmacies.
- Participants in the weekly surveillance testing must send a copy of the test results to lmauten@mckendree.edu in the Health Services Office each week by Friday at Noon.
- **Health Services**
 - Employees
 - Employees who have symptoms of COVID-19 and/or a fever of 100.4 or more should notify their supervisor and not return to work until they are symptom-free for 24 hours.
 - Employees who test positive for COVID-19 should notify their supervisor and not return to work until they have recovered fully and tested negative.
 - Unvaccinated employees who have been in close contact with someone who has tested positive for COVID-19 should notify their supervisor and self-quarantine for 7-10 days. Employees can return to work after seven days if a PCR or antigen test (performed on days 5, 6, or 7) is negative AND there are no symptoms during daily monitoring.
 - Employees who need accommodations due to their personal medical condition or medical caregiver responsibilities should contact HR.
 - Students
 - Students who have symptoms of COVID-19 and/or a fever of 100.4 or more should notify Health Services at (618) 537-6503 during regular business hours. After hours, residential students should contact their RA on Duty (phone numbers found on the [buildings' website](#)).
 - When entering the Health Services building, ill students will enter and exit the facility through the main entrance. Everyone entering the facility will have their temperature taken prior to entering the building. Well students visiting Health Services will enter and exit the facility through the garage entrance, which is identified accordingly.
 - *Quarantine:* Unvaccinated students that have had close contact with a person with COVID-19 will need to self-quarantine for 7-10 days after the last exposure, check their temperature twice a day and watch for symptoms of COVID-19 (CDC). Residential students will quarantine in their assigned space or in another space based on instructions emailed from the Office of Residence Life. A student may also choose

to return home, if possible, for their quarantine period. Dining Services will be available to quarantined students.

- *Isolation:* Students with symptoms of COVID-19, or who have no symptoms but have tested positive for COVID, will isolate for 10 days or until it is determined safe to be around others (CDC). Students will be asked to relocate to another residential location (on-campus facility or possibly to an off-campus facility). Dining Services will be available to isolated students.
- Official documentation for students going into quarantine or isolation will be forwarded from Health Services to a University official who will notify their faculty. Students in quarantine or isolation will be responsible for contacting all faculty members to come up with an academic plan.

- **Meetings**

- Meetings can be conducted face-to-face, via Zoom, via Microsoft Teams, etc., at the discretion of meeting organizers. If meetings are held in person, participants must maintain appropriate social distancing and wear masks/face coverings.

Academic Affairs

○ Academic Calendar

- The Fall 2021 calendar will be as follows:
 - Classes on the Lebanon campus and 1st Half 8-week courses will begin on Monday, Aug. 23, 2021. 2nd Half 8-week courses will begin on Monday, Oct. 18th.
 - 1st Half 8-week classes will conclude on Thursday, Oct. 14th.
 - Lebanon campus 16-week classes will conclude on Friday, Dec. 3rd. Final exams will be scheduled on December 6th-9th.
 - 2nd Half 8-week classes will conclude on Thursday, Dec. 9th.

○ Instructional Format

- Currently scheduled face-to-face 16-week courses will resume the pre-pandemic format of instruction with faculty and students returning to the classroom. Everyone is required to wear masks/face coverings in the classroom.

○ Classrooms and Labs

- All classrooms and labs will return to full capacity.
- Faculty will be allowed to utilize their classroom space as they see fit.
- Students and faculty are required to wear masks/face coverings during class.
- Classes will begin and end as scheduled.

○ Holman Library

- Holman Library will be open to current McKendree University students, faculty, and staff. Outside visitors must make prior arrangements for visiting the library and/or the archives. Persons who wish to access the library or the archives should contact Debbie Houk at djhok@mckendree.edu or (618) 537-6951.
- Patrons should sit only in available chairs in their assigned location.
- All library users must wear masks/face coverings and abide by social distancing guidelines.
- During peak times, the library staff reserve the right to prioritize access to patrons who are working on classwork/homework and may need to implement time limits on library use to ensure that everyone has access to the library.

○ Academic Records

- To reduce the need for students to visit various offices to obtain forms and signatures, most academic requests can be made via the University's e-form system. The Academic Records office webpage contains links to e-forms for adding/dropping courses, changing a major/minor, requesting Credit/No Credit, applying for graduation, ordering transcripts, requesting a waiver,

and many other transactions. Students should check the Academic Records office webpage for an available e-form before making a trip into the office.

- Visitors to the Academic Records office will be required to wear masks/face coverings.

- **McKendree University Bookstore**

- Social distancing is encouraged as well as masks for individuals while inside the Bookstore. In-store textbook shopping will include clerk service and team members will work with student's one-on one to pick out course materials.

- Students may also place orders through the Bookstore website at <https://www.bkstr.com/mckendrestore/home>. Students may pick-up orders in store during regular business hours.

- Curbside pick-up can be accommodated, contact the store for details.

- The Bookstore will open for the Fall 2021 semester under the following schedule:

- 9:00 am - 5:00 pm, Monday
- 9:00 am - 3:00 pm, Tuesday - Friday

Check website for special hours and events <https://www.bkstr.com/mckendrestore/home>

- If you have questions or concerns about the McKendree University Bookstore, please contact the store manager, at (618) 537-6330.

Student Affairs

○ Residence Life

- Early Arrivals - Students needing to arrive at the residence halls/apartments before the official opening of the residential spaces must submit an [Early Arrival Request](#). Do you need an Early Arrival for a fall sport or team? Your coach or advisor will reach out to Residence Life with a roster, and you will not need to complete this Form.
- Move-in times will be staggered to promote social distancing and reduce parking congestion.
 - Wednesday, Aug.18, 2021 – All other New Students
 - Check-in Time Slots - 8:00 am, 10:00 am, and 12:00 noon
 - Convocation for new students starts at 3:30 pm.
 - Friday, Aug. 20 to 22, 2021 – All other Returning Students
 - Check-in Time Slots include 9:00 am, 12:00 noon, and 3:00 pm
- Make sure that you schedule your check-in appointment available on the Residence Life Website. Residents will be able to schedule a 3-hour appointment slot within a daily move-in window. Appointment slots will be first-come, first-served. Appointments can only be secured through the online forms available on the [Residence Life website](#). If there is an issue or complication with your sign-up, please call the Office of Residence Life at (618) 537-6855 during normal business hours.
- All residents are required to provide documentation to Health Services that
 - they are fully vaccinated by bringing their CDC COVID-19 Vaccination Record Card so a copy can be made.
 - they had a negative PCR COVID-19 test within 72 hours of arriving to campus before coming to collect their keys and move-in. Additional information regarding the move-in procedures was sent to students' McKendree email and will be available on the Residence Life web page at <https://www.mckendree.edu/studentlife/res-life/life/index.php>

○ Campus Dining Services

- Ames Dining Hall and 1828 Café
 - Masks/face coverings will be required to be worn in all dining facilities. Extra sanitizer stations are available, and social distancing is required throughout the dining hall with signage displayed to remind patrons. Protective barriers are installed at the cashier station, and tables are cleaned and sanitized after each use.
 - Bogey Bucks will be promoted and encouraged to reduce cash transactions and to promote less contact between guests and cashiers.

Updates to this Plan

The University will continue to review and revise its guidelines as necessary to follow the recommendations issued by the Illinois governor, the Illinois Department of Public Health, the CDC, and other entities.