



**Eureka College**  
**Fall 2020 Back to Campus Plan**  
**EMPLOYEES**

**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, students 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.

### **Personnel Mandates**

Below are the mandatory policies that must be followed by all Eureka College employees.

While we fully expect all employees to adhere to these policies, if employees see any of their colleagues not following these mandates, they should remind them of the policies, if comfortable doing so. If employees notice repeated disregard for these mandates, they should do one of the following: a) talk to their supervisor, b) report the incident to HR, c) email details of the issue to HR at [covid@eureka.edu](mailto:covid@eureka.edu), or d) complete the COVID Protocol Concern form that may be accessed through EC's COVID webpage and submitted anonymously. Confidentiality of all reports will be upheld.

1) Employees are required to wear cloth face coverings (2-ply or greater) in **all** indoor and outdoor public and shared spaces on campus and social distancing (6 feet or greater) should be practiced whenever possible.

2) Employees who are sick or have recently had close contact (less than 6 feet for 15 minutes or more) with a person with COVID-19 should notify their supervisor and HR, stay home and work remotely, under the direction of their supervisor. See related details above. If working remotely is not an option, employees should work with their supervisor to determine appropriate use of PTO.

3) Employees should conduct self-checks (temperature and symptom check) every morning before going to campus. An employee with a temperature over 100.4 degrees should stay home for 24 hours after the fever subsides. Employees should monitor themselves for symptoms such as fever, cough, shortness of breath, sore throat, or loss of taste or smell.

4) Employees on campus should wash hands often with soap and water, while also utilizing the new hand sanitizing stations located throughout campus.

5) Cloth face coverings are required if employees leave their individual office space and are in a public or shared space. Social distancing should be practiced whenever possible.

### **If an Employee has been Tested for COVID-19**

Employees 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 HR at [covid@eureka.edu](mailto:covid@eureka.edu) and your supervisor. If the test is positive, please follow the protocols described below.



There will be disciplinary consequences for continuous and intentional violations of the aforementioned requirements and mandates, including but not limited to days off without pay and possible termination for the most severe violations (e.g., intentionally coughing on someone).

### **Campus Offices**

Offices should adhere to the following required guidelines:

- 1) Office capacity should, generally, not exceed 50%. Employees who cannot complete work from home may come into the office. Departments may set a rotation schedule for working in the office vs. working remotely. The department supervisor should work with staff to set this schedule. High-risk employees should be encouraged to continue working remotely.
- 2) Employees should limit non-essential meetings with third parties from off campus.
- 3) Employees should encourage Zoom or teleconference calls instead of face-to-face meetings.
- 4) Plexiglas barriers have been installed on desks facing the public and will be utilized for desks of employees who have frequent student interaction.
- 5) Employees should clean their spaces regularly throughout the day, especially before and after in-person meetings.
- 6) Students should make appointments to meet with staff either in-person or virtually. In-person appointment times should 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, which may make cleaning between meetings difficult.

### **Employee Accommodations**

Employees who need accommodations of any kind should reach out to their supervisor 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

**Exhibiting COVID-19 Symptoms**

If you begin to exhibit COVID-related symptoms (whether related to travel or not), you should notify your health provider as soon as possible. In addition, you must also notify Human Resources and your supervisor. Faculty should notify the Provost's Office.

In this case, 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 before returning to campus. 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.

**Exposure to a COVID-19 Positive Person**

If you have no symptoms but are made aware that you had close contact with someone (less than 6 feet for 15 minutes or more) who tested positive, you should notify Human Resources and your supervisor as soon as possible. Faculty should notify the Provost's Office.

In addition, you will be required to self-quarantine for 14 days.

OR

Test negative twice before being allowed to return to campus.

If you choose the testing option, please keep in mind that 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 and that the first test should not be taken until at least the fourth day after your exposure (or as otherwise advised by the CDC or local or state health department). You will need to quarantine while waiting for your test results.

**Traveling to/from a Hot Spot**

Please be reminded of the below following **required** protocols and procedures, which are aligned with CDC and IBHE/IDPH guidance regarding travel to CDC defined hot spots (see CDC COVID Data Tracker <https://www.cdc.gov/covid-data-tracker/#cases>), which was previously shared.

**Before you go:**

As a part of the vacation day(s) approval process, please be sure to inform your supervisor of where you intend to travel and by what means of transportation you plan to use (i.e., plane vs. car). Please be aware, as discussed below, that you may be required to self-quarantine for 14 days before returning to work following your travel.





### **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:**

Employees will be required to self-quarantine for 14 days from the time of return from the hot spot before returning to campus *OR* to have two negative tests, which are recommended to be administered on days 4 and 10 after your date of return (or as otherwise advised by the CDC or local or state health department). Please note, 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.

Employees should coordinate with their supervisor to determine a clear plan that outlines expectations during the quarantine period, including whether or not you will work remotely, need to use PTO or other leave, or if that time will be unpaid.

### **Testing Positive for COVID-19**

Employees who test positive for COVID-19 must notify Human Resources and their supervisor as soon as possible. Faculty should notify the Provost's office. If you tested positive and do not have any symptoms, you should do one of the following:

- Remain in isolation for 10 days from the date of your first positive COVID-19 diagnostic test. This assumes you do not subsequently develop symptoms. Please note, a physician or the Health Department must approve your 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.

If you test positive after exhibiting symptoms, you should adhere to the first three of the bullets listed below *or* the fourth bullet before returning to campus:

- Remain in isolation for 10 days from the date of your first positive COVID-19 diagnostic test.
- Ensure at least 3 days (72 hours) have passed without a fever or the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath)

*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.

Employees experiencing symptoms due to a COVID diagnosis and are unable to perform work duties remotely while in isolation should alert their supervisor/Provost to determine leave options.

### **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)

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.<sup>1</sup> 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.
- Isolated students will be provided alternative food options and will also have access to order food items and have the order delivered using the Sodexo app. (see Dining Services section below). 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.
- 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).
- 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 Life staff will coordinate all food logistics for students who are in quarantine or isolation.

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<sup>1</sup> Commuter students who have been diagnosed with COVID-19 will be required to isolate at their home residency.



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 (see page 13 for more details).
- 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. Final exams will be online. The condensed calendar allows for students to travel home for Thanksgiving week and not return to campus. This will prevent the need to quarantine students upon return from travel. 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.

### Course Syllabi

Syllabi will include statements about PPE requirements and modified class attendance statements. Sample statements will be provided under separate cover. Students will be encouraged to remote into class if they experience any symptoms of COVID-19 or believe they have been exposed to the Sars-2 virus.

A policy statement for online courses will be provided under separate cover. The policy covers expectations for online behavior, as well as statements about the appropriate use of video and recordings.

### Classroom Instruction

- All students will be required to wear cloth face coverings in class. A social distance of 6 feet will not be possible in all classes. Classrooms are shared public spaces. Cloth face coverings will be provided to students, although they may wear their own as long as they follow current CDC recommended guidelines (e.g., 2-ply or greater).
- Faculty are required to wear cloth face covering in class. Face shields may be worn if the faculty member is able to maintain 6 feet of social distance from students. Cloth face covering and face shields will be provided to faculty, although they may wear their own as long as they follow current CDC recommended guidelines (e.g., 2-ply or greater).
- Classroom computer instructor stations will be shared. Faculty and students should hand sanitize before and after use. Faculty can also unplug their office keyboard and plug into the classroom computers, if they want to use their own keyboard in class. The equipment will be disinfected with electrostatic disinfectant sprayers on a regular



schedule. In addition, faculty will be provided with a personal supply of disinfectant to use as needed.

- Classrooms will be equipped with a Meeting Owl device and Zoom software to facilitate remote instruction. The Meeting Owl device is a 360-degree camera and microphone that enables the remote student to be visible on the classroom projector screen and the classroom to be visible to the remote student. The Meeting Owl device will be stored in a secure cabinet in each classroom that faculty will be able to access.
- Faculty will be provided with personal whiteboard markers and erasers.
- The dark room will be closed for the semester. It is not possible to effectively practice social distancing in that space. The course schedule has been adjusted.
- Proctoring software for online test taking *may* be provided for online final exams.

### **Faculty Office Hours**

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

### **Faculty Travel Policy**

- Unnecessary travel should be avoided.
- Most professional conferences have been moved to a virtual format, thus decreasing the need for faculty to travel. However, the Provost's Office will need to be informed of faculty domestic and international travel whether that travel is personal or professional so that any quarantine requirements can be followed. The Provost will work with the FSD committee on approving professional faculty travel plans because FSD already has the process in place to approve funding for faculty professional travel. Only essential College-related travel will be approved.

### **Faculty Meetings**

Committee meetings will be held in locations which allow for social distancing. Cloth face coverings are required to be worn if meetings are held in community spaces. Faculty meetings will be held in Becker, which better supports social distancing protocols.

### **Student Study Abroad**

Fall semester study abroad has been canceled. Many agencies are providing remote international internship experiences. Students should be encouraged to contact Dr. Emily Eaton to learn about these options.

### **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 shelter-in-place order is issued. This must be approved by the site supervisor and communicated to their faculty supervisor.

**Library**

- Social distancing is easy to maintain in the library. Cloth face coverings will be worn by all patrons when 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/sanitize hands.
- The library will be open to the public in the fall semester. Members of the public will be required to wear cloth face covering, practice social distancing and adhere to all other protocols.
- Returned books and materials will be kept out of circulation (quarantined) for 3 days before being returned to shelves.

**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. 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 shelter-in-place 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. Face coverings are required to be worn during face-to-face meetings.
- Current request for accommodation processes work well and continued to work through the spring semester. 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 required.
- The test center will be by appointment only, no exceptions. This is to manage the social distance among students.

**IT/Campus computer workstations**

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 to use to support office hours and small group discussions.



## Printing

Papercut web portal solution will be used 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. 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 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.

## Reagan Scholarship Program and Competition

- 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 under separate cover.
- The fall retreat for the Reagan scholars will take place prior to the beginning of the school year. The retreat can be accomplished with cloth face coverings and social distancing on campus.

## Academic Policies and Financial Aid

We continue ongoing monitoring of changes in legislation and requirements due to COVID-19. The Registrar and Financial Aid Offices are collaborating to implement any changes to benefit students and remain in compliance.

## Ronald Reagan Museum

Museum tours are limited to 50 individuals and require an appointment. Museum is closed unless a tour is reserved. Archives and reading room are available by appointment.

## ADMISSIONS

### Visiting Eureka

- All Admissions staff members will be on a flex schedule consistent with Phase 4 of the *Restore Illinois* Plan (see Campus Offices section above).
- Guests and staff will still be required to wear cloth face coverings.
- Guests will complete a brief COVID-related questionnaire and have their temperature taken upon arrival.
- Individual meetings should take place in a large enough space to continue practicing social distancing.
- Common areas will be disinfected throughout the day, following CDC guidelines.
- Group Tours
  - a) Individual campus visits will operate on a scheduled basis, Monday through Friday.

They may be scheduled any weekday that classes are in session. Guests will be provided a cloth face covering upon arrival if they do not have one.





b) Large group tours will take place in groups of 50 or fewer. At this time, tours will not go inside classrooms or the residence halls.

- Guests are required to wear a cloth face covering that adequately covers both nose and mouth for the duration of their visit, unless they're practicing social distancing while touring the residential side. Should they enter a building to use a restroom or meet with an admissions counselor, they will be required to wear a cloth face covering.
- Guests should also practice proper hand hygiene throughout their time on campus by washing hands or using hand sanitizer.
- If a guest is feeling ill leading up to the scheduled campus tour, we will kindly ask to reschedule the visit.

### **Discovery Day**

- All fall Discovery Days will be held virtually.
- Susan Bressner will continue scheduling Discovery Day webinars and make contact with faculty, staff and student groups to participate, as appropriate.
- Email communication has been established for students to register for their virtual Discovery Day. After registration has been completed, campus visit folders will be mailed to the student.
- The webinar audience will hear about our application process, academic options, scholarship opportunities, and speak with current administration and EC students.

### **Travel**

- College sponsored travel will align with current CDC and IBHE/IDPH guidelines.
- Counselors traveling in or out of the state will be subject to a temperature check upon their return to campus, in addition to the aforementioned quarantine guidelines if experiencing any COVID-related symptoms or confirmed exposure/close contact to a COVID positive person.
- Counselors will not travel to high-risk areas, or any area that has seen an increase in the COVID virus and is considered a hot spot according to the CDC.
- To continue our recruiting efforts, counselors will also host virtual chats with coaches, and faculty at the student's request – this one-on-one conversation can be scheduled by contacting the counselor.
- If, for some reason, a counselor feels uneasy about attending a fair/visit due to COVID-19, that event will be rescheduled for a later date.
- Counselors may also host their own webinar event for high schools that are interested in doing so.

### **Admitted Students**

- For admitted students and families who have questions about the EC financial aid package, and housing, admission counselors will be available for virtual conversations by appointment.

## **ADVANCEMENT**

### **Travel**

College sponsored travel will align with current IBHE/IDPH and CDC guidelines. Staff will strategically plan to minimize travel and when it is necessary, staff will avoid CDC defined hot spots. Staff will also be mindful of quarantine and other protocols that may result from travel.



## **Engagement Events**

The Alumni/Development Office has been working on a fall 2020 engagement plan that focuses on caution, virtual interaction and flexibility in the era of COVID-19. Gatherings on campus will be discouraged for fall semester to reduce exposure to the campus community. Our Alumni Engagement strategy is to default to virtual events engaging affinity groups as much as possible for the next few months. There are no plans to host any “in-person” events at this time. If alumni choose to gather on their own, we will assist, if possible, by supplying a list of guidelines, including a means of RSVP. Any event hosted or supported by the Alumni and Development Office on- or off-campus must be limited to 50 people or fewer, using current CDC and IBHE/IDPH guidance for cloth face coverings, hand hygiene and social distancing.

Since fall sporting events have been postponed, Homecoming may be moved to second semester or whenever home football games return.

## **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 to students from 8 a.m. until 5 p.m., Monday through Friday, with limited capacity during the Fall 2020 semester. Faculty and staff wishing to use the facilities after hours must contact Director of Athletics Bryan Moore prior to their visit for access.

A maximum capacity of 20 individuals will be allowed during a single time in the Reagan Athletic Complex weight room. A maximum capacity of five individuals will be allowed in the Bonati Fitness Center. Individuals 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. Individuals must clean and sanitize equipment before and after use.

**OFFICE OF STUDENT LIFE**

Please use email and phone to contact OSL staff and schedule meetings and note, employees will have access to the complete reopening document being distributed to students that includes detailed information from OSL.

**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 Staff/Faculty**

Counseling Services are available through UnityPoint Health – Unity Place, free of charge, to current Eureka College staff and faculty members. This service can take place either in person (in a private area on campus), through phone, or through video.

Staff and faculty members wishing to make an appointment need to call (309) 347-5522 and identify themselves as a Eureka College employee. The College will cover up to 6 sessions per year for each staff/faculty member.