UIS – United in Safety: Return to the Prairie
Fall 2020

Updated on Oct. 22, 2020
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This document outlines the University of Illinois Springfield’s plans and procedures for the Fall 2020 semester in response to the COVID-19 pandemic. As conditions and situations change, this plan and any accompanying websites will be updated. For the most up-to-date information on Fall 2020 at UIS, visit uis.edu/fall2020, and for a comprehensive overview of our university’s COVID-19 response, visit uis.edu/covid-19.

As the top public regional university in Illinois and a longtime national leader in delivering online education, UIS is uniquely positioned to support faculty, staff and students during the COVID-19 pandemic. While navigating the unprecedented challenges Spring 2020 presented, UIS began simultaneously planning for the fall. Two teams were launched focusing on (1) Academic Planning and (2) Student Affairs and Community Engagement to assess scenarios for safely resuming campus operations. Each team was tasked with developing procedures and guidelines for Fall 2020 course delivery and accompanying student life programs in adherence with federal, state and local guidelines for health and safety.

I commend and thank everyone who has made this plan possible. It is our best intention to unite us in public health and safety, and we are committed to providing a high-quality experience regardless of the circumstances in which we may find ourselves. Whether our Prairie Stars are learning via on-campus instruction, remotely or fully online, UIS is committed to and capable of providing a high-quality university experience to everyone who calls UIS “home.”

Karen M. Whitney, PhD
Interim Chancellor
University of Illinois Springfield
UIS Guiding Principles

UIS established the following principles to guide the decision-making for Fall 2020 operations:

1. Prioritize the health and safety of students, faculty, staff, visitors and community members.
2. Preserve the mission and vision of the University and continue to advance the overarching goal of the Strategic Compass—to provide a premier educational experience for all students both in and out of the classroom.
3. Be guided by best practices across all planning and decision-making.
4. Utilize transparency and shared governance to support the best possible decisions.

Restore Illinois

The Illinois Department of Public Health’s “Restore Illinois” five-phased plan provides a framework for safely reopening businesses and schools and reinstating activities. The Central Region, which includes UIS, must be in Phase 4 to allow for on-campus learning. UIS officials are closely monitoring Illinois’ progress in the Restore Illinois plan.

<table>
<thead>
<tr>
<th>Phase 1 Rapid Spread</th>
<th>Phase 2 Flattening</th>
<th>Phase 3 Recovery</th>
<th>Phase 4 Revitalization</th>
<th>Phase 5 Illinois Restored</th>
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<tbody>
<tr>
<td>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</td>
<td>Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating &amp; fishing while practicing social distancing.</td>
<td>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings of 10 people or fewer are allowed. Face coverings and social distancing are the norm.</td>
<td>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.</td>
<td>The economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</td>
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Source: Illinois Department of Public Health

IBHE Guidelines

On June 23, the Illinois Board of Higher Education released its report on “Safely Launching Academic Year 2020” to provide institutes of higher education with principles and guidance for resuming operations this fall amid the COVID-19 pandemic.
Altogether Extraordinary: U of I System Guidelines

The University of Illinois System announced in June that on-campus educational activities will resume this fall at all three U of I universities, with the assumption that Illinois will be in Phase 4 of Restore Illinois. This work was guided by two intertwined core principles—promoting the safety of our campus communities while maintaining academic excellence.

The following focus areas influenced each university’s planning for Fall 2020:

1. **Instruction**
   - Classroom setup and cleaning protocols
   - Course scheduling
   - Accommodations for vulnerable students and faculty
   - Use of face coverings in classes
   - Training for faculty and instructors to sustain high-quality online and distance instruction should on-campus instruction not be feasible

2. **University housing/dining**
   - Residence hall occupancy and physical distancing guidelines
   - Visitor restrictions
   - Isolation areas for students who test positive for COVID-19 or display symptoms
   - Dining hall precautions
   - Cleaning protocols and limited use of common areas

3. **Campus life**
   - Size of gatherings
   - Use of auxiliary facilities such as recreational centers
   - Visitor guidelines

4. **Research**
   - Allowable research activities
   - Use of face coverings and other safety measures

5. **Employees**
   - Plans for return to on-site work
   - Flexible work-from-home guidelines for vulnerable employees and those with family considerations
   - Cleaning and hygiene protocols in shared office spaces
   - Face covering requirements
   - Open dialogue with labor unions

6. **Testing and notification**
   - Testing protocols
   - Contact tracing

7. **General safety**
   - Training to ensure compliance with safety measures
   - Use and availability of hand sanitizer in high-traffic areas
   - Cleaning protocols for high-touch surfaces
Campus Health & Safety

All decisions for Fall 2020 activities at UIS are designed to deliver on the promise of UIS’ academic mission consistent with available safety guidelines. Public health and medical professionals advise multiple hygiene-related measures to limit the spread of COVID-19. Such activities include, but are not limited to:

1. Face coverings
2. Physical distancing
3. Hand washing
4. Testing
5. Cooperation with contact tracing efforts
6. Cleaning and disinfecting
7. Quarantining and isolation of affected individuals

UIS will provide education and training to all students, faculty and staff regarding necessary safety and accountability measures while on campus. Prior to the start of the semester, the university will provide clear guidelines on how our community should work together to hold one another accountable to our safety standards; this will include how to report a concern about a student, faculty or staff member who is not complying with expected health and safety behaviors.
Health and Wellness Practices: Personal Behaviors

The following behaviors are expected and required of all UIS students, faculty and staff during the Fall 2020 semester:

a. Face coverings that cover the nose and mouth must be worn when inside university facilities in all common areas (hallways, lobbies, elevators, break rooms, etc.), including classrooms. When on university property outside of buildings, face coverings must be worn when a six-foot physical distance from others is not possible.
   • Students who are medically unable to wear a face covering should contact the Office of Disability Services. Faculty and staff who are medically unable to wear a face covering should contact Human Resources.
   • All students and faculty/staff taking classes or working on-site will be provided with two washable and reusable cloth facemasks. Employees will be provided access to personal protective equipment (PPE) as required.

b. A six-foot physical distance from others must be maintained whenever possible.

c. All students, faculty and staff working, living or learning on the UIS campus must participate in the weekly COVID-19 testing program (see page 7)
   • This applies to University of Illinois System and University of Illinois Chicago faculty, staff and students who work, live or learn on the UIS campus.
   • Testing is for non-symptomatic individuals with a UIN who do not have a known exposure to COVID-19.
     i. Students who are symptomatic should contact Health Services.
     ii. Employees who are symptomatic should contact their personal physician.
   • More information on testing is at uis.edu/covid-19/testing.

d. Gatherings that conflict with federal, state, local or university guidelines are prohibited on university property.
   • As of this version of the Return to the Prairie plan, the Restore Illinois plan limits gatherings to no more than 10 people in Phase 3 and 50 people or 50% of space capacity (whichever is less) in Phase 4. These standards are subject to change without notice.
   • See page 9 for additional information on hosting a gathering on the UIS campus during the COVID-19 pandemic.

e. All members of the UIS community diagnosed with or living with a person determined to have COVID-19, or who have been otherwise identified as a close contact to a confirmed COVID-19 case, are expected to follow public health guidance, including directives involving isolation or quarantine, testing and cooperation with contact tracing. See page 8 and 18 for further information on protocols following a positive COVID-19 test.
   • UIS employees (faculty/staff) who are exhibiting signs of COVID-19 but have not received a positive test result should remain at home and follow guidance from their primary care physician regarding testing.
   • If an employee begins showing signs/symptoms of COVID-19 while on-site at work, they should leave work immediately and inform their supervisor of their absence.
   • UIS students who are exhibiting signs of COVID-19 should remain in their residence, avoid attending classes or visiting any public space, and call UIS Health Services or their personal physician to be screened to determine the need for testing and other health-related directives. UIS Health Services and Counseling Center will provide health-care services to students via in-person and telehealth (Doxy.me) meetings.

f. The flu shot will be highly encouraged for all students, faculty and staff.
Health and Wellness Practices: Facility Adaptations

- **a.** Campus facilities are set up and organized to facilitate appropriate physical distancing. Key examples of spaces include:
  - Classrooms and laboratories
  - Common meeting and event spaces, such as the Student Union and TRAC
  - Student Union Food Studio
  - Housing
  - Offices

- **b.** The University has taken measures to improve air circulation in campus facilities.

- **c.** Hand sanitizer dispensers are located near the main entries of buildings and in elevator lobbies.

- **d.** Signage has been placed throughout campus to reinforce health and safety practices.

- **e.** Shields, panels and other barriers will be utilized as appropriate to create protective, functional settings.

- **f.** In common areas, hard-surface furniture is positioned and spaced to meet physical distancing requirements. Excess furniture will be either removed from the space, cordoned off and identified as “not for use,” or if large or immobile, identified as “not for use.”

- **g.** In most common areas, furniture with porous (e.g., fabric) will either be removed from the space, moved within the space and cordoned off and identified as “not for use” or identified as “not for use.”

- **h.** In offices, the furniture will remain in place. Employees are not permitted to use items marked as “not for use” or that have clearly been positioned to prevent use.

Cleaning and Disinfecting Practices

- **a.** The cleaning and disinfecting of classrooms, conference rooms, common and high-trafficked areas and workspaces will be done daily.

- **b.** The university will clean and disinfect high-touch surfaces in common areas/public spaces multiple times throughout the workday.

- **c.** Private offices and work spaces will be vacuumed on a routine basis; non-recyclable waste will be emptied daily; high-touch surfaces that are clear of papers and personal items will be cleaned/dusted and disinfected daily; and walls, floors, doors and partitions will be spot cleaned/dusted as needed.

Testing and Contact Tracing

- **a.** Students who are exhibiting symptoms of COVID-19 should contact Student Health Services immediately for instructions on getting tested.

- **b.** Employees who are exhibiting symptoms of COVID-19 should consult their primary care physician regarding testing.

- **c.** All non-symptomatic on-site students, faculty and staff must participate in the university’s weekly COVID-19 testing program. Visit uis.edu/covid-19/testing for full details on UIS’ testing program.
  - Testing is free and available to active students and employees with a UIN.
  - Anyone living, working or learning on the UIS campus must be tested weekly. This includes UIC College of Nursing students, faculty and staff, and UI System staff.
• Individuals with a known exposure to COVID-19 should not use an on-campus saliva-based testing site and instead contact their medical provider about testing.
• Students, faculty and staff who visit the UIS campus only occasionally must visit an on-campus saliva-based testing site prior to visiting their intended destination.
• Noncompliance will be addressed with the Dean of Students Office for students and Human Resources for employees. Students who do not comply may be asked to learn remotely off-campus. Employees may be subject to the discipline process.

d. Students who are tested through the on-campus saliva-based program will be contacted through a secure email. If results are positive, students will be contacted by the UIS Testing Team and public health officials via phone. Any required contact tracing will be conducted by the UIS Testing Team and the Sangamon County Department of Public Health.

e. Employees who are tested through the on-campus saliva-based program will be contacted through a secure email. If results are positive, they will be contacted by the UIS Testing Team and public health officials via phone. Contact tracing will be conducted by the UIS Testing Team and the appropriate county health department. See page 18 for additional information regarding employees who test positive for COVID-19.

f. Individuals who are considered to be a “close contact” (within six feet of an infected person for more than 15 minutes, with no masks) will be contacted by contact tracers.

g. UIS will cooperate fully with the Sangamon County Department of Public Health should a positive case result in the need for contact tracing involving University students, staff or faculty.

h. The UIS COVID Rapid Response Team (CRRT) will monitor the number of positive test results within the university community, advise UIS administration regarding any operational decision points related to testing numbers, and deploy resources (cleaning, security, etc.) to support a comprehensive response to known cases on campus.

Quarantine & Isolation

a. Students, faculty and staff will be directed to self-quarantine by the UIS Testing Team, contact tracers associated with the appropriate public health department, or their primary care provider if they are considered a close contact of an individual who tested positive for COVID-19 or if they are symptomatic and awaiting test results.

b. Isolation will be required if an individual tests positive for COVID-19.

c. If a student has been directed to isolate or self-quarantine, they should do so at their off-campus home if possible. UIS has procedures in place should the University need to work with a student who cannot return to an off-campus home to self-quarantine or isolate. Students must strictly adhere to isolation and quarantine directives. Students will need to communicate with Health Services before returning to non-quarantine activity on campus.

d. If an employee has been directed to self-quarantine or isolate, they should immediately inform their supervisor about their absence and contact Human Resources. See page 19 for more information.
Campus Guest Guidelines

The health and safety of the UIS community is our No. 1 priority. Whenever possible, UIS faculty, staff and students should employ creative ways to engage with non-university individuals virtually. Campus guests should be considered an exception rather than part of general operations.

Guest Guidelines—General
A campus guest is defined as an individual not directly associated with the university (actively employed or an active student) who is visiting UIS for any amount of time.

When it’s determined to be in the best interest of the university to have non-university guests present on campus, the following guidelines must be adhered:

a. The hosting individual/unit/department must ensure all guests understand and are willing to comply with UIS’ safety guidelines, including wearing a face-covering over the nose and mouth, washing hands frequently and physical distancing. Anyone unwilling to comply with these standards will not be allowed to remain on campus. The hosting individual/unit should have extra masks on hand in the event one is needed.

b. For guests who are on campus for anything more than a brief stop (i.e., food deliveries), the hosting individual/unit/department must log names of guests, dates visited and a phone number in the event contact tracing is necessary; this information must be retained for 30 days and emailed to covid19@uis.edu for the Testing Team to access.

c. If the number of guests exceeds 10, the visit will be considered a “gathering” and must align with UIS Gathering Guidelines. This includes getting clearance by the COVID-19 Rapid Response Team by completing the online Campus Gathering Request Form at least two weeks ahead of time with the date/time/place of the event, anticipated number of participants and planned strategies to adhere to the university’s and state’s guidelines for preventing the spread of COVID-19.

d. Depending on the length of the visit, members of the UIS community who interacted with the guests should participate in COVID-19 saliva testing twice weekly for two weeks; individuals may consult with Bethany Bilyeu, executive director of student support services, at bbily01s@uis.edu or 206-7668, or email covid19@uis.edu to determine if this is an appropriate course of action.

e. Guests do not need to be tested before visiting campus and cannot participate in UIS’ saliva testing.

f. Guests should be free of symptoms indicative of COVID-19.

e. Non-university guests may continue to use campus outdoor spaces for walking, running, etc., but must follow all on-campus safety guidelines, which are displayed throughout campus. Outside sports organizations with existing licensing agreements with the university must adhere to the appropriate state guidelines.

Guest Guidelines—Residence Life

a. Outside guests (individuals who do not reside on-campus or within an individual’s assigned residential community) are not permitted in residential spaces.

b. Visitors (individuals who reside within the same assigned residential community) are allowed; one visitor is allowed per bed space at the same time. This means there may not be more than 8 individuals in a townhome or apartment at the same time, and there may not be more than 4 individuals in a residence hall room at the same time.
c. “Residential community” is considered an individual’s assigned residence hall or the apartments and townhomes. The four Residential Communities on campus are:
   • Lincoln Residence Hall
   • Founders Residence Hall
   • East Apartments (includes anyone from Bluebell, Larkspur, Clover or Sunflower courts)
   • West Townhouses (includes anyone from Pennyroyal, Marigold, Foxglove or Trillium Courts)

d. When visitors are present, physical distancing should be maintained and face coverings must be worn over the nose and mouth by both visitors and occupants of that room/unit.

Guest Guidelines—Office of Admission
a. Small groups of prospective students are invited to visit UIS for a Campus Visit, which includes a 30-minute presentation and one-hour walking campus tour (mostly outdoors). Each prospective student may register two guests to attend with them, for a total of nine guests per visit/tour.

b. Most buildings are closed to tours, including residential spaces. However, guests can virtually tour residential living spaces.

c. Guests are required to wear a face covering over their mouth and nose and to follow appropriate physical distancing protocols.

d. Family members may stay together as a group but should maintain six feet of distance from another family unit, guest or university member.

e. Guests will be encouraged to wash/sanitize their hands throughout their campus visit.

f. Anyone experiencing COVID-19 symptoms should not visit campus. Contact the Office of Admission to reschedule (Admissions@uis.edu).

Guest Guidelines—Construction, Maintenance and Service Contractors
a. Before starting work on campus, all construction, maintenance and service contractors are obligated under contract to comply with all safety and Restore Illinois guidelines.

b. Contractors are provided specific information on UIS’ COVID-19 safety guidelines, including those regarding the wear of a face covering over the nose and mouth, washing hands frequently and physical distancing. Anyone unwilling to comply with these standards will not be allowed to remain on campus.

c. To limit contact between UIS students and employees, contractors are directed to limit their interaction with university students and employees when traveling to and from the work site and to remain in the project work area or service site to the maximum amount practical.

d. In conjunction with the construction company/vendor, a log of employee names, contact information and dates worked on campus must be maintained and retained in the event contact tracing is necessary.

e. The university’s project manager and company’s site superintendent must have extra masks on hand in the event one is needed.

f. Construction, maintenance and service contractors are encouraged to minimize the use of shared tools and equipment.
**Guest Guidelines—Employment Applicants & HR Visitors**

a. Only two guests are allowed in the Human Resources lobby at a time; if a guest enters the lobby and finds two people already inside, they should return to the hallway and wait until one exits the lobby.

b. Civil Service testers are to wear masks at all times while in the Human Resources Building; they should wait on the blue marked Xs in the hallway of HRB outside of the Human Resources lobby to adhere to social distancing. A testing administrator will collect testers at the start of the exam. Civil Service testers must wear masks (covering mouth and nose) throughout the duration of the exam.

c. Extra masks are provided inside the Human Resources lobby for Civil Service testers and other non-university guests to wear should they not have their own.

**Guest Guidelines—Athletics Spectators**

a. UIS Athletics is working under guidelines administered by the Great Lakes Valley Conference.

b. For sports such as basketball and cross country, spectators are not allowed. Other events will be reviewed closer to the start of those respective seasons and will comply with UIS guidelines as it relates to campus guests.

**Guest Guidelines—Academic Programming**

a. Guests associated with academic programming (courses, speaker series) should engage with UIS faculty and students virtually.

b. Few exceptions, if any, will be granted and must be approved by the provost, via the appropriate dean.

**Guest Guidelines—Event Rentals**

a. Through at least Nov. 30, 2020, no external groups may contract with UIS for use of space.

**Gathering Guidelines**

During the COVID-19 pandemic, a “gathering” at UIS includes 10 or more individuals. UIS students, faculty or staff who are planning events or gatherings on the UIS campus or as part of a university-sanctioned event must adhere to the following guidelines:

a. Registered Student Organizations that are planning events should follow the established guidelines set forth by Student Life for RSOs. The Office of Student Life should vet RSO events that may involve any external guests or more than 25 participants with the COVID-19 Rapid Response Team (via the below web form) prior to providing final approval.

b. For other groups on campus, the event organizer or their supervisor must submit a Campus Gathering Request Form to the CRRT at least two weeks prior to the event to share their event plans, including:
   - date/time/place of the event
   - anticipated number of participants
   - explanation of anticipated makeup of the group (on-campus individuals only, or open to guests)
   - planned strategies to adhere to the university’s and state’s guidelines for preventing the spread of COVID-19. Strategies must include adherence to gathering size limitations, face-coverings, physical distancing, any related IDPH or CDC guidance and UIS’ guidelines for campus visitors.

**Failure to allow adequate time to evaluate the gathering may result in its cancellation.**
c. Faculty and staff requiring the use of indoor space and/or outdoor venues are reminded to coordinate and schedule space through Conference Services, Student Union, TRAC or Residence Life as appropriate. Students requiring the use of indoor spaces and/or outdoor venues are reminded to coordinate and schedule space through UISConnection.

d. Through at least Nov. 30, 2020, no external groups may contract with UIS for use of space.

Teaching & Learning

The UIS Academic Planning Team reviewed three possible scenarios for the Fall 2020 semester:

1. Face-to-face courses offered with typical university instruction and students living on- and off-campus and utilizing campus services.

2. Blended course delivery with students living both on- and off-campus and using campus services.
   - Some courses face-to-face.
   - Some courses blended and involve both face-to-face and online instruction.
   - Some courses delivered remotely.

3. All courses delivered remotely with students living off-campus.

Following consultations with local and system health experts, and in collaboration with UIS faculty and staff, it was determined that the blended course delivery would permit the University to responsibly deliver instruction to students living both on- and off-campus. The proposed blended approach is dependent upon central Illinois achieving and maintaining at least “Phase 4: Revitalization” within the Restore Illinois plan. Should central Illinois be downgraded to “Phase 3: Recovery,” the blended approach to instruction would pivot to a remote course delivery format.

General Guidelines for Teaching & Learning

1. Ensure that the health and safety of the UIS community remains the highest priority in all decision-making activities.

2. Align university plans with the Illinois Department of Public Health’s Restore Illinois plan and guidelines as well as the Illinois Board of Higher Education guidelines for safely resuming on-campus operations.
3. Align departmental and program practices with accreditation, certification and licensing guidance when available and appropriate.

**Specific Guidance for Teaching & Learning**

1. **Fall 2020 Academic Calendar and Course Scheduling**
   a. Courses will begin and end according to the dates posted on the existing academic calendar for Fall 2020.
   b. Fall Break will be canceled; classes will be held on Friday, Oct. 16.
   c. Tuesday, Nov. 3, has been identified as a statewide voting holiday in Illinois; there will be no classes on that date.
   d. All classes will be offered remotely beginning Wednesday, Nov. 25, and will continue via remote delivery through the end of the fall semester.
   e. UIS has closely examined the time and locations of on-campus Fall 2020 classes to ensure that instruction is delivered in spaces that support physical distancing and minimize crowding in hallways between classes.

2. **Instruction (In-Person and Remote)**
   a. Faculty will be supported in converting all course material to be taught effectively via remote methods. Active learning will be encouraged through the use of synchronous Zoom exercises and asynchronous online discussions. For skills that require face-to-face instruction, such as labs, modules will be developed to have such skills taught while maximizing safety. Faculty may request face-to-face sessions if that is their preferred delivery, and this will be accommodated when possible based on spaces available and safety requirements. In such situations, remote access for students who cannot attend may be provided.
   b. All academic enrichment programming (e.g., ECCE Speaker Series, Study Away programs, Model UN, etc.) may be restructured (offered remotely), postponed or canceled for the Fall 2020 semester.
   c. UIS will provide training and support to faculty through COLRS to ensure all students have an equitable opportunity to achieve course learning objectives regardless of modality.
   d. UIS will appropriately orient students to all online services and resources during the Fall 2020 semester regardless of online, in-person or remote teaching modality.
   e. UIS will continue to provide full academic support services with remote access to academic advisors and student success specialists.

3. **Grading & Assessment**
   a. Student deadline for withdrawing from courses or requesting a change in grading to the Credit/No Credit option will be Nov. 27, 2020.
   b. UIS provides access to policies, procedures and software that helps ensure academic integrity regardless of delivery modality.

4. **Instructional Spaces**
   a. Face coverings will be required in on-campus classroom settings.
      - Students will not be allowed to attend class without a face covering that properly covers their nose and mouth.
      - Students who are not medically able to tolerate a face covering need to contact the Office of Disability Services prior to the start of classes.
• Non-compliance will result in the student being asked by the instructor to obtain a disposable mask from a designated office in the building and returning to class. In the extreme or unlikely event that someone refuses to leave the class immediately when instructed to do so, the entire class will be dismissed using appropriate physical distancing guidelines. The UIS Dean of Students will be informed, and student disciplinary action will follow.

b. UIS has assessed the occupancy capacity of each instructional space to comply with physical distancing recommendations from the CDC and Illinois Department of Public Health.

c. UIS will provide training for faculty and students on physical distancing and use of face coverings in classrooms.

d. UIS has created cleaning and disinfecting protocols for each instructional space. These protocols will be posted in each classroom.

e. Students, faculty and staff will have access to disinfecting products in each classroom along with signage promoting adherence to health and safety protocols.

5. Specialized Spaces (Laboratories, Studios, Performance Spaces)
   a. UIS has adopted technology to convert highly interactive experiences to virtual experiences while preserving the quality of learning where possible.
   b. UIS has incorporated additional safety measures to enhance safety of students and faculty who are in labs, studios and music practice rooms.
   c. UIS has set occupancy limits in each specialized space based on physical distancing recommendations set forth in Restore Illinois.

6. Research and Scholarship
   a. UIS, through the Research Board, will establish plans and criteria to resume research under Restore Illinois guidelines. This includes determining when research involving human subjects and field research may be resumed or authorized.

7. Brookens Library
   a. The Library has developed customer service protocols that align with the phases outlined in Restore Illinois (e.g., limited staff only, limited staff and by-appointment, moderate staff and limited patrons, etc.)
   b. The Library has established logistical and safety procedures to enable remote ordering of and returning materials. A grab-and-go service has been established to allow patrons to pick up materials without staff contact.
   c. Service points have been evaluated, and solutions such as sneeze guards have been implemented. Self-checkout stations and open hold shelf services are being evaluated for implementation to further promote health and safety of staff and patrons.
   d. Tables and furniture have been moved to support physical distancing. There will be a reservation system for computers and study spaces, with spaces saved for a few walk-ins. Hand sanitizer will be available, and tables, computers and materials will be sanitized. Some materials will be isolated before allowing for circulation.
Academic Operations

1. **Faculty Protection**
   a. UIS will implement a process that permits faculty or staff who are at high risk due to CDC-identified risk factors to request appropriate adjustments, such as different/larger class or meeting spaces, equipment to enhance safety, adjusted teaching times, or other accommodations, such as remote teaching.
   
b. UIS will encourage virtual office hours for faculty to minimize face-to-face contact with students.
   
c. UIS has made adjustments to facilities to allow faculty to hold 1:1 meetings with students in outside areas or in common spaces, empty classrooms or conference rooms to allow for adequate physical distancing.
   
d. Isolation/quarantine policies for faculty will align with current IDPH and CDC guidelines and UIS Human Resources guidance.

2. **Faculty Training**
   a. UIS has provided ongoing training for remote instruction to faculty through COLRS and with support from summer stipends.

3. **Promotion and Tenure, Reappointment Processes**
   a. UIS has collaborated with University Professionals of Illinois 4100/UIS United Faculty and the Senate Executive Committee to conduct all personnel evaluations remotely during the 2020-21 academic year.
   
b. The opportunity to extend tenure clocks will be available.

4. **Shared Governance**
   a. UIS has included faculty, staff, students and governing bodies in Fall 2020 planning.
   
b. UIS Campus Senate anticipates continuing to meet remotely for the Fall 2020 semester.
   
c. UIS has taken additional measures to gather and monitor faculty, staff and student feedback regarding health and safety, online training and instruction, and student success.
   
d. UIS will continue to collaborate with shared governance groups to implement and conduct an end-of-term evaluation process to review what worked well and did not work well through the Fall 2020 semester.
Student Life

UIS seeks to provide a comprehensive and safe learning and living environment for its students. Several changes will be noticed this fall as UIS implements important new practices and guidelines:

**On-Campus Housing**

The Department of Residence Life will provide community, individualized attention and support for every resident to foster an inclusive residential living experience strongly supportive of academic and personal growth. Measures will be implemented to follow public health guidance and minimize health, safety and wellness risks. The following guidelines will be put into practice:

a. Occupancy will consist of double- and single-bedroom spaces, with the option to purchase a single residence hall space.

b. Guests will not be permitted in residential living spaces of the residence halls, nor in individual residential living spaces.

c. The number of move-in days will be extended to limit congestion and follow physical distancing guidelines.

d. Regular cleaning and disinfecting of community spaces, high-traffic areas and public restrooms within residential communities will be in place Monday through Friday.

e. Students will be required to wear face coverings in common areas within residential communities.

f. Housing, dining and support services will be offered to quarantined or isolated on-campus students for those who cannot return home for the 14-day period.

**Dining Services**

a. Seating in designated dining areas will be arranged in accordance with public health guidelines, including physical distancing and availability of hand sanitizer.

b. Food service options will be modified, and carry-out options will be encouraged. No self-service will be available.

c. Additional barriers will be placed between diners and staff members.

d. Food Services employees are required to wear masks and gloves when interacting with patrons.
e. All diners should wear face coverings when selecting their food and moving around the dining area.

f. Arrangements will be made to provide meals to residential students who are quarantined or isolated.

## Student Employees

a. Undergraduate Student Employees: Application and placement processes for student employment positions, both University and Work Study, will be administered in the same manner as usual.

b. Graduate Student Employees

1. **Graduate Assistants:**
   - GAs will work on campus for Fall 2020.
   - Wearing masks and practicing appropriate physical distancing will be required. Maintaining physical distancing, particularly in cases where GAs share workspaces, may require staggered work schedules.
   - GAs who are coming to campus for any reason are required to participate in UIS’ on-campus saliva-based testing. Additional information regarding frequency of testing will be provided from the university via email at uis.edu/covid-19/testing. If a GA tests positive through the UIS on-campus saliva-based testing program, they will be contacted by Health Services. If a GA receives a positive test result from a testing body outside of UIS, the student should immediately notify UIS Health Services. The student should notify the supervisor and the GA Office about their anticipated work absence. They should not return to campus until they have been medically cleared to do so. Proof of clearance should be provided to Health Services.
   - Should public health concerns lead UIS to pivot to remote learning, GAs will work with their supervisors to address work modifications. Decisions will be made in consultation with supervisors.
   - Whether working on campus or remotely, GAs are expected to work 20 hours per week through the last work day of the fall semester, Wednesday, Dec. 23.
   - For GAs graduating at the end of the fall semester, the last work day will be Dec. 12.

2. **Graduate Public Service Interns:**
   - All GPSI interns will report to work as scheduled (20 hours/week) if operations are not restricted at their workplace. In the event of an agency closure or partial closure, students should consult with and follow the direction of their immediate supervisor. If working remotely is permitted and feasible, student should continue the 20 hours/week schedule remotely under the direction of their supervisor but be prepared to return to their normal work location whenever necessary.
   - While in the workplace, physical distancing and mask wearing is required.
   - Interns who will be on campus for any reason must participate in the UIS on-campus saliva-based testing. Additional information regarding frequency of testing will be provided from the university via email at uis.edu/covid-19/testing.
   - If an intern tests positive for COVID-19 from an outside testing body, they should immediately notify UIS Health Services regarding the results, and notify their supervisor about their absence. If an intern tests positive through the UIS on-campus saliva-based testing program, they will be contacted by Health Services and should inform their supervisor about their absence. Individuals who test positive for COVID-19 should not report to the workplace until they have been medically cleared to do so. Proof of clearance should be provided to Health Services.

3. **Grad Hourly Workers:**
   - GHWs will be guided by the work assigned in their job descriptions, whether
that work is designated as on-campus or remote. Any questions should be discussed with the supervisor.

- After Thanksgiving, GHWs whose job descriptions specify remote work will be allowed to continue working with the supervisor’s permission. GHWs whose job descriptions specify on-campus work may continue to work only if we are in Phases 3 or 4 and if the supervisor agrees.
- GHWs will only be paid for hours worked.
- GHWs who are on campus for any reason should participate in the UIS testing program. Additional information regarding frequency of testing will be provided from the university via email and at uis.edu/covid-19/testing.

**Athletics**

a. Athletic events, including fan attendance, will be conducted in accordance with the National Collegiate Athletic Association Division II (NCAA D2) and the Great Lakes Valley Conference (GLVC) guidelines.

b. Utilization of TRAC will be limited to prioritize safety.

**Campus Recreation (TRAC)**

During Phase 4, spaces in TRAC will be limited to 50% capacity to support physical distancing. Guidelines for recreational activities and use of facilities will be provided through the Restore Illinois plan as well as NIRSA: Leaders in Collegiate Recreation.

- Intramural sports will be limited to individual sports and e-sports.
- Fitness equipment will be spread out to accommodate required distancing.
- Group fitness classes will not share equipment and will make use of outdoors and the arena.
- Outdoor adventure trips will be limited to nearby locations.
- Students will be encouraged to use Rec Park and abide by the guidelines.

**Student Meetings and Gatherings, Campus Events**

a. Phase 4 of the Restore Illinois Plan currently limits gatherings to no more than 50 people or 50-percent of a space’s capacity, whichever is less. This limitation will affect most campus activities, events and performances, particularly in locations such as the Student Union, TRAC, Brookens Library, Sangamon Auditorium and the Studio Theatre.

b. Guidelines for Registered Student Organizations will be developed and issued by Student Life.

c. Campus events scheduled for Fall 2020 may be:
   - held as planned within the parameters of public health guidelines,
   - delivered in a blended fashion (for example, a small number of people participating on site with electronic viewing for others),
   - delivered entirely online, or
   - postponed until a later date.

**Student Travel & Transportation**

a. University-sponsored travel for students will align with current UI System directives and comply with Illinois Department of Public Health and CDC guidelines.

b. Travel for Athletics competition will align with GLVC and University guidance.

c. Study Away programs are postponed until further notice.
Human Resources Guidance

The health and safety of the UIS community is top priority. Colleges and other units on campus are encouraged to be as creative as possible in determining a work arrangement that accomplishes the work of the unit while promoting the health and safety of employees.

Face Coverings and Physical Distancing

a. Face coverings that cover the nose and mouth must be worn when inside university facilities in all common areas (hallways, lobbies, elevators, break rooms, etc.), including classrooms. When on university property outside of buildings, face coverings must be worn when a six-foot physical distance from others is not possible. If an employee is medically unable to wear a face covering, they should contact Human Resources.

b. If it is necessary to have a face-to-face meeting, a face covering must be worn.

c. Employees (faculty and staff) can wear their own face coverings or one provided by the University. UIS will provide two cloth facemasks for each employee, including Extra Help, as well as student workers and graduate assistants. Masks are distributed by Human Resources upon request.

d. Employees will be provided appropriate PPE when work circumstances require.

e. If an employee does not comply with these safety standards, the concern should be reported to the employee’s immediate supervisor.

Employee Meetings and Gatherings

a. Phase 3 of Restore Illinois prohibits gatherings of more than 10 people. Phase 4 of Restore Illinois prohibits gatherings of more than 50 people or 50-percent of a space’s capacity, whichever is fewer. Such restrictions shall be strictly observed, and gatherings must adhere to the six-foot distancing rule.

b. Face-to-face meetings are discouraged. If possible, meetings should be conducted via phone, Skype or Zoom, even for employees who are working on site.

Employee Travel

a. University-sponsored travel will align with current UI System directives and comply with Illinois Department of Public Health and CDC guidelines.

b. Employees shall avoid non-essential work-related travel when feasible.
Workspace Safety


b. Many workspaces on the UIS campus are already set up to accommodate physical distancing. If additional measures need to be taken, Facilities and Services will work closely with supervisors to help ensure requirements are met and that practical, cost-effective and safe solutions are implemented and/or installed. Employees who have questions or concerns related to their workspace should raise those concerns with their direct supervisor.

Education and Training for Employees

a. All employees are encouraged to read and view the education and training materials on the COVID-19 Resources page at uis.edu/covid-19/resources. It is the responsibility of the unit head to make each employee aware of these resources and to encourage employees to become familiar with the safety precautions contained in these resources.


c. Unit heads are expected to provide supplemental education and training opportunities as necessary for the unit’s specific work site or working conditions.

Protocol for Employees with COVID-19 Symptoms

a. Employees need to monitor themselves for the presence of COVID-19 symptoms.

b. Employees must stay home or leave the workplace if symptoms develop and notify their supervisor if they are unable to work.

c. Employees are encouraged to call a health-care provider to seek guidance if feeling ill and should not report to on-site work until until it is determined they do not need to quarantine or be tested for COVID-19. If directed to quarantine by the UIS Testing Team, public health officials or the employee's health-care provider, the employee should alert Human Resources and complete the full quarantine period before returning to work.

d. Employees should not visit an on-campus testing site if they have symptoms or a known exposure to an individual who is positive for COVID-19.

Protocol for Employees Who Test Positive for COVID-19

a. Employees (faculty and staff) who test positive for COVID-19 are not to report to the workplace and should immediately notify their supervisor regarding their absence.

b. Employees should also immediately contact Human Resources (see below) for information on available leave options and instructions for returning to work.
   - Employees who have tested positive for COVID-19 must follow the most recent public health and CDC guidelines available at the time. Medical certification may be required before an employee can return to work.

c. The UIS Testing Team and the appropriate public health department will conduct contact tracing and will alert individual employees if anyone on campus is considered a close contact of the affected individual. Directives to self-quarantine or isolate will come from Public Health or the UIS Testing Team.

d. If a supervisor becomes aware that an employee has tested positive for COVID-19, they should immediately alert Human Resources (uishr@uis.edu). For privacy reasons, the identity of an employee who has tested positive for COVID-19 must remain confidential.
e. Employees who need to isolate or self-quarantine but feel well enough to work remotely can do so.
f. All employees must cooperate with contact tracing efforts by the UIS Testing Team and public health officials.
g. Employees should not break quarantine or isolation for testing.

**Leave Options for COVID-19 Related Absences**

a. The Families First Coronavirus Response Act (FFCRA) provides up to two weeks of Emergency Paid Sick Leave and expands the Family Medical Leave Act for COVID-19 related absences.

b. Additional information, forms applicable to these specific leave types, and additional guidance are offered on the UI System HR Families First Coronavirus Response Act resource web page.

c. UIS employees seeking to take one of these leaves need to call Human Resources at 217-206-7237.
UIS Planning & Response Teams

**Spring 2020 Planning & Response Team:**
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Jerry Joseph, Associate Provost for Budget & Administrative Planning
Brian Kelley, Director of Residence Life
Lorie Mick, Program Director, Health Services
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Ross Owens, Police Captain
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