

NLU Continues

Reopening Guidelines



NATIONAL
LOUIS
UNIVERSITY

July, 2020

TABLE OF CONTENTS

3	Introduction
4	Disclaimer
5	Reopening Plan Contributors
6	NLU Emergency Contact Information
7	Terminology
8	Access to Campus Facilities
10	Return to On-Campus Workplace
11	Healthy Community Interactions • Social Distancing • Hygienic Requirements • Gathering Sizes • Personal Protective Equipment • Building Access
12	Enhanced Cleaning
13	Screening and Monitoring
14	Training
14	Contact Tracing
14	Travel Restrictions
15	Containment and Response
17	Closure
17	Academic Planning
17	Meeting and Event Planning
18	Appendix 1: COVID-19 Employee Self-Screening Acknowledgement Form
19	Appendix 2: COVID-19 Student Self-Screening Acknowledgement Form
20	Appendix 3: Return to On-Campus Work Plan Outline
22	Appendix 4: Return to On-Campus Work Procedures
25	Appendix 5: Closing Decision Tree and CDC Guidance
26	Appendix 6: Guidelines for Planning Meetings and Events

INTRODUCTION

As both Illinois and Florida re-open following months of stay-at-home orders, National Louis University (NLU) is carefully planning for our fall term with the safety of our community as our foremost priority. Strictly following guidance from federal, state, and local public health agencies, NLU has developed **NLU Continues**, our comprehensive reopening plan, which has four goals:

1. Present the criteria and the schedule for reopening NLU facilities;
2. Provide guidelines for NLU employees to return to on-campus workplaces;
3. Provide screening, monitoring, and response instructions for facilities once they have opened; and
4. Provide safety and logistical guidance for academic planning.

NLU assumes that the fall term will begin under Phase IV of Restore Illinois and Phase II of Reopen Florida. Accordingly, and using **NLU Continues** as an operational framework, we anticipate that a return to on-campus work plans will include a combination of remote and on-campus work. Likewise, we expect that instruction will either be hybrid (a combination of face-to-face and remote instruction), or completely remote, with optional on-site learning experiences. During Phase IV (IL) or Phase II (FL) high-risk employees will retain the option to work remotely and high-risk students are advised to enroll in fully remote courses.

Currently, supervisors are working under guidelines outlined by Human Resources, with full return to on-campus work plans that were completed on July 15, 2020. Likewise, academic leaders are developing instructional plans under guidelines for higher education in Phase IV (IL) and we anticipate these plans will be finalized no later than August 1, 2020. The staff and instructional plans will be integrated and details will be published on the **NLU Continues** website as they are finalized. Both of these plans are being developed with the understanding that NLU will return to full remote operation if required by public health officials.

In the **NLU Continues** reopening plan, you will find official policies and procedures for maintaining public safety standards, step-by-step guidance for responding to and containing health risks, and guidelines to help faculty prepare a safe learning environment. It is expected that each NLU employee read the following document carefully and follow its policies conscientiously. Rigorously adhering to these regulations will help ensure that everyone in the NLU community feels comfortable and safe enough to flourish throughout the entirety of the reopening process.

To stay updated, please look for the weekly #NLUStrong COVID-19 e-newsletter, visit nl.edu/alert, or email covid19@nl.edu.

DISCLAIMER

This planning document is subject to change based on guidance from federal, state, and local governmental agencies. It is also subject to revision based on available evidence, governmental mandates, and evolving public health conditions. Given these qualifications, the plan provides a framework for returning to on-campus work and providing student services in order to deliver instruction with the rigorous screening and monitoring requirements necessary to maintain a healthy community.

SOURCE MATERIALS

Center for Disease Control and Prevention Higher Education Guidance:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Restore Illinois:

- <https://coronavirus.illinois.gov/s/restore-illinois-introduction>

Safely Launching Academic Year 2020 (Illinois Board of Higher Education Guidance)

- <https://www.ibhe.org/Safely-Launching-Academic-Year-2020.html>

City of Chicago Industry Guidance for Higher Education:

- [Phase IV Guidance: Be Safe. Higher Education \(pdf\)](#)

Reopening Florida's Schools

- [Higher Education Guidance \(pdf\)](#)

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EMERGENCY RESOURCES AND CONTACT INFORMATION

The NLU Emergency Notification System will send employees and students short message service (SMS) text messages in the event of an emergency. Follow the instructions on the [Notification System](#) page to sign up and/or update your emergency contact information. In this rapidly changing crisis, it is critical for everyone to receive such messages to ensure they have accurate and updated contact information on file.

EMERGENCY PHONE NUMBERS

The following are the emergency phone numbers to be aware of at each of our campuses:

Campus	Extension (on-campus)	Phone Number (off-campus)	Building Manager
Chicago	x3333	312.261.3333	x3429
Lisle	x4444	630.874.4444	x4512
Skokie	x2222	224.233.2222	x2592
Wheeling	x5555	847.947.5555	x2592
Tampa	x6125	813.491.6125	x6125

PUBLIC SAFETY POLICY AND PROCEDURES HANDBOOK

A summary of the University's general policies and procedures for safety and general reporting is contained in the [Public Safety Policy and Procedures Handbook](#).

TERMINOLOGY

At-Risk-Individuals: Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

Close Contact Exposure: Defining close contact for the purposes of contact tracing includes the following factors: immediate proximity to an individual who has subsequently been positively diagnosed; the duration of that exposure (e.g., longer exposure time likely increases exposure risk); whether the individual has symptoms (e.g., coughing likely increases exposure risk); and whether the individual was wearing a facemask at the time of exposure (which can efficiently block respiratory secretions from contaminating others and the environment). Recommendations vary on the length of time of exposure but 15 minutes of close exposure should be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

COVID-19 Symptoms: Individuals with COVID-19 can present a wide range of symptoms with a varying degree of severity. Typically, symptoms may appear 2-14 days after exposure to the virus.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Social Distancing: Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social distancing, please stay at least 6 feet (about 2 arms’ length) from others. Do not gather in groups and stay out of crowded places and avoid mass gatherings. Wearing face coverings does not minimize the need and importance of social distancing.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

ACCESS TO CAMPUS FACILITIES

National Louis University is a multi-campus institution across two states. As such, developing our reopening plans requires navigating federal guidelines published by the [Center for Disease Control and Prevention](#), state orders from both [Illinois](#) and [Florida](#), as well as local guidance from the City of Chicago. NLU will reopen by providing access to its facilities in a phased approach consistent with the City of Chicago orders as they provide the most conservative guidelines. This cautious approach balances public health requirements with support for students who have expressed a need for access to technology and connectivity, or a quiet place for study. As conditions permit, NLU will open facilities in the following phases:

1) Restricted Access, **2)** Limited Access, **3)** Limited Instruction, **4)** Continued Instruction, and **5)** Full Operations.

PROTECT CHICAGO	NLU CONTINUES	
STRICT STAY-AT-HOME	Remote Learning & Working	Restricted facilities and remote instruction.
STAY-AT-HOME	Remote Learning & Working	Restricted facilities, remote instruction, and work for essential roles only.
CAUTIOUSLY REOPEN	Restricted Facilities Access	Facilities can reopen; return to on-campus work planning coordinated by Human Resources. (June 15 for IL; June 8 for FL)
	Limited Facilities Access	Additional facilities can reopen; return to on-campus work can begin as outlined by Human Resources. (July 6, 2020)
GRADUALLY RESUME	Limited On-Campus Facilities Access	Limited on-campus instruction can resume, scope of return to on-campus work plan is expanded. (TARGET: August 3, 2020)
	Continued On-Campus Facilities Access	On-campus instruction can resume.
PROTECT	Full Operations	Larger campus events can occur (more than 50 ppl); Higher risk employees and students can return.

ACCESS TO CAMPUS FACILITIES (cont.)

RESTRICTED ACCESS began on Monday, June 15, 2020. During this phase, only the 2nd floor of 122 S. Michigan, the 1st floor of Wheeling, and the Florida offices (which were opened on a restricted basis on June 8, 2020) are open. Staff and students must comply with healthy community interactions and expectations as outlined below to obtain entry.

During the next phase, **LIMITED ACCESS**, expanded facilities are opened, including 18 S. Michigan and the Lisle campus, and the North Shore campus by appointment. We entered this phase at the start of the Summer Term, on July 6, 2020. National Louis will continue to update the campus community about the transition from restricted to limited access to our facilities.

LIMITED INSTRUCTION at National Louis will coincide with the GRADUALLY RESUME phase for the City of Chicago. As conditions permit, this phase would allow for on-campus instruction of Kendall College lab classes, which are currently planned to begin August 3, 2020. During this phase, remote summer courses could also sponsor on-campus supplemental course activities.

CONTINUED INSTRUCTION at National Louis is also part of the GRADUALLY RESUME phase, but while it continues to impose stringent public health conditions (as outlined below), it would also expand on-campus instruction beyond Kendall College lab classes. If conditions permit, this would coincide with the start of the Fall term, which is scheduled for September 21, 2020. The scope of welcome week and other opening activities will be determined by the public health conditions at the time and the resulting guidelines from city and state officials.

FULL OPERATIONS at National Louis will coincide with the final phases of the PROTECT CHICAGO, ILLINOIS RESTORED, and RE-OPEN FLORIDA plans as established by the City of Chicago and the states of Illinois and Florida, respectively.

RETURN TO ON-CAMPUS WORKPLACE

In accordance with local, state, and federal guidelines, NLU will provide those employees who are [classified as High Risk](#) by the CDC with the option to continue working remotely in Phase III and Phase IV in Illinois and Phase I and Phase II in Florida. Exceptions include those staff performing essential roles necessary to operate under RESTRICTED ACCESS and LIMITED ACCESS as outlined above.

For planning purposes, if you are a High Risk individual as identified by the [CDC guidelines](#) and will be requesting accommodations as a vulnerable individual, please complete the [HR COVID-19 Communication Form](#) by July 1, 2020, or before you return to campus.

Unless classified as high risk by CDC, if a position is considered to be essential for the purposes of being on-
Unless classified as high risk by the CDC, if a position is considered to be an essential on-site role, or if remote work at any time causes undue hardship on the department or University, NLU reserves the right to deny or modify the accommodation. The needs of the institution and the students will both be considered as decisions are made regarding the continuation of remote-work arrangements.

During RESTRICTED and LIMITED Access, employees returning to campus, either for a pre-approved work related visit or before they are scheduled to return to on-campus work **must** complete the COVID-19 Employee Acknowledgement Form ([Appendix 1](#)) available through the NLU portal. They also are required to check in with security, or the building manager, to ensure we schedule follow-up cleaning in areas where employees have been working.

Under the direction of Human Resources, each supervisor will create an individualized return to on-campus work plan to begin in Phase IV (IL) and Phase II (FL). The plan to return to campus will include staggered shifts and will prioritize employee safety by adhering to public health guidelines and enhanced cleaning as described below. As a rule, minimal staffing levels will be maintained until conditions permit a transition to increased staffing levels as we move from limited to full instruction phases as described above. An outline of return to on-campus work process is available in [Appendix 3](#).

HEALTHY COMMUNITY INTERACTIONS

Every member of the NLU community has a personal role to play in keeping themselves - and each other - safe during the coronavirus pandemic by adhering to federal, state, local and institutional public health guidelines. Creating conditions for healthy interactions among our community members will be an essential component of personal responsibility in our reopening.

- **Social Distancing:** Originally referred to as “physical distancing,” social distancing refers to keeping space between yourself and other people, and is among the most effective methods for limiting exposure and curbing community spread. To practice effective social distancing, you should maintain 6 feet distancing, or more, in all settings, including during ingress and egress. Protective shields will be installed on service counters and other locations where social distancing may be compromised. Congregation of students, employees, and guests in hallways should be limited or avoided as much as possible. When necessary, floor markings and signage will redirect foot traffic patterns. Furniture in common areas will be arranged to promote and maintain social distancing.
- **Gathering Sizes:** NLU will limit gatherings of employees in meeting and conference rooms, and other gathering points based on occupancy and regulatory guidelines. Whenever possible, virtual meetings and gatherings are still preferred. To ensure social distancing, NLU will limit all room capacity to 25% and no more than 50 people for the duration of phase IV and phase II of the Illinois and Florida recovery plans, respectively. Elevator capacity should also be 25% (typically 2 persons). NLU will display reduced maximum-occupancy signage in all classrooms and meeting rooms in use.
- **Hygienic Requirements:** Personal attention to hygienic practices will be critical, especially for campuses where faculty, staff, and students rely on public transportation. Everyone should wash their hands upon entering and regularly throughout the day. Refrain from shaking hands or physical touching, and avoid touching the nose, mouth, or eyes. Hand sanitizers will be widely available in each classroom, and at, or near, common areas and high-touch surfaces. Employees should restrict shared use items (e.g., keyboards, phones). Hygienic practices will be posted throughout facilities detailing CDC guidelines on hygiene standards and cleaning protocols. Cleaning products will be available in each classroom, common area, or other gathering space, and community members should disinfect shared equipment or furniture before and after each use.
- **Personal Protective Equipment:** All individuals must wear face coverings over nose and mouth in any outdoor and indoor common spaces (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering). Face coverings are not required in any setting where it may cause a safety hazard (e.g., in a specialized laboratory); if face coverings are not possible, take extra precautions (e.g., social distancing). Staff, faculty, and students in individual office spaces or rooms can remove face coverings when alone, but should wear them when leaving their spaces or if someone joins them.
- **Building Access:** NLU will evaluate ingress and egress points to maximize social distancing and limit physical contact. Wherever possible there will be one-way entry/exit for every building. Prior to leaving home, all individuals are encouraged to self-identify symptoms and stay at home if symptomatic. Prior to entering campus or buildings, or attending other events, staff and students should always self-screen to ensure no symptoms of COVID-19 exist. City guidelines require that any individual attempting to enter the building/campus who is ill or exhibits COVID-19 symptoms be denied access. NLU guests must also follow the standard public health protocols expected for NLU community members. NLU community members are responsible for sharing community expectations with their guests. NLU will display signage at entry/exit points and other high-traffic areas.

ENHANCED CLEANING

NLU will perform thorough, regular cleanings at each of our campuses. Following CDC and CDPH guidelines, cleanings will include frequent wipe down of high-touch areas including bathrooms, doorknobs, light switches, offices, classrooms and office tables, chairs, doorknobs, desk phones and copy machines. Frequent wipe down is defined as a cleaning that occurs at least once every two hours. In addition to these frequent wipe downs, NLU will have all areas cleaned nightly.

During the initial re-opening phase, NLU will limit general access to certain floors. This limited access will allow cleaning crews to more efficiently and comprehensively focus on the necessary locations. While the frequent cleanings will occur on the floors that have been opened in this limited-access time period, security personnel will also identify any employees who come into work on any of the other floors at a particular campus. A note of those employees will be made so that special cleanings of those areas can also be targeted by day porters and facilities personnel accordingly.

As the number of floors that open up expands, we will augment cleaning services accordingly. When classes are in session, there will be cleaning between each classroom session in addition to continued monitoring and cleaning of high touch areas.

SCREENING AND MONITORING

As noted by both CDC guidance and Chicago ordinances, faculty, staff, and students must stay home and should not come to campus in any of the following conditions: if they are presenting COVID-19 symptoms (see [terminology](#)); if they have tested positive for the virus; if they have been exposed to someone who has; if they have had close contact (see definition) with someone who is symptomatic; or if they are currently sick. Each member of our community is being asked to prioritize their health and wellbeing, and to use self-screening to keep everyone else safe by staying home if necessary. In addition to complying with the healthy community interactions and public health guidelines, NLU will post signage at all entry points to remind faculty, staff, students, and guests to self-screen before entering our campus facilities.

Before returning to or upon first entering campus, all employees and students will be required to affirm through an online form that until federal, state, and local agencies deem it safe, they will comply with COVID-19 guidelines (see appendix for employee and student forms). The acknowledgement form for all faculty, staff, and students outlines expectations that include, but are not limited to:

- Self-screen daily before coming to campus and stay home if you are not feeling well or have been exposed to COVID-19;
- Practice social distancing at all times;
- Increase your personal hygienic practices when you arrive to campus, and while on campus;
- Use face-masks at all times;
- Use your ID to scan at ingress and egress point;
- Follow revised foot traffic patterns and elevator capacities.

Individuals who have not self-screened will be denied access to the campus. Employees who self-screen and are presenting COVID-19 symptoms should alert Human Resources via the [HR COVID-19 Communication Form](#) and remain at home. Students who self-screen and are presenting COVID-19 symptoms should report to Student Affairs via the [Student COVID-19 Form](#), who can then provide a note to faculty for courses in which they are enrolled.

NLU's Culinary programs will define and implement screening criteria that are consistent with current best practices in the food service and hospitality industries.

To monitor adoption of public health guidelines, NLU will utilize its security team and student employees to conduct regular rounds throughout its facilities to ensure compliance with guidelines.

TRAINING

As we move to instructional access to campuses, NLU will launch a COVID-19 training module to ensure that all members of the campus community possess a good working knowledge of COVID-19, associated precautions against infection, and campus policies and procedures concerning the pandemic. Training will include an institution-wide module supplemented with an orientation specific to Kendall College. This COVID-19 module will be a quick and informative training that will detail all requirements related to access and instruction at each campus location.

CONTACT TRACING

Once campuses are open, NLU will track individuals entering campuses so that contact tracing can be performed if there is a confirmed exposure. Scanning of employee and student identification cards will be mandatory and there will be limited points of entry. Faculty will be asked to record in-person attendance to ensure the accuracy of course rosters. All events and meetings will be digitally entered into an event depository. A guest sign-in protocol will be implemented to ensure that NLU visitors are recorded with contact information.

TRAVEL RESTRICTIONS

In addition to the CDC, both Illinois and Chicago Departments of Public Health recommend against non-essential domestic and international travel. Any international travelers should stay updated with, and closely adhere to, the CDC's [travel advisories](#). International students traveling to National Louis University for study are expected to self-quarantine for 14 days after arriving in the United States.

In an abundance of caution, NLU is requesting faculty, staff, and students to fill out the [Travel Information Form](#) if you expect to return to NLU to work or study after traveling internationally. If you elect to travel to any country that is now or may in the future be listed under alert levels 2 or 3, NLU may require additional precautions prior to your return to campus.

CONTAINMENT AND RESPONSE PLAN

Employees and Commuter Students: Per public health guidance, anyone who tests positive for COVID-19 will be required to self-quarantine for 14 days, and can only return to campus after a medical professional clears them and they are no longer experiencing any symptoms. As outlined in **NLU Continues** reopening guidelines, employees and students are required to notify the University if they test positive for COVID-19 (see below for website link).

Residential Students: If a residential student is suspected of having COVID-19, or tests positive for COVID-19, they must notify the University (see below for website link). NLU will identify a housing alternative for the purpose of quarantine or isolation. If possible, students who are positive for COVID-19 should return home, transported by a means other than public transportation. Any student isolated under the care of the University will have all meals delivered during the quarantine period. Quarantine spaces will be equipped with items that include quarantine instructions as outlined by the CDC, including soap, hand sanitizer, paper towels, cleaning supplies, masks, and garbage bags.

Students and Employees Confirmed or Suspected to have COVID-19

As outlined in the COVID-19 Student Acknowledgement Form, a commuter student must report to the University if they develop symptoms of COVID19, have a positive test for COVID-19, or if they have been exposed to someone with COVID-19 in the last 14 days, through the Student COVID-19 Reporting Form. For such students, a representative from Safety and Security will serve as their case manager to ensure they receive support from the University and help coordinate any accommodations necessary.

Prior to move-in, and while living on-campus, residential students will be reminded regularly about their expectations to follow public health guidelines as outlined in the COVID-19 Student Acknowledgement Form (Appendix 2). If a person is unsure if they have symptoms or should be tested, they should use the CDC self-checker or the Mayo Clinic COVID-19 self-assessment tool to evaluate symptoms. If a resident student is unable to return home, they will be required to quarantine in facilities provided by the university and remain under the case management of the director of Residential Operations and Auxiliary Services until cleared by a medical professional.

For employees experiencing COVID symptoms, the employee and/or their supervisor are required to notify Human Resources of symptoms through the Employee COVID-19 Reporting Form. In addition to reporting COVID symptoms, all employees should contact Human Resources if they have a positive test for COVID19, or have been exposed to someone with COVID-19 in the last 14 days. If the employee is working on-campus, employees will be required to return to remote work or self-quarantine, depending on recommendation of medical professionals. As outlined by the CDC, employees and students who have been exposed to an individual with symptoms or a COVID-positive individual will be contacted by the University and advised to self-monitor for symptoms.

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CONTAINMENT AND RESPONSE PLAN (cont.)

Academic Accommodations

While flexible assignment deadlines may sufficiently address students concerns, students may also request formal accommodations through NLU's Americans with Disabilities Act (ADA) services. If students are seeking formal accommodations because of a positive diagnosis, they should first complete the Student COVID-19 Reporting Form and include medical documentation of their diagnosis. After completing that documentation, students should schedule an intake with their ADA Specialist. Based on CDC Guidance, students will be provided with temporary accommodations in accordance with the ADA (1990) and Section 504 of the Rehabilitation Act (1973) that typically range between two to six weeks depending on the severity of their symptoms and the directives from their attending physician.

Cleaning and Disinfection of Exposed Areas

Once a student or employee is isolated, classrooms or offices they were in will be closed for at least three days. After the isolation period, the exposed room or office will be cleaned. All exposed, high-traffic areas and high-touch surfaces will also be cleaned according to CDC guidelines. If the contact-tracing process reveals additional areas the person was in, those areas will also be cleaned.

Communication

For all known cases of COVID, NLU will notify the local departments of health, the positively-diagnosed individual(s), and those who may have been in direct, sustained contact with the person(s).

The individual with the confirmed case will be advised to follow all instructions from the appropriate public health department. Human Resources will inform exposed employees about the appropriate documentation required prior to re-entering the workplace.

NLU's Public Information Officer will proactively communicate non-personally identifiable information on confirmed cases through multiple information channels, including campus-wide email, mass SMS messaging, and the institution's COVID-19 website.

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CLOSURE

For NLU, closure may occur by individual class, by campus building, by state, or may be institution-wide.

Closure may temporarily extend remote learning/working based on contact tracing and campus exposure. Closure decisions are informed by the criteria outlined by CDC guidance, see: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Following contact tracing of a positive COVID-19 case:

IF contact tracing impacts less than 2 (TWO) rooms/spaces within a campus, those rooms and individuals assigned to those rooms will move to remote learning/work for 14 days to isolate, and the rest of the campus/building will remain open.

IF contact tracing impacts 3 (THREE) or more rooms/spaces within a campus, individuals within these spaces will move to remote learning/work for 14 days to isolate. The rest of campus will close for 2 (TWO) days to thoroughly clean and disinfect the campus. Closure applies to only the exposed campus, not the whole institution.

IF contact tracing indicates exposure and subsequently one or more of the exposed parties test positive, campus closes for 14 days for isolation.

IF contact tracing indicates student/staff entered multiple campuses (i.e. teaching in Wheeling and Chicago), both campuses are closed for 2 days to thoroughly clean and disinfect.

IF building tenants/external staff in shared buildings (18 S. and 122 S.) are exposed, the degree of potential exposure will be an important factor in determining the length of closure.

The above guidelines may vary slightly depending on the specifics of the individual situation.

ACADEMIC PLANNING

The **NLU Continues** reopening guidelines provide an operational and logistical framework to maintain a safe environment for academic continuity at National Louis University. Academic leaders are utilizing these guidelines to consider what changes must be made to teaching pedagogy and academic scheduling to ensure healthy community interactions. We anticipate such plans to be released on or about August 1, 2020.

MEETING AND EVENT PLANNING

The **NLU Continues** provides guidelines and expectations for event coordinators to integrate into their planning for meetings and events. Coordinators planning events and meetings are expected to adapt these safety guidelines without exception. Given the need for enhanced cleaning, possible contact tracing, and compliance with healthy community interactions, open meetings and events should be planned at least a month in advance. Closed meetings include classes that do not have a previously assigned classroom by the Registrar. For specific guidelines, please review [Appendix 6](#).

APPENDIX 1

COVID-19 EMPLOYEE SELF-SCREENING ACKNOWLEDGEMENT FORM

I agree to self-screen on a daily basis and alert Human Resources via the [HR COVID-19 Communication Form](#) prior to coming to campus of any changes to my status.

I agree to stay home if showing any COVID-19 related [symptoms or signs of sickness](#) and complete the COVID-19 HR Communication form for screening.

I agree to self-disclose, via the COVID-19 HR Communication form, prior to coming to campus if I have been symptomatic, in close contact with someone who is a confirmed positive, or myself have been considered a confirmed or presumed positive of COVID-19 in the last 14 days.

I agree to participate in social distancing with other employees and when serving NLU students and guests.

I agree to wear personal protective equipment (facemasks, gloves, etc.) as outlined by state and local mandates. I agree that I will not host or sponsor any in-person event in which I cannot obtain social distancing and/or which violates the following state guidance:

- More than 10 individuals in Phase III or more than 50 in Phase IV in [Illinois](#)
- More than 10 individuals in Phase I or more than 50 in Phase II in [Florida](#)

Further, I agree to register all events and take attendance for the purposes of contact tracing if needed.

I agree to practice personal hygiene such as frequent handwashing upon arrival, departure and throughout the day, and utilize hand sanitizer as needed in public spaces.

I agree to report any travel outside the United States through the [University Travel Report form](#).

As previously communicated, we anticipate minimum on-campus staffing levels during Phase III and the beginning of Phase IV in Illinois, or Phase I and early Phase II in Florida. However, for planning purposes as we eventually start to reopen the campuses, in the event that you are a High Risk individual identified by the [CDC guidelines](#) and will be needing vulnerable population accommodations we are asking you to complete the [HR COVID-19 Communication Form](#) by July 1, 2020, or before you return to campus.

I acknowledge that every member of the NLU community has a personal role in keeping themselves and each other safe during the coronavirus pandemic by adhering to federal, state, local and institutional public health guidelines. I acknowledge and agree to the above statements through Phases III and IV of the Restore Illinois plan and Phase I and Phase II of the Re-open Florida plan.

APPENDIX 2

COVID-19 STUDENT SELF-SCREENING ACKNOWLEDGEMENT FORM

Focusing on your personal health and wellbeing has always been an important part of working towards your educational goals. That focus on health and wellbeing is even more critical while you pursue your studies during the COVID-19 pandemic. As such, to keep yourself and others healthy, NLU is asking all students to review and acknowledge our community expectations on healthy interactions based on guidance from the [Center for Disease Control and Prevention](#), and the departments of public health from [Illinois](#), [Florida](#) and [Chicago](#).

I acknowledge that I, like every member of the NLU community, have a personal responsibility in keeping myself, and others, safe during the coronavirus pandemic by adhering to federal, state, local and institutional public health guidelines.

Therefore, I agree to [self-screen](#) on a **daily** basis and stay home if I am showing any COVID-19 related [symptoms or signs of sickness](#).

I agree to self-quarantine if I have been symptomatic, in close contact with someone who is a confirmed positive, or myself have been a confirmed or presumed positive of COVID-19 in the last 14 days. If so, I agree to and complete the [COVID-19 Student Communication Form](#).

I agree to report any travel outside the United States through the [University Travel Report form](#).

I understand that over the course of the summer, access to facilities and services will change depending on guidance and direction from federal, state and local agencies. To ensure that in-person services are available, I understand that it is recommended that I call ahead to confirm access to facilities and availability of on-campus services.

If I come to campus, I agree to practice personal hygiene such frequent handwashing **upon arrival**, departure and throughout the day, and utilize hand sanitizer as needed in public spaces.

If I come to campus, I agree to scan in and out (or sign in at security if a building scan is unavailable) for the purposes of contact tracing in the event I need to be notified of potential exposure. As such, I agree to carry my NLU ID card for checking in and out at campus facilities. Students in Florida should ensure they have a state ID is an NLU ID in unavailable.

If I come to campus, I agree to participate in social distancing while on campus with NLU employees, students, and guests. I also agree to follow revised elevator capacities, observe reduced room capacities, and foot traffic directions.

If I come to campus, I agree to wear personal protective equipment (facemasks, gloves, etc.) as outlined by state and local mandates.

In addition, I acknowledge that I should not participate any in-person meeting or event in which I cannot obtain social distancing and/or which violates the following state guidance:

- More than 10 individuals in Phase III or more than 50 in Phase IV in [Illinois](#)
- More than 10 individuals in Phase I or more than 50 in Phase II in [Florida](#)

APPENDIX 3

RETURN TO ON-CAMPUS WORK PLAN OUTLINE/ QUESTIONNAIRE

What positions (not employees) are required for essential on-site operations in Phase III (Phase I in Florida)?

What positions (not employees) are required for on-site operations in early Phase IV (Phase II in Florida)?

What positions (not employees) are required for on-site operations once NLU returns to on-site instruction?

Which campuses need on-site representation?

What are the core hours for the department?

What are the regular start and end times for the department?

Does your department's workspace currently achieve spatial distancing*?

NOTE: This can be via walls or 6+ feet between workspaces

If your positions require one-on-one meetings with students, do you have meeting spaces that currently achieve spatial distancing*? *NOTE: This can be via walls or 6+ feet between workspaces*

*Do you need to schedule a time to meet with Facilities prior to returning to campus to evaluate the workspace?

The following employees are receiving a vulnerable population accommodation and will be working remotely:

APPENDIX 3 (cont.)

Whenever possible, the university encourages the department heads to use a schedule rotation to minimize exposure and need for facility changes. If your department cannot use a rotation for spatial distancing, please explain:

To minimize bottleneck at points of entry and exit, the university encourages the department heads to have a staggered start and end time for their employees.

The university encourages cross-training and contingency planning in the event of illness, and strongly recommends that those cross-trained individuals are not on campus at the same time until Phase V (Phase III in Florida).

Please put the schedule rotation for each Phase for your department including campuses, WFH, and staggered start/end times for your department here:

Phase III:

Early Phase IV (before on-site instruction begins):

Phase IV once on-site instruction begins:

Department: _____

Supervisor: _____

Vice President approval: _____

Human Resources approval: _____

APPENDIX 4

RETURN TO ON-CAMPUS WORK PROCEDURES

IL PHASE III, FL PHASE I (Begins June 3, 2020)

- Majority of work continues remote
- All instruction continues remote
- COVID-19 Employee Self-Screening Policy and acknowledgment form is launched and takes effect
- Facilities and Security employees only return to on-site
 - Deep Clean and Sanitation of the facilities
 - Review cleaning schedule and staffing and adjust as necessary for Phase III and IV
 - Daily cleaning and sanitation increases
 - Focus on high touch surfaces, restrooms, and water fountains
 - Cleaning and sanitation plan and schedule is distributed to all employees
- Evaluate building needs for social distancing
 - Move furniture as necessary
- Security employees monitor
 - Where anyone who requests access to the building goes (Insure that access is restricted to approved areas)
- Completion of the [COVID-19 Employee Self-Screening acknowledgement form](#) prior to campus entry
- Maintaining spatial distance for students who come to use the facility
- Limiting access to computer lab if there are others waiting

Buildings begin to reopen on June 8 in Florida and June 15 in Illinois for restricted access.

Any additional mandatory on-site positions are defined by department heads and pre-approved.

Employees submit High Risk need forms to HR

- Supervisors are informed of accommodations to be able to prepare their department plan
- Employees are encouraged to prepare Child Care planning for IL Phase IV (FL, Phase I)
- Child care accommodations to end June 30, 2020 in Illinois presuming IL has completed Phase III (FL, Phase I)

continued >

Employees are trained on the Presence system for taking attendance in in-person meetings in Phase IV

Supervisors write department plan for IL Phase IV and FL Phase II

- HR alerts supervisors of High Risk accommodations requirements
- Staggered start times to reduce the number of employees entering the building at a time
 - What **positions** need to be onsite (approval required, see above)
 - ◆ Alert HR if there is a need for job reassignment
 - ◆ What campus(es) require onsite coverage
 - What spatial distancing changes does the department need?
 - ◆ Workspaces rearranged for 6 feet distancing
 - ◆ Schedule rotations between remote and onsite
 - ◆ Meeting spaces for one-on-one tutoring, advising, etc. rearranged for 6 feet distancing

EARLY IL PHASE IV and FL PHASE II (July 1st – July 31)

- Face coverings are required on-campus
- Instruction continues remote
- Majority of work continues remote
- Approved High Risk employees remain fully remote
- Kendall culinary and other mandatory Kendall employees report to campus
 - Completion of set-up and move in begins in July
 - Preparation for culinary lab instruction to begin August 3, 2020
- Supervisors can begin to implement their departmental return to campus plan if necessary
 - Communication regarding the date that employees will return is required to the following
 - ◆ Human Resources
 - ◆ Facilities
 - ◆ Security

All meetings of 50 or more conducted remotely

- Less than 50 conducted remotely if spatial distancing (6 feet) cannot be executed
- All in-person meetings include attendance and a roster
 - Attendance recorded in the Presence system for contact tracing purposes

continued >

APPENDIX 4 (cont.)

Before students return to campus, do test runs on social distancing measures with employees

- Elevator lobby lines
- Security desk lines
 - ID badge check in
- One-way staircases

IL PHASE IV, FL PHASE II (anticipated August 1st)

Kendall Culinary lab instruction begins on-site August 3rd

Face coverings are required on-campus

Encourage social and spatial distancing in all areas

Approved High Risk employees continue to work remote

- This will be evaluated every 30 days during IL Phase IV and FL Phase II

All meetings of 50 or more conducted remotely

- Attendance is taken through the Presence system at all in-person meetings

Fall instruction can begin on campus

IL PHASE V and FL PHASE III

Events of more than 50 can begin in-person

High Risk employees return to campus

APPENDIX 5

APPENDIX 5: CLOSING DECISION TREE

School Decision Tree

All Schools Regardless of Community Spread



*Short (potential 2-5 Day)
Building Dismissal to
Clean/Disinfect/Contact
Trace in consultation with
local health officials*

No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school



*Monitor changes in
community spread*

Minimal to Moderate OR Substantial Community Spread

M/M



Is community spread Minimal to Moderate or Substantial?

S



- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- Consider ways to accommodate needs of children and families at high risk.

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building WITH EXTENDED SCHOOL DISMISSALS.
- Consider ways to accommodate needs of children and families at high risk.



Full document: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf>

APPENDIX 6

APPENDIX 6: GUIDELINES FOR PLANNING MEETINGS AND EVENTS

IL PHASE III, FL PHASE I (Begins June 3, 2020)

Closed Meetings and Events: Meetings with a specific invite list. Examples include staff meetings, class meetings, and audience specific event. Invitation list should not exceed reduced 25% capacity or not greater than 50 individuals (including a hosts and planners).

Open Meetings and Events: Meetings without a preset list of attendees. Examples include open houses, student events, guest speakers or panel discussions, social events, etc. Open meetings should be planned with at least a month lead-time to allow required RSVP process to ensure that attendance does not exceed capacity (25% of room capacity, not to exceed 50 individuals).

Event & Meeting Checklist:

1. Planners should secure appropriate approval from department head before proceeding with planning.
2. Planners should be aware of reduced room capacity when requesting room or facility.
3. If the event has food, all food and drinks should be individually wrapped (e.g. Box lunches or individually wrapped sandwiches). No food is to be served family or buffet style. All drinks should be individual servings, no drink pitchers should be used. Planners should use recyclable and disposable plates, cups, and cutlery.
4. Once room or facility is confirmed, planners should create an event in Presence/Eagle Life App for the purposes of attendance and, if needed, for advance participant registrations.
5. Open meetings require a month lead time to secure a room or facility approval.
6. Open meetings require an RSVP process with total participants set at capacity limit (25% of room capacity, but not to exceed 50 individuals including hosts and speakers).
7. Planners are required to enforce all public health requirements (social distancing, face coverings, and provide hand sanitizers at event). Planners should display [CDC signage](#) at event.
8. The day before the event, registration for open events should closed and planner should send attendees a confirmation with safety expectations.
9. Planners should manage event ingress to facilitate social distancing especially if check-in is required.
10. At beginning of event, planners must remind guests of expected behaviors such as social distancing, wearing face coverings and location of rest rooms for personal use.
11. Attendance of all individuals (including hosts and speakers) at the event must be tracked via Presence/ Eagle Life app with a required check in process, to ensure ability to facilitate contact tracing, if necessary.
12. At closing of event, planners should manage egress to ensure social distancing.



NLU Continues

Reopening Guidelines



NATIONAL
LOUIS
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Emergency Response Team

July, 2020