



Augustana
COLLEGE

#AugustanaStrong

**COVID READY RESPONSE
HANDBOOK & INFORMATIONAL
GUIDE**

8/10/20

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July 29, 2020

Augustana College Community Members,

The COVID-19 global pandemic continues to have an unprecedented impact on the daily life of the United States and the world. Augustana College is not immune to the impact this pandemic has caused. To resume in-person classes and to create a wonderful face-to-face student experience, everyone in the community will need to adhere to the Augustana response plan for co-existing with COVID-19.

The administration and a number of college task forces have considered guidance from numerous public health agencies such as the Centers for Disease Control and Prevention (CDC), Illinois Board of Higher Education, Illinois Department of Public Health, and the American College Health Association.

A theme among these public health agencies is that recommendations and guidance provided are intended to control the spread of the COVID-19 virus. The provided guidance and Augustana's response to that guidance do not eliminate the risk of transmission of or contraction with the COVID-19 virus while on campus.

As stated by the American College Health Association, campuses must deploy primary public health interventions to slow transmission and reduce mortality associated with COVID-19. These measures include availability and appropriate use of personal protective equipment (PPE); environmental measures such as enhanced cleaning and disinfection; and protocols for physical distancing, testing and contact tracing.

Augustana College has instituted each of these primary public health measures and many more to reduce the risk of COVID-19 transmission. However, by returning to work, resuming in-person classes and delivering a face-to-face student experience, there is an unavoidable potential risk of contracting COVID-19.

As the college's primary guiding principle for responding to this pandemic states, our top priority is the safety of our students and employees, as guided by the CDC and state and local guidelines. The college will not waiver in our commitment to the safety of the campus community, and our adherence to the public health guidance positions us to co-exist successfully with COVID-19 this fall.

High-quality academic and co-curricular experiences are signature to an Augustana education. Together, through personal and community accountability and responsibility, we can pursue those experiences on campus.

I look forward to working together to adhere to our COVID-19 response plan and to make this temporary new normal a memorable, positive experience on campus at Augustana College this fall.

Sincerely,

Wesley H. Brooks, Ph.D.
Vice President and Dean of Students

Executive Summary

This report details Augustana College's response to the COVID-19 pandemic and supports the Augustana Strong Task Force's recommendation to resume in-person classes and a face-to-face student experience this fall.

The policy, processes and recommendations of the Augustana Strong Task Force are informed through review of numerous public health organizations, including the Centers for Disease Control and Prevention, the Illinois Board of Higher Education, the Illinois Department of Public Health, the Illinois Recovery Plan, and the American College Health Association.

The various sections of this informational handbook reflect Augustana's attention to specific health organization guidance, questions asked by community members throughout the planning process, and the college's desire to reduce the risk of transmission of and infection with the COVID-19 virus.

Key items in this report include:

- Guiding principles of Augustana's response to COVID-19, which is anchored by the top priority of well-being of campus community members.
- Importance of campus-wide communication about policies and procedures to co-exist with COVID-19 during the 2020-2021 academic year.
- Augustana's intentional and systematic adherence to public health guidance and recommendations. See Appendices for details.
- Required training for all members of the campus community.
- Required physical distancing throughout campus, including classrooms.
- Mandatory use of face coverings.
- Temporary smoking ban at Augustana.
- In partnership with Genesis Health, the launching of a monthly voluntary surveillance saliva testing program, set to begin by early September.
- Ongoing surveillance of class attendance and reported illnesses will occur to determine if community spread is happening.
- A robust contact tracing program is in place.
- Traffic flow has been evaluated, will continue to be evaluated, and is being addressed through signage, floor decals and a foundational principle of "Stay to the Right."
- Daily self-health screenings and temperature checks will be expected for all community members through the use of a free app called CampusClear.
- Most classes will be offered in a hybrid learning format to accommodate distance learning needs.
- Cleaning standards will meet all CDC guidelines, and the college will adopt a "gym mentality" to wipe down surfaces after personal use.
- Residential Life has instituted new policies limiting visitors and de-densifying residence hall rooms with smaller square footage measurements.
- Admissions tours will include some indoor touring as of August 31, 2020.
- Outside events and visitors, beyond admissions, will be discouraged. Outside events and interested renters will need Cabinet-level approval prior to those events occurring.
- Dining Services will be contactless and provide numerous options both through eat-in and grab-and-go.

- Student Counseling Services will provide telecounseling options for students, as well as in-person sessions when deemed necessary.
- PepsiCo Recreation Center and the Westerlin Activity Center have established a Return to Operations plan that aligns with Phase 4 guidance of the Restore Illinois Plan and is informed by the National Intramural and Recreational Sports Association (NIRSA).
- While the College Conference of Illinois and Wisconsin (CCIW) has suspended conference competitions, all fall sports at Augustana will be offering team activities. The Carver Center and the Fairchild Family Strength Center have established policies and practices aligning with NCAA resocialization guidelines, such as health screenings, testing, temperature checks and maintaining small groups, will be followed in delivering team activities, including practices and strength training.

Augustana College is an organization dedicated to its mission which states “Augustana College, being deeply rooted in the liberal arts and sciences and an inclusive expression of Lutheran higher education, is committed to offering a challenging education that develops the qualities of mind, spirit and body necessary for students to discern their life’s calling of leadership and service in a diverse and changing world.”

The plan outlined within this policy handbook and informational guide will allow us to continue fulfilling that mission on campus.

Summary of Key College Policies

1. Physical distancing must be exercised at all times.
2. Use of face coverings is required, both indoors in all community spaces and also outside when close contact (within 6 feet of others) is unavoidable. All community members should always have a mask readily available.
3. All community members must complete the daily self-health screening, including a self-temperature check.
4. The college expects all community members to follow proper hand hygiene guidance.
5. Community members must follow directional signage in hallways, stairways, entry/exit doors, etc.
6. Effective immediately, Augustana College will temporarily become a smoke-free campus.
7. The college expects all community members to adopt a “gym mentality” and use provided disinfectants to wipe down surfaces and devices previously used.
8. Meetings must be held in virtual environments whenever possible, including academic advising sessions, administrative meetings and student club meetings.
9. Surveillance testing (20% of students, faculty and staff) will occur on a monthly basis.
10. The college expects community enforcement of adherence to these expectations.

Important Student Guidance

1. Students must complete COVID-19 educational training prior to returning to campus.
2. Students must commit to socializing in new and creative ways that allow for physical distancing and group sizes of less than 50 people, and whenever possible, fewer than 30 people.
3. Students' primary communication should be through the use of the Starfish flag "I'm not feeling well" to inform the college of their illness or use the "Notifying the Dean of Students Office I missed class" flag in Starfish when that happens. Email communication with Residential Life staff, professors and Associate Dean of Students Laura Schnack is also recommended.
4. Students must follow the quarantine and isolation process in its entirety.
5. Students are expected to adhere to the limited visitor policy in the residence halls.

Important Employee Guidance

1. All employees must complete COVID-19 training upon returning to work.
2. Whenever possible, in lounges or shared spaces, high touch/shared items such as reusable kitchen items, shared appliances including coffee makers and refrigerators, and magazines, pens and staplers should be removed or replaced by single-use or no-touch options.
3. Faculty must wear face masks when teaching. The Illinois Board of Higher Education guidance indicates face shields are not a replacement for face masks.
4. Faculty must provide adequate time for students to wipe down used surfaces at the end of class. Five minutes is recommended.
5. Per American College Health Association guidance, faculty must implement consistent in-person seating arrangements to facilitate contact tracing in the event of a positive or suspected positive COVID-19 case.
6. Faculty must use Arches to indicate class absences. Recurring absences or a high number of absences during a particular class period or week should be immediately reported via email to Associate Dean of Students Laura Schnack at lauraschnack@augustana.edu or communicated through Starfish.



COLLEGE-WIDE INFORMATION

GUIDING PRINCIPLES TO RESPOND TO COVID-19

- Our top priority is the safety of our students and employees, as guided by the CDC and state and local guidelines.
- It is our goal and expectation to offer in-person classes in the fall because we believe in-person classes and the residential experience are what is best for Augustana students.
- Augustana will absorb additional costs associated with reopening under CDC standards and will seek to raise additional funds to enhance financial aid for families hit hardest by the crisis.
- Augustana will develop high-quality alternatives in the event that we are not able to open on August 31 to in-person classes, including a delayed starting date.
- Augustana will make a decision about in-person classes when as many facts as possible are known, but soon enough to give appropriate notice. We will not rush to a premature conclusion.

I. COMMUNICATION

Combining training with awareness is an important partnership to ensure education is occurring in the Augustana community. The awareness campaign at Augustana includes a minimum of four modes of delivery including signage, social media, videos and public service announcements.

Signage

Signage at Augustana is being reimagined this summer. Examples of new and increased signage community members will see on campus include directional instructions for high-traffic areas, reminders about physical distancing and proper hygiene practices, and CDC-recommended cleaning procedures.

Social Media

Social media is an important part of the COVID awareness campaign. Please consider joining/following Augustana College on these platforms:



The college posts COVID-related content to these platforms regularly. Below is an example of a post recommended by the CDC.

SOCIAL DISTANCING WORKS – Keep Up the Good Work, Augie Community!

Practice social distancing by putting space between yourself and others. Continue to practice healthy habits to help slow the spread of #COVID19.

Wash your hands for at least 20 seconds.

Clean and then disinfect frequently used surfaces.

Stay home if you're sick.

Avoid touching your face.

Learn more about staying safe and healthy at [cdc.gov/covid19](https://www.cdc.gov/covid19) #CDC #PublicHealth

Videos

In addition to signage and social media, videos are being used to continue informing and educating the community. Internal campus videos have been shared with the campus community during the summer. One example of an internal video was President Steve Bahls' plans for reopening. In addition to internal video updates, the CDC and other health organizations are using videos to build awareness, such as this video about Social Distancing. Videos will be shared periodically through Augustana campus email.

A complete list of Augustana COVID-19 informational videos can be found [here](#).

Public Service Announcements (PSAs)

Public Service Announcements (PSAs) will serve as another important educational tool for the Augustana community. Student leaders are assisting in the development and message-sharing through PSAs. Examples of PSAs similar to what the college plans to use include Every Day Prevention Actions and How to Avoid Spreading COVID-19, which are provided by the CDC.

Through these communication strategies and awareness-building measures, the college's response to COVID-19 will continue to garner ongoing attention throughout the remainder of the summer and into the fall semester.

Campus-wide COVID-19 Positive Case Communications

In the event a student or employee is diagnosed, we will not automatically send a campus notice. It is important for our communication strategy to maintain privacy of our community members. The college will provide information as required by legal and health authorities, and we will work closely with the Rock Island County Public Health Department.

II. Opening Convocation

Due to the size restrictions for groups, Opening Convocation will not occur this fall in its traditional format. Rather, three separate programs will replace Opening Convocation. First, an Opening Pep Talk intended for parents and students will occur at 7 p.m. on Monday, August 24. This informational “pep rally” will feature speakers from the Augustana community.

Second, President Bahls will conduct an official Opening of the College on Monday, August 31, for students. The video will be shared with students at 8 a.m. and will include President Bahls dressed in academic regalia and officially opening the college for the 2020-2021 academic year.

An important component of the traditional Opening Convocation is an aspirational activity of what students hope to achieve during their four years at Augustana College. This convocation activity will be adopted by first-year (FY) advisors during week one of the fall semester.

III. Accountability Measures

Policy Enforcement

Due to the COVID-19 pandemic, Augustana is temporarily adopting policies recommended by public health guidance.

Adherence and accountability to temporary COVID-19 related policies, such as mask-wearing and physical distancing, is critical to the ongoing delivery of in-person classes at Augustana College. Enforcement of these policies will require approaching them from a few different angles.

1. Clearly communicate expectations. Students and all community members will receive multiple notices regarding new expectations prior to returning to campus. All community members will complete mandatory online training about preventing the spread of COVID-19. All community members will sign a pledge indicating their commitment to follow the guidelines. Communication and Marketing is building out a comprehensive communication campaign including videos, signs and posters to provide constant reminders of the expectations.
2. Confrontation training. Residential Life created a short tutorial video to teach faculty and staff how to respectfully address non-compliance. That video was shared in the Human Resources newsletter on July 29. Our expectation is that all college employees will be able to respectfully and effectively address non-compliance.
3. Documentation: In the rare instances when students resist requests to comply with policy, we have created an online incident report form that any community member can use to document the incident. The form is linked on the [“faculty and staff”](#) and [“current students”](#) portals of the Augustana.edu website.
4. In instances where students are behaving dangerously or are being uncooperative, staff may call Police and Public Safety for assistance at 309-794-7711.
5. Residential Life and the Dean of Students Office will use the following sanctions when formal action is taken and students are found responsible for violating COVID-19 policy:

A. First offense: Warning and educational sanction

B. Second offense: Warning and \$50 fine

C. Third offense: Probation, \$100 fine and housing relocation if warranted

D. Fourth offense: Referral to Dean of Students, dismissal from campus housing and/or dismissal from attending on-campus classes and activities

The college expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Listing all forms of behavior that are unacceptable in the workplace is not possible; instead it is expected that employees will use good judgment and rely on feedback from managers and supervisors to establish and enforce appropriate workplace behavior.

In most cases, a series of steps will be followed when discipline is necessary. These steps will not be followed in all cases, and Augustana College reserves the right to follow alternate courses of discipline.

The disciplinary process used in response to employee performance problems and/or misconduct will be determined by the college in light of the facts and circumstances of each case. While a variety of factors may be taken into consideration, the college generally will consider:

- seriousness of the situation
- employee's past conduct and length of service
- nature of the employee's previous performance or incidents involving the employee

More information regarding the college's Progressive Discipline policy can be found in the Employee Handbook.

Augustana Pledge: Augie Allies

Students, faculty and staff will be asked to sign the Augie Allies pledge. This pledge indicates a community member's willingness to adhere to expectations within Augustana's COVID-19 response plan and other public health guidance. By signing the pledge, it signals a commitment to personally doing everything possible to assist the college in reducing the risk of transmission and spread of the virus, acknowledging that it is not possible to eliminate the risk entirely.

Students will access the Augie Allies pledge through the COVID-19 Student Training being shared by August 15, 2020, via Augustana email. Faculty and staff will have access to the pledge through the Self-Attest form after completing the return-to-work training. Below is a copy of the Augie Allies pledge.



AUGIE ALLIES

A PLEDGE TO STOP THE SPREAD OF COVID-19

As Vikings, we keep learning, and
adapting to what goes on around us.
Always moving together.

And today, the effects of this
pandemic impact our friends, our
family, and our world, meaning we
must work together to protect the
health and safety of our own family
here in Rock Island.

TOGETHER WE WILL WORK, AND BECOME AUGIE STRONG.
THROUGH UPHOLDING COMMUNITY PRINCIPLES AND
DOING OUR PART, WE WILL STRENGTHEN AS ALLIES IN
THE FIGHT AGAINST COVID-19.

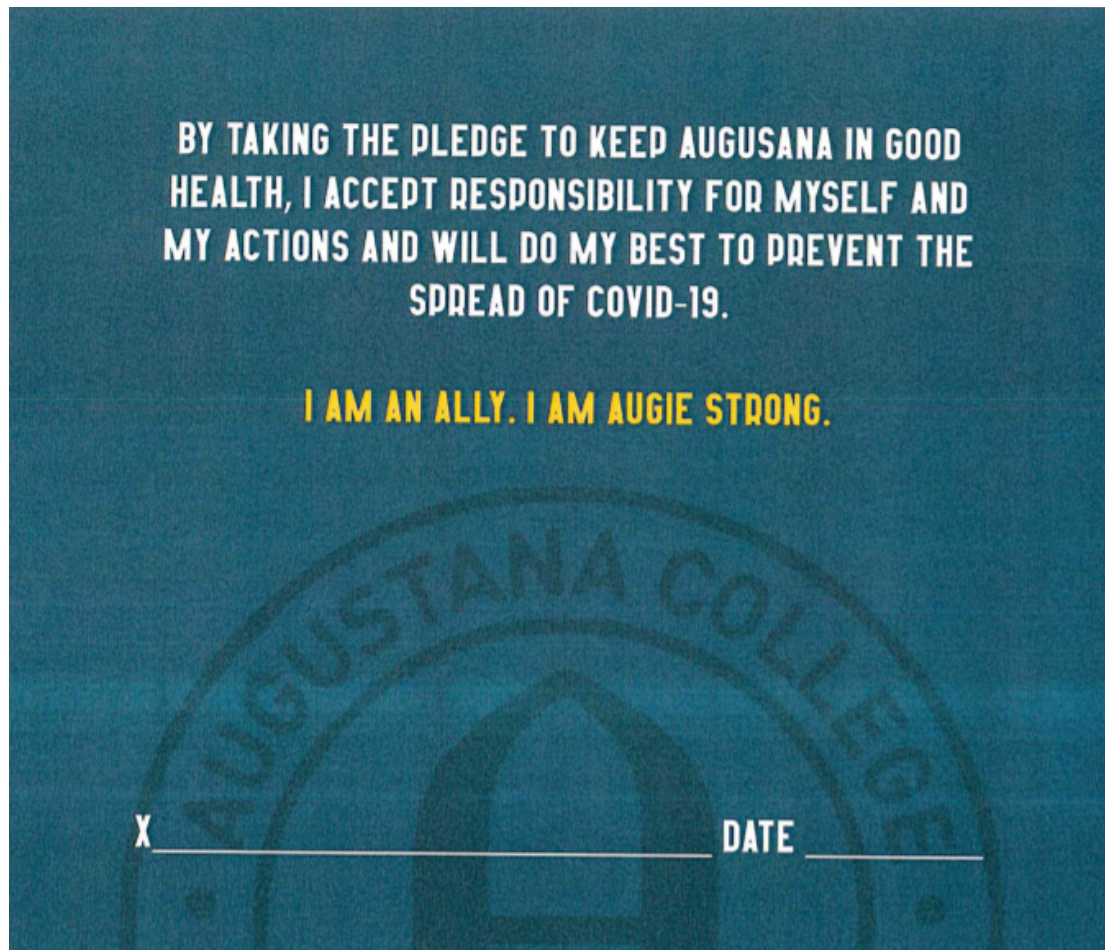
I pledge to do my part to keep our community in good health as I return to the City of Rock Island and to the Augustana College campus.

I understand that COVID-19 is a serious disease, and that I have a role in the fight against COVID-19 and commit to responsible actions and to being an accountable member of both the Viking and Quad-Cities community.

We know that the virus does not respect race, ethnicity, national origin, gender, sexual orientation, age or physical ability. During this time of great uncertainty based on the COVID-19 pandemic, I will treat my peers, faculty and staff with the respect every human being deserves and not promote, participate in or allow my own bias to impede the access and opportunity of others in my community.

I pledge to uphold the Augustana Community principles every day by demonstrating personal purpose, respecting others and supporting my college and adopted hometown of Rock Island by:

1. Following public health guidelines in place to help protect myself and others. I will adhere to the guidelines for wearing a face covering (or mask) when required.
2. Protecting myself and others in high-traffic areas of campus or situations where physical distancing isn't possible to reduce the spread of COVID-19.
3. Keeping my hands clean and sanitized while on campus, around Rock Island and at home.
4. Adhering to capacity limits in social situations to prevent high-spread scenarios.
5. Modifying my actions and encouraging others to do the same as guidelines and recommendations adapt over time.
6. Helping trace contact with the virus (will not get in trouble for being in the wrong place at the wrong time). If I have a change in my health status, I will follow the reporting protocol requirements and provide accurate and complete information.



IV. Public Health Guidance: Transmission Mitigation Efforts

Self-Health Screening and Temperature Checks

As employees continue to return to work and students arrive on campus this fall, everyone will notice new health screening and temperature check protocols in place with community health being top of mind. In an effort to help minimize the spread of COVID-19, Augustana College requires health screening and temperature monitoring for all faculty, staff, students, contractors and visitors who must be on campus, in accordance with the Illinois Department of Public Health (IDPH) and the Rock Island County Health Department (RICHD). It is our shared duty as community members to act responsibly and comply.

Currently, the college is utilizing the [Internal Self Screening Tool](#), which allows community members and visitors to complete a health screening using an online form.

As part of our comprehensive strategy for controlling the spread of COVID-19 on campus, we are also in the process of deploying #CampusClear, a daily self-screening app and campus “FastPass” developed by Ivy.ai and Creighton University. Currently we are in the initial testing phase of implementation. This free app will be available for both IOS and Android devices and will allow users to complete their daily health screening in less than 10 seconds!

CampusClear App: How Does It Work?

Once the college has finalized testing of the app, an email containing an invitation link will be sent to all campus community members encouraging them to download the app for their appropriate device (IOS or Android). Once the app is opened, community members must register using their Augustana.edu email address. Campus visitors must register with a personal email address and phone number for contact tracing efforts. Individuals will be required to take their temperature and complete the self-screening each day. Based upon their self-screening results, users will receive an appropriate response (e.g., “Welcome to campus,” “Please stay home,” “Please seek medical attention”). Those who are symptom-free will receive a date-stamped “FastPass” displayed on their phone, allowing them campus access for the day. Some locations, such as the PepsiCo Recreation Center, will require notification of the “FastPass” at the time of entry. Individuals who are symptomatic will not be granted the “FastPass” and will receive additional instructions on what to do next. Please refer to the “What To Do If I Feel Ill” section of this document for further information on what to do if you do not receive a “FastPass.”

As described in the Welcome Kit information, a personal thermometer will be provided to each student upon move-in to assist with temperature checks. Employees will be expected to obtain a personal thermometer. However, for those community members who may not have a personal thermometer, several self-serve temperature check stations (utilizing handheld “no-touch” scanning thermometers) will also be available in the following locations:

- Public Safety, receiving entrance – Sorensen Hall
- Founders Hall, main entrance area
- PepsiCo Recreation Center, main entrance reception area
- Olin Center, 1st floor reception area near computer lab
- Carver Center (athletics), main entrance reception area
- Gerber Center, main entrance by Dining Services
- Tredway Library, main entrance vestibule

Upon using the self-serve temperature check station, community members will need to access the CampusClear app to complete the health screening to receive their “FastPass” for easy and fluid travel throughout campus for the day.

Physical Distancing Policy

COVID-19 is primarily transmitted via respiratory droplets, which are expelled by breathing, speaking, coughing, sneezing, singing, etc. These droplets can transmit COVID-19 if they come into contact with the eyes, nose or mouth of another individual either directly (droplets enter the mucous membranes or respiratory tract before falling from the air) or indirectly (when droplets are transferred from a surface to the mucous membranes by hands or other contaminated objects). These droplets vary in size and will fall from the air at various distances (based on their weight and velocity) after being expelled from the nose or mouth.

Physical distancing is an important step in preventing COVID-19 transmission because most of these respiratory droplets fall from the air within 1 meter (3 feet) of the person who expels them and nearly all other droplets fall within 2 meters (6 feet) of the person who expels them. Some lighter droplets may be carried farther, making physical distance from one another important in prevention of disease transmission. Physical distancing will be practiced as part of a multi-layered approach to the prevention of COVID-19 on campus. This includes required use of face coverings, enhanced disinfection procedures across campus, maximized ventilation in campus buildings, monitoring of symptoms and class absences, increased emphasis on hand hygiene, and protocols for contact tracing, isolation and quarantine.

The physical distancing policy addresses classrooms and campus meeting spaces as well as on-campus living spaces and public areas, including the library or Gerber Center. To reduce the risk of COVID-19 transmission during on-campus activities, all members of the Augustana community, including visitors, contractors and guests, should do the following:

- Remain at least 6 feet apart from one another whenever possible, including in classrooms, dining areas, common housing areas and outdoors.
- Follow all directional signs in hallways, stairways, entry/exit doors, etc.
- Refrain from physically greeting others with handshakes, high fives, etc.
- Hold meetings, including academic advising sessions and administrative meetings, in virtual environments whenever possible.
- When interactions must occur face-to-face, they should occur in a physical space that allows for 6 feet of distance between all attendees. Verify modified room capacity via Astra before scheduling.
- Utilize electronic means for submission of forms and requests whenever possible.

Face Coverings Policy

Research has demonstrated that the use of cloth face coverings (also called non-medical face coverings) can significantly reduce the transmission of COVID-19 by capturing respiratory droplets that carry the virus from one person to another. Respiratory droplets are produced when we breathe, talk, cough, sneeze, sing, etc. Even those who are not feeling ill can be infected and potentially transmit the COVID-19 virus to other people. The virus can be transferred directly (by droplets coming into contact with the mucous membranes of the eyes, nose or mouth or the respiratory tract of another person before dropping out of the air) or indirectly (by being transferred from a contaminated surface to the eyes, mouth or nose by the hands or other objects). The use of cloth face coverings is a form of source control, reducing both the number of respiratory droplets released into the air that may have contact with another person's eyes, nose or mouth, and the number that will fall to surfaces like desks or doorknobs where they can be transferred to another person. Cloth face coverings also provide a degree of protection for the wearer as well as reduce opportunities for droplets to enter the respiratory tract.

Acceptable Face Coverings – Acceptable face coverings include reusable cloth masks composed of two or more layers of tightly woven fabric or disposable medical-style masks that cover the mouth fully, the cheeks at least halfway to the ear, the nose above the tip, and extend below the chin. Masks must be made of tightly woven fabric or from non-woven, melt-blown materials like those used in medical-style masks. *It is not permissible to wear any face covering composed of materials that allow visible gaps between the fibers in the mask where it covers the mouth, nose, cheeks or chin. This prohibition includes any face covering made from yarn, string, rope, mesh, net or similar materials.*

Use of Face Shields – Under current guidelines from CDC and IBHE, students wishing to wear a clear plastic face shield in place of a cloth face covering or mask must seek approval from the Dean of Students Office or Disability Services prior to making the change. If a clear plastic face shield is approved for wear in place of a cloth face covering or mask while on campus, it must extend beyond the chin, wrap at least back to just in front of the ears on both sides, and must have a headband that sits snugly against the forehead with no gaps between the forehead and the headband or the headband and the shield.

Expectations for Face Covering Use for All Members of the Campus Community – The consistent use of face coverings on campus is intended to reduce the transmission of COVID-19 in our campus community. The face coverings policy addresses on-campus spaces, both indoors and outdoors. Other policies on use of face coverings exist that govern specific activities such as athletics or experiential learning activities. All members of the Augustana community, including visitors, contractors and guests, are expected to:

- Wear face coverings correctly, with both mouth AND nose fully covered (chin to bridge of nose). If wearing an approved face shield, the shield must be worn in the fully “down” position.
- Wear a face covering at all times in indoor common areas, including all classrooms and meeting spaces (even when 6 feet of physical distance can be maintained).
- Wear a face covering in any outdoor area where it is not possible to maintain at least 6 feet of physical distance from others.
- Keep a face covering available at all times in case an unexpected situation arises where one is needed and not already being worn.
- Keep a supply of additional face coverings available to ensure a clean face covering is available as needed (changed or washed at least daily).
- Properly dispose of any non-reusable masks in the garbage (should not be recycled).
- Maintain physical distance of at least 6 feet whenever possible even when wearing a face covering.

Washing Reusable Face Masks – CDC guidance states that reusable face masks should be washed after each use. That can occur through the use of a washing machine or masks can be washed by hand. You can find CDC guidance on washing reusable face masks [here](#).

Proper Hand Hygiene

The CDC explains that keeping your hands clean is especially important to help prevent the virus from spreading. Augustana College is adopting the guidance from the CDC that states people should wash their hands often. Specific details are as follows:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- It’s especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.

Food and Drinks in Classrooms

No eating is allowed in classroom/lab spaces until further notice. Eating and drinking require masks to be removed and may increase exposure. All beverages must be in a container with a lid.

Testing Protocol

Augustana College is partnering with Genesis Health Systems to provide surveillance testing for members of the Augustana community. The college is seeking volunteers from the student population as well as from the employee population. To volunteer, complete this [form](#). All volunteers will be required to sign an authorization form that allows Augustana College access to test results.

The saliva-based test (non-invasive spit test) will be administered by Genesis Health employees on campus. The administration site will be the PepsiCo Recreation Center on the southwest corner of campus. Augustana staff will establish schedules for testing. Like everything with the pandemic, testing protocols are being refined and revised as more knowledge is gained. At this time, Augustana plans to test 10-15% of the population, through volunteers, on a weekly basis throughout the entire fall semester. Additional testing beyond the fall semester will be added as necessary.

Samples will be tested by Corteva, with results provided to Augustana College and test subjects within 48 to 72 hours. This timeframe is the intended turnaround time for test result reporting; timeframes may be delayed as testing demands or other factors change. Genesis has developed an innovative relationship with Corteva Agriscience, which has the capability and capacity for performing these tests.

Students, faculty and staff will be informed of their individual test results. Augustana College will also have access to the test results. Individuals who are not willing to share test results with Augustana will not be eligible to participate in the testing program.

The testing protocol established in partnership with Genesis Health Systems will be as follows:

- Augustana College makes a call for volunteers ([access form](#)).
- Participation in the Augustana surveillance testing program is fully voluntary for students, faculty and staff and will be at no additional cost to Augustana community members.
- Random selection from the weekly volunteer pool will take place 48 to 72 hours prior to the scheduled test date each week.
- Those selected will be informed of their scheduled testing date and time at least 24 hours in advance through Augustana email. It is critical to the process flow for test participants to arrive no more than 5 minutes early and not be tardy. These tight windows maintain physical distancing, efficient processing time and greatly reduce the risk of mismatched samples when dealing with a large volume of tests.
- The testing process should take no more than 15 minutes from beginning to end. While efforts will be made to reduce scheduling conflicts and missed class time, faculty should excuse selected students from class for a short period of time to participate in the testing process.

- 10-15% of the student body, through volunteer participation, will be tested weekly for an entire month. As a new month begins, a new random selection of participants will occur with all participants being eligible for selection each time.
- 10-15% of employees, through volunteer participation, will be tested weekly for an entire month. As a new month begins, a new random selection of participants will occur with all participants being eligible for selection each time.
- Tests will be administered by Genesis staff who will wear all required PPE, including the use of double gloves to further reduce contamination of samples.

Surveillance testing is not designed to identify all positive cases in the community. Rather, it is designed to provide insight into the effectiveness of the entire multi-component plan to reduce the risk of COVID-19 transmission in the Augustana community including, but not limited to, health screenings, physical distancing, use of face coverings and contact tracing.

Testing for symptomatic community members is available as needed and at the community member's expense, following a recommendation from a health care provider, through the Augustana Convenient Care Clinic – Powered by Genesis (paid for through the college's Surveillance Testing Program) or at the Genesis Convenient Care Walk-In Clinic (paid individually) at 3900 28th Avenue Dr., Moline, Ill., 61265. Genesis asks that people experiencing COVID-19 symptoms call ahead prior to walking in. Please call 309-281-2840.

Cleaning Protocols

Approved Cleaning Protocols for Augustana

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of the reopening of Augustana College. The following procedures have been implemented on campus to reduce the potential for exposure to COVID-19 on our campus. These procedures started on campus as of March 2020, allowing for a return to work and classes as necessary.

Clean *and* disinfect frequently touched surfaces (e.g., door handles, sink handles, grab bars, hand railings, bathroom stalls, dining hall tables, chairs) within the Augustana College facilities at least daily once per shift and disinfect between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible and disinfected between uses.

The cleaning process mentioned above consists of the usage of a soap and water solution and physical wiping of all surfaces mentioned. The cleaning process is immediately followed with an application of disinfectant spray that is left on the surface to air dry. All disinfectant products used on the campus are EPA-approved products for killing COVID-19.

Soft and porous materials such as carpet, rugs or material in seating areas will be be thoroughly cleaned and/or laundered when possible. Considering of removing soft and porous materials in high-traffic areas on campus is being implemented.

It is the responsibility of the Building Services Department of Augustana College for the cleaning and disinfecting of all hard and soft materials mentioned above on a daily basis. This process takes place prior to the start of classes each morning Monday through Friday starting at 6 a.m. The disinfecting procedures will continue throughout each day as necessary in common areas, stairwells, restrooms, etc. Faculty and staff offices will be supplied with cleaning materials for use by those individuals utilizing those areas. When additional supplies are necessary, a work order may be created by the Building Services Department staff.

Classroom disinfecting between classroom uses will be conducted by faculty and students as directed by faculty members in those assigned locations. Facilities has created a new second-shift Building Services team that will start its shift at 1:30 p.m. and end at 10 p.m. Monday through Friday. This team's primary responsibilities will be the continuation of cleaning and disinfecting as directed in the residential facilities only (e.g., Swanson Commons, Erickson, Westerlin, Seminary, Andreen, Gerber Center).

Saturday and Sunday cleaning and disinfecting schedules also have been created. The primary focus will again be the residential facilities along with re-stocking of paper products as required. The Gerber Center dining restrooms and the Tredway Library main floor and restrooms will be included. Sporting events on campus utilizing Carver, PepsiCo and the Ken Anderson Club will be cleaned and disinfected on an as-needed basis with the appropriate amount of staffing as required.

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

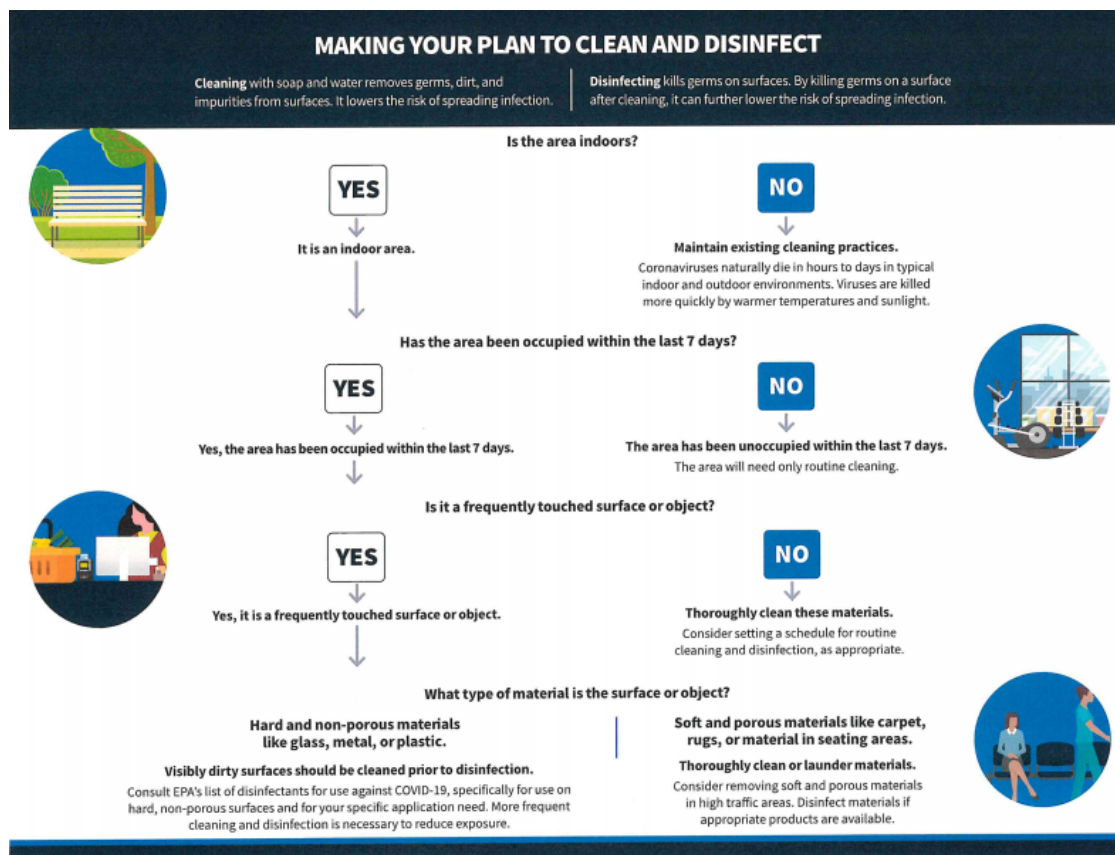
MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



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Community ‘Gym Mentality’ – Cleaning

In addition to the ongoing cleaning being done by staff, the college is requesting all members of the community adopt a “gym mentality.” The gym mentality approach asks all members of the community to do the following:

- Wipe down surfaces before and after personal use with products provided. Examples include students wiping down their classroom workspaces upon arrival and departure and library tables upon arrival and departure.
- Disinfecting products with instructional signage will be provided in all classrooms and community spaces.
- Facilities personnel will not clean individual offices. This is in part to avoid as much contact with other people and surfaces as possible but also due to the extra attention that high-touch surfaces, high-traffic areas, classrooms and restrooms will receive daily.
- Use proper hygiene practices including, but not limited to, washing hands frequently, using hand sanitizer, sneezing into the elbow and avoiding touching one’s face.

Furniture

All furniture is to remain in its home location. Desks/chairs, etc. may be bagged or taped off so they are not used, but they are not to be removed from the room. The college does not have adequate storage space to relocate these items nor could we guarantee they would make it back to their original location.

HVAC/Air Circulation

The Centers for Disease Control and Prevention (CDC) and the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) provide guidelines to reduce disease transmission by airborne particles by primarily increasing outdoor air ventilation and filtration efficiency.

CDC guidelines as they relate to modifying HVAC systems to handle the COVID-19 pandemic state as follows:

Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- *Increase ventilation rates.*
- *Increase the percentage of outdoor air that circulates into the system.*

The Mechanical Department of Augustana College has incorporated both of the above recommendations where possible on campus. In those areas on campus where these actions are not possible, due to mechanical designs and configurations, the usage of operable windows will be necessary to achieve increased outdoor air.

ASHRAE provides general recommendations and air quality requirements, but ASHRAE does not provide specific requirements for infectious disease control in homes and schools. However, similar to the CDC, the organization does have strategies to be considered.

- *Increase outdoor air ventilation (disable demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions permit).*
- *Improve central air and other HVAC filtration where the highest level is achievable (yet does not hinder or cause long-term mechanical issues on equipment).*
- *Keep systems running longer hours (24/7 if possible).*

Again, the Mechanical Department has followed these strategies listed above. The Direct Digital Control systems on campus have been bypassed to allow for 24/7 air flow as recommended by ASHRAE. The automatic dampers have been set to the highest settings to allow for an increase of outside air into our facilities, and we have increased the number of filter changes on our campus HVAC systems throughout. The locations on campus that are operating with fan coil units rely fully on outside air flow from operable windows, doors and hallway air movement. Facilities Services has been tasked with the responsibility of being sure that the highest number of windows and doors on campus are in working order.

When possible, faculty, staff and students are encouraged to open windows in classes, meetings (when necessary to meet in person) and in social settings, even when practicing physical distancing.

College Response to Positive or Suspected Case of COVID-19 in the Classroom

While every health matter related to COVID-19 must be addressed singularly, the college has established a protocol where a class member (faculty or student) testing positive or experiencing symptoms of COVID-19 does not immediately call for the closure of that classroom.

In most cases, the multi-layered response to reduce the transmission of COVID-19 that Augustana has implemented allows for classes to continue immediately following a positive case or a community member exhibiting symptoms. That multi-layered response includes:

1. The infected community member in that space would have been masked during class.
2. The infected community member would have been physically distanced from others in the classroom.
3. Deep cleaning of classrooms is occurring daily, Monday through Friday.
4. The “gym mentality” approach will be exercised following each class session, which will result in timely disinfection of surfaces.

Response to Positive or Suspected Case of COVID-19 in Office Spaces

Faculty and staff members, including student workers, must notify their supervisor and/or Human Resources (staff) or the Provost’s Office (faculty) when they are experiencing COVID-19 symptoms and should immediately leave campus and refrain from contact with others.

1. Once supervisors are notified of a positive or suspected case of COVID-19 in their area, they should do the following:

A. Communicate with Human Resources to start the Response Process, which includes: A member of the Employee Contact Tracing Team led by Human Resources; a member of the Student Contact Tracing team led by Director of Residential Life Chris Beyer; or Human Resources staff or the direct supervisor (after hearing from Human Resources) will check with the employee/student worker who is exhibiting symptoms or who reported the exposure concern.

That person will determine if they had symptoms of COVID-19 while they were either:

- At work or campus
- Within 48 hours after leaving work or campus

The symptoms of COVID-19 include fever, cough, difficulty breathing, sore throat, runny nose, nausea, vomiting, diarrhea or new loss of sense of taste or smell.

That person will determine the last day that the person with COVID-19, or suspected of having COVID-19, was on campus.

It is important to figure out who had close contact with the ill person within 48 hours of that person feeling sick. (Close contact is defined as being within 6 feet for more than 15 minutes while the person with COVID-19 was not wearing a N95 facemask, or having direct contact with

their body fluids or secretions while they were not wearing a face mask, gown and gloves. Close contact also includes people who live with, take care of or are taken care of by the person with COVID-19.)

The contact tracer or supervisor will recommend the employee contacts a health care provider and follows instructions.

Employee concerns - Contact Human Resources (309-794-7141) or brandontidwell@augustana.edu to report the concern. HR will work with you and members of your department to determine the appropriate next steps.

Student concerns – Contact the Dean of Students Office (309-794-7533), lauraschnack@augustana.edu, or use the “Notifying the Dean of Students Office I missed class flag” in Starfish to report the concern. The Dean of Students Office will work with you and members of your department to determine the appropriate next steps.

2. The supervisor will inform co-workers (once you have received HR approval to do so).

Remember, you must maintain the employee’s privacy. Do not name anyone who is sick.

- a) Tell close contacts that they must quarantine for 14 days since the last day that the ill person was at work or on campus.
- b) Inform all department members they should self-monitor for symptoms for 14 days after the last day that the employee or student with the case/suspected case was at work. They should contact a health care provider if they develop symptoms.

3. Cleaning and disinfecting the area thoroughly before reopening or bringing staff back to work.

Human Resources will coordinate cleaning efforts in partnership with the director of Facilities. Once the necessary areas have been cleaned, HR will notify the department supervisor that it is safe for employees to return.

Cleaning includes:

- The affected areas will sit dormant without disturbance for a period of 24 hours.
- Air circulation will be increased by opening doors and windows to ventilate the area.
- All areas used by the staff member, such as offices, bathrooms, common areas, shared electronic equipment, including tablets, touch screens, keyboards and remote controls, will be cleaned by custodial services using a two-step cleaning method approved by the CDC.
- Frequently touched surfaces including doorknobs, tabletops, counters, phones, keyboards and fixtures will also be disinfected.

4. Allow the recovered employee/student to return to work.

The employee who tested positive must isolate at home.

Augustana College will use current guidance from the CDC regarding returning to work.

Re-exposure

Employees and students who have previously tested positive for COVID-19, exhibited symptoms, or were exposed and self-isolated are still at risk of re-exposure. EVERY TIME an employee or student is re-exposed or exhibit symptoms, this process will start over at step 1. This may mean that the same individual is out multiple times at a minimum of 14 days each time.

Definitions

Exposure: Having face-to-face contact within 6 feet and/or greater than 15 minutes of someone with a suspected or confirmed case of COVID-19 within the following timeframe—48 hours before their signs or symptoms started through when their isolation is discontinued.

Confirmed or Suspected: Has tested positive or is in isolation per guidance of a medical provider.

Self-Monitoring: Monitor your symptoms and contact your medical provider should symptoms develop (check temperature at least 2x per day; monitor for fever, dry cough, shortness of breath, loss of taste/smell, fatigue or chills).

Exposure Period: Those with any exposure level should consider a 14-day window from the last exposure before considering themselves to be in the clear. Even if you test negative on day 4 following a possible exposure, you may develop symptoms on day 10 and test positive.

Decision Matrix

"A" Case Confirmed or Suspected	"B" Primary Exposure	"C" Secondary Exposure	"D" Community Exposure
You are suspected or have been confirmed of having COVID-19.	You have worked with, lived with or have been exposed to person "A," someone with a confirmed or suspected case of COVID-19.	You have been in contact with person "B," who has been exposed to person "A," who is being tested for suspicion of COVID-19.	All of us
Contact HR and provide medical documentation	Contact HR	Report to HR	NA

Do not be on-site	Do not be on-site	May be on-site	May be on-site
Return only when cleared by medical provider – provide release to HR	Return following 14 days after last exposure to person "A"	Able to work on-site, adherence to CDC protocols required	Able to work on-site, recommend following CDC protocols
Self-quarantine, follow medical provider directives	Self-quarantine, seek medical advice	Self-monitor for symptoms for at least 14 days from last exposure to "B."	Always self-monitor before coming on-site Anyone with feeling ill should remain home
May work remotely provided you are able and your medical provider allows you to. Discuss paid/unpaid leave options with HR.	May work remotely provided your position allows you to. Discuss paid/unpaid leave options with HR.	Work on-site or as scheduled	Work on-site or as scheduled

Response to Positive or Suspected Case of COVID-19 in Other Spaces

Community members with a positive or suspected case of COVID-19 may have been present in locations other than classrooms and offices while carrying the virus. The college will respond to these matters through a combination of the protocols listed for classrooms and office spaces. Considerations for closing spaces on campus will include, but not be limited to, the frequency of cleaning of that particular location, the level of traffic there, whether the “gym mentality” is likely to have been used in that space, and if the positive or suspected person was masked while in that space. Each situation is unique and will be treated as such, but the principles used in assessing classroom and office situations will also exist across all other spaces on campus.

Surveillance

In addition to isolation and quarantine, surveillance will be an important part of efforts to reduce transmission at Augustana College. The CDC defines public health surveillance as the ongoing, systematic collection, analysis and interpretation of health-related data essential to planning, implementation and evaluation of public health practice. Augustana College will be participating in ongoing, systematic collection and analysis of COVID-19 related data specific to the Augustana community.

Surveillance at Augustana College will include the following:

- The Dean of Students Office will lead the surveillance efforts as that office has historically managed class absences.
- The most effective surveillance effort will be immediate communication between faculty/staff and students with the Dean of Students Office. Beyond the Tuesday/Friday attendance reports described below, faculty and staff are encouraged to use Starfish to communicate with the Dean of Students Office regarding concerning attendance patterns of a student or a large number of absences during a particular class period. The Starfish flag that can be submitted is titled "Immediate Notice of Absence." Faculty and staff are also able to email the Dean of Students Office and Associate Dean Laura Schnack at lauraschnack@augustana.edu or call 309-794-7533.
- Students should contact the Dean of Students Office regarding absences from class and the Public Safety dispatcher at 309-794-7711 if they are experiencing symptoms of COVID-19. Students should use Starfish to communicate with the Dean of Students Office by submitting the "I'm not feeling well" flag. The standard Augustana guidance will remain in effect that students, when able, are encouraged to inform their faculty members directly of their need to miss class.
- Weekly, on Tuesdays and Fridays, faculty members will be asked to complete an attendance report through Arches. When that attendance report is finalized prior to August 31, a notice will be sent to faculty with detailed instructions on the process. The Dean of Students Office will regularly monitor that report to determine if any alarming attendance trends exist. If necessary, this information may result in a particular class moving to temporary distance learning, the temporary closure of a classroom or the need to launch the college's contact tracing protocol.
- The Dean of Students Office will have weekly communication on Tuesdays and Fridays with Residential Life, Dining Services and Athletics. This communication will allow these offices to share illness or absence information obtained by Community Advisors, review of meal card swipes (when necessary) and athletic teams.

Contact Tracing

In order to facilitate on-campus contact tracing during the COVID-19 pandemic, a team of 18 faculty and staff members are being trained. Students will be instructed to contact their health care provider and then the Public Safety dispatcher at 309-794-7711, if they are experiencing symptoms of COVID-19.

The dispatcher will notify the on-call contact tracer, who will interview the student to learn:

- When symptoms first began
- When/if they were tested
- With whom they have had close contact.

The contact tracer will then notify the Residential Life supervisor on call, who will arrange for the student to move to isolation housing if required or provide guidance on how to isolate in their residence, if appropriate.

The contact tracing team will contact everyone on the list of close contacts. If the Person Under Investigation or “PUI” has not yet received test results, the contacts will be asked to SEQUESTER in place until test results are returned. If the PUI receives a positive test result, the contacts will be asked to quarantine for 14 days. If any of the contacts develop symptoms while in quarantine, they will move to isolation. If a PUI receives a negative test result, the contacts will be allowed to resume all activities at Augustana College. Augustana is not able to provide isolation or quarantine housing to students, faculty or staff living off campus.

Traffic Control

In alignment with our approach to physical distancing, traffic control will be important. Adherence to directional traffic signs will allow for less close contact between individuals on campus. The campus community will see signs that remind us, for example, to “practice physical distancing,” “wear your face mask” and “practice proper hand hygiene.”

The foundational element of traffic flow on campus will be to “STAY TO THE RIGHT” at all times. In hallways, stairwells and on sidewalks, community members should remain on the right and be aware of their surroundings.

Some sidewalks on the Quad and near residence halls will be designated as one-way routes, which will be clearly labeled. Some doors in high-traffic areas will be established as Enter or Exit doors.

Community members should anticipate signage in elevators, laundry rooms, bathrooms and kitchens across campus. Additionally, some floor decals, dividers and barriers will be used in certain locations to manage traffic flow.

It will be important for community members to hold one another accountable to abiding by traffic control measures and to genuinely pay attention to signage and directions.

With the size of the campus footprint and the number of doors, stairwells and hallways, community members are encouraged to contact Julianne Fricke in Communication and Marketing at julianefricke@augustana.edu to provide insights into additional signage and traffic control that may be needed as the semester progresses.

Temporary Smoke-free Campus

For the duration of the 2020-2021 academic year, effective immediately, Augustana College property will be smoke-free. For the purpose of this policy, smoking includes using vapes and Juul. In review of guidance from the CDC, this decision is grounded in four recommendations.

- First, air circulation and HVAC recommendations from the CDC call for doors and windows to be open whenever possible and when safe to do so to increase natural air circulation. Therefore, with more windows open across campus, this decision reduces the likelihood that smoke will drift into buildings.
- Second, the smoking receptacles used at Augustana College during normal times lend themselves to the natural gathering of people. This decision to ban smoking from campus during the pandemic is in part due to our physical distancing policy and the need for everyone to remain 6 feet apart.

- Third, in conjunction with being near others using the smoking receptacles, people smoking will not be wearing masks. Smoking and vaping results in the expulsion of respiratory droplets, which is how the virus is transmitted.
- Fourth, the CDC discusses that being a current or even former smoker can increase the risk of severe illness. It is also known that vaping is an important risk factor for severe COVID-19 illness in young adults.

Until further notice, no use of cigarettes, vapes, Juul or any other vapor/smoking device is allowed on Augustana College property.

Augustana College asks that all community members share in the adherence and enforcement of this temporary smoking ban. If necessary, a report can be filed through the Reporting Incidents form.

Community members who still have a desire to smoke may do so in public easements adjacent to campus. Particular recommended areas include:

- corner of 7th Avenue and 34th Street
- corner of 12th Avenue and 31st Street
- corner of 12th Avenue and 35th Street
- corner of 11th Avenue and 38th Street
- corner of 7th Avenue and 38th Street
- corner of 6th Avenue and 34th Street
- corner of 9th Avenue and 30th Street



Elevator Use

Due to the minimal capacity limits, small square footage and those spaces being high-touch areas with minimal air flow, all elevators on campus should be limited to necessary use only. Community members with mobility issues should access the elevators as needed. Those able to use the stairs should do so at all times.

When elevator use is necessary, capacity must be limited to no more than 2-4 passengers to ensure physical distancing requirements can be maintained. New occupancy requirements will be posted in each elevator. Riders should stand facing exterior walls and keep their mask on while in elevators.

Use of Public Transportation

For community members that need to use public transit, they should be mindful of hand hygiene and respiratory etiquette, practice physical distancing, use face coverings and stay home when necessary. Additional guidance provided by the CDC includes staying up to date with public transit schedules and avoid touching surfaces. [More information](#) is available from the CDC.

Admissions Visitors

As a precaution during the COVID-19 outbreak, we've been offering limited opportunities for students and families to take in the beauty of our campus and enjoy a walking tour with an admissions ambassador. Currently tours are limited to outdoors only. On August 31, when classes resume and the campus resumes normal operations, tours will resume with some stops inside buildings. With Augustana's current policy to hold virtual meetings whenever possible, in-person meetings and information sessions will not be made available to visitors.

All campus visitors must wear a mask at all times during their visit, and admissions visitors will be required to complete a health screening prior to their visit. Temperatures will be checked upon arrival.

Hosting External Events

In an effort to reduce the risk of COVID-19 spread, Augustana College will be hosting limited external events on campus. Typically, Augustana is a destination for numerous Quad-Cities organizations and beyond to host events. However, with the numerous precautions the college is taking to minimize the likelihood of community spread of the virus, Augustana will not consider itself a destination for business meetings, conferences or social events.

In some instances, in support of the mission of Augustana College and the greater Quad-Cities community, external events will be held following approval from the President's Cabinet. If external events are approved to be held on campus, those attending will be required to adhere to guidelines in place to reduce the risk of transmission of COVID-19 at Augustana, including practicing physical distancing, wearing a face mask, using proper hand hygiene practices, completing the Visitor Health Screening that will be shared through the CampusClear app or provided via email to the event organizer in advance, and taking attendee temperatures prior to arrival.

Medical Records and Immunizations

Employees are encouraged to update immunizations. All community members, while not required, are strongly encouraged to receive a flu vaccine.

Staff Encounters in Residence or Office Spaces

In accordance with physical distancing and use of face coverings, Facilities Services, Public Safety and Residential Life staff will adopt the following guidelines when interacting with community members.

1. When college staff must enter residence hall rooms or private office spaces, they will be masked. It will be required for the community member engaging that visiting staff member to also be masked. Failure to wear a mask or comply will result in that encounter ending immediately.
2. When college staff knock on a residence hall or office door, both the visitor and resident are expected to step back following the knock and answering of the door to ensure physical distancing is maintained.
3. Common reasons why college staff may be entering a residence hall room or office space is due to work orders being filed, health and safety concerns, or potential policy violations. If masking and physical distancing are not followed by the community member, especially after a request is made to do so, Facilities staff will leave and work orders will be canceled; Public Safety and Residential Life staff will take the necessary action required to address the situation, which may include filing an incident report and the community member being referred to the student conduct process or Human Resources.

V. ACADEMIC AFFAIRS

Overview

More than 90% of fall semester courses will be offered in a hybrid model that allows both on-campus and remote students to participate. All teaching spaces will be equipped to allow for class recordings and/or synchronous streaming. The remaining courses will be offered fully online to accommodate approved faculty modification requests for remote work. On-campus and remote students can participate in online-only courses. Students will be notified by August 14 about courses that will be delivered fully online in advance of an added open registration period August 17-21.

An audit of all teaching spaces to determine the maximum capacity for in-person students following minimum 6-foot physical distancing guidelines is nearing completion. The audit has identified additional larger capacities spaces not previously used for classroom teaching. These spaces include residence halls, Tredway Library, Gerber Center, athletic facilities and outdoor spaces. Following the completion of this audit, some classrooms will be reassigned in order to increase capacity for in-person students.

In courses in which classroom capacity is smaller than the anticipated number of in-person students enrolled in a course, faculty will create a rotation system for students. In these scenarios, for each scheduled class time, a portion of on-campus students will attend in person, while others will join remotely and/or complete out-of-class work.

While the daily class schedule has not been altered, faculty will release students five minutes early in order to provide students time to clean their spaces and dismiss in a manner that allows for proper physical distancing.

In order to promote physical distancing, faculty will not meet with students in their offices. Instead, meetings, including regular office hours, will be virtual or held outdoors. If faculty need to meet with a student in-person indoors, masking and physical-distancing guidelines will be followed.

ACHA Instructional Guidance

The American College Health Association has provided strategies to consider to resume in-person instruction. In addition to the content throughout the Academic Affairs section, below are some highlights to Augustana's response to those strategies.

- Limitation of the number of attendees for in-person courses/sessions. In most cases, sessions should be limited to fewer than 30 participants and also utilize other physical-distancing measures.

Academic Affairs has been working closely with faculty throughout the summer to review all possible teaching spaces on campus with a focus on utilizing spaces that allow for necessary physical distancing for all individuals and provide necessary technology access. Several cross-functional task forces were deployed to address the use of classrooms within our return-to-learn plans. These groups investigated issues such as, confirmation of existing classroom capacities, identification of spaces that were not previously scheduled as teaching spaces, as well as looking creatively at all of the college's spaces that might be used for teaching (for instance, the upper and lower museum galleries). Outdoor teaching spaces will also be utilized. Classrooms are currently being measured, mapped and arranged for 6-foot social distancing standards. If course sections cannot meet social distancing guidelines, sections will be reassigned to new teaching spaces and/or utilize sub-section rotations for face-to-face instruction. Augustana anticipates that there will be significant changes to room scheduling completed in early August, and all room changes will be reflected in student schedules on Arches. Students will be instructed to check those schedules before classes start to have the most up-to-date information on class meeting location. While implementation and communication of the plan is still underway, a timeline of the associated projects is being updated regularly.

- Provisions for hand sanitizer and enhanced cleaning.

Facilities Services has established a nightly cleaning schedule for every teaching space on campus. Teaching spaces will be equipped with hand sanitizer, and all buildings will have a station where a mask can be obtained if a student or faculty

member does not have one. An expectation of self-cleaning before and after classes has been established. Passing time has been increased so students and faculty have adequate time to clean their study/instructional space upon departure, may safely pass to their next class and may clean their study/teaching space prior to each class.

- Instructions to participants on the course-specific physical distancing protocol.

The college's Augustana Strong Guide addresses the policies for campus-wide social distancing protocols inside buildings, which include instructional spaces. In the event that classes will make use of outdoor spaces for instruction, masks will continue to be required during instructional time. Classrooms will each have seating arrangements physically marked with tape and signage posted visibly in each room. If section-specific protocols for additional social distancing and/or increased safety awareness are required, it will be noted in the syllabus for each course or explained elsewhere in this section.

- Availability of remote options.

Remote options are available in all courses to all students. Most courses will be hybrid courses that serve both in-person students (through in-person instruction) and remote students (through live streaming, recorded classes, etc.). Some courses will be fully online, and, thus, amenable to remote students. See the Course Requirements and Policies for Fall 2020 document for more details.

- Development of specialized plans for students who are at increased risk due to the occupational nature of their studies. Examples include health professional students and students engaged in out-of-classroom or community-based instruction. Ensure students are provided with adequate PPE, supervision and other protections based on their risk.

Augustana offers few programs that would be included under this umbrella. Students completing student teaching requirements for education programs and clinical work associated with the Communication Sciences and Disorders (CSD) program might fall within this category.

Students who are planning to have off-site internships in the fall have been instructed to review the rules and procedures their internship site has implemented to help reduce the risk of transmitting the virus and compare that information with CDC recommendations at [cdc.gov](https://www.cdc.gov). Some internship sites might choose to have students participate remotely. Students who do not feel comfortable working at their internship site should speak to the internship coordinator in the Career Development Office in CORE to discuss alternatives.

- Expansion of simulation experiences to create clinical scenarios for health professional students to practice technical, diagnostic and exam skills.

Clinical experiences for Communication Sciences and Disorders students can be completed virtually. In limited instances in which students may meet with clients in person, CSD's Infection Control Protocol will be followed.

- Development of specialized plans for courses and instruction that do not permit physical distancing and/or involve activities of higher risk. Examples include dance, theatre and performing arts.

Health and Physical Education courses: When possible, activities will take place outside or with social-distancing protocols in place for indoor activities. If spaces do not permit physical distancing, classes will be divided into smaller sub-sections by the instructor and rotated for face-to-face instruction and supplemented with online coursework.

Theatre: Classes and productions will follow the college's physical-distancing guidelines for participants and audience members.

Music: Student music lessons will be a mix of online lessons and in-person lessons in spaces large enough to follow physical-distancing guidelines for vocal and instrumental musicians. Large ensembles will rehearse in sub-groups. The department will follow guidance to allow time between lessons and rehearsals to allow adequate air exchange.

- Development of attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness.

The Dean of Students Office will not require documentation from health facilities for health-related absences during this time, and faculty have been asked to provide additional flexibility in their attendance policies. The Dean of Students Office will collect data from student reports of illness and the contact tracing team and will use Starfish flags and messaging to alert faculty when students should not attend in-person class sessions. Messages will note whether faculty should expect to see student participation remotely. Student privacy will be honored. Consistent with typical college practice, messaging from the Dean of Students Office will not include medical diagnoses. Messages will contain dates faculty should expect students to follow the class participation guidelines outlined.

- Encourage faculty-student communication regarding health status and any changes in a student's ability to complete coursework and academic responsibilities.

The Dean of Students Office will continue the typical college practice of communicating the expectation that students should be in ongoing communication with their instructors regarding class absences and missed work.

- Identification of resources for students with learning disabilities or difficulties with remote learning platforms. Students will be encouraged to continue to be in close contact with the director of Disability Services.

Space Utilization for Class Delivery

Space Force 2.0 Timeline Plan		updated 7.31.20 laf			
ORDER	PROJECT/EVENT	DESCRIPTION	ASSIGNED TO	STATUS	DEADLINE
	Space Force 1.0 provide analysis to Academic Affairs	Reports provided	Space Utilization Task Force	complete	July 15
1	Gather information on faculty who will teach courses online	Survey data came in to Wendy and Jessica	Wendy		
2	Code ONLN courses in Colleague (SECT and INST METH)	batch process?	Tammy & Susan		
	ITS shares list of rooms without bandwidth capable of supporting remote learning.				
	Develop a report to identify students who are remote only students	similar to reg-activity 2	Kristin & Tammy	complete	July 31
	Gather information on students who will be fully remote		Wes		Aug. 1
	Update existing reports to identify remote only students	Code on CRI and add to REG ACTIVITY 2	Liesl & Tammy	complete	July 31
	Develop a report to identify ONLN courses	similar to course master export	Liesl & Tammy	complete	July 31
	Develop report for campus that identifies all ONLN courses	publish link in Arches, Registrar page, COVID website	Liesl & Tammy		
	Remove classroom offering for ONLN sections in Colleague		Susan		
	Remove classroom offering for ONLN sections from Astra		Rita		
	Obtain square footage of all spaces identified as current classrooms		Wendy/Bob/Evelyn		
	Obtain square footage of all newly identified teaching spaces		Wendy/Bob/Evelyn		
	Determine layouts for all spaces		Bob/Evelyn		
	Determine realistic square footage requirement	Angie Strong recommendation (36sf) accurate?	Evelyn/Wendy		
	Determine the maximum instructional seating for all spaces		Evelyn/Wendy		
	ITS equips assigned spaces with technology to accommodate distance learning		Rita		
	Enter new spaces for teaching in Astra		Susan/Jana/Lillian		
	Confirm which spaces can support webstreaming/virtual attendance				
	Update caps in Space Force spreadsheet (see #20)				
	Add remote only code to Classlist		Tammy & Brad		
	Report on all available teaching spaces from Astra		Rita		
	What technology is required in each space?	Gillian working with ITS	Gillian		
	Review faculty who need/want to move to new spaces				
	The Big Shuffle 2020	Moving teaching spaces	EVERYONE		
	Change space assignments in Colleague/Astra		Susan/Rita		
	Run room conflict reports and resolve		Susan/Rita		
	Inform C&M of list of all teaching spaces for fall semester	publish link in Arches, Registrar page, COVID website	Liesl/Wendy		
	Publish new Open Reg dates to campus	Arches registration August 17-21	Liesl	complete	July 27
	Communicate new dates, deadlines, policies and processes to campus	website in place	C&M	in-progress	

VI. FACILITY INFORMATION

Augustana Convenient Care Clinic – Powered by Genesis

As of August 31, 2020, the Augustana Convenient Care Clinic – Powered by Genesis will be available to all students. For 2020-2021, students will not be charged an annual fee for access to the clinic, but students will be responsible for the cost of health services beyond basic services offered at the clinic (prescriptions, specific lab tests, etc.)

The clinic will be staffed by a physician assistant and be open six days a week with the following hours:

Monday through Friday: 10 a.m.-5 p.m.

Saturday: 9 a.m.-1 p.m.

Sunday: Closed

The clinic will provide typical services such as the treatment of sprains, strains, fevers, colds and flu, pneumonia, minor fractures, lacerations and other acute problems, plus strep throat testing and seasonal flu vaccines. The clinic will also be prepared to administer COVID-19 tests or assist in coordinating off-site testing at alternative Genesis locations.

With the Augustana Convenient Care Clinic – Powered by Genesis opening during the COVID pandemic, there are numerous aspects of the clinic's approach that will reduce the risk of transmission. For example:

- Staff will have the ability to make appointments online and reserve a time versus sitting in a traditional waiting room waiting for their appointment. The waiting room will maintain a seating arrangement to promote physical distancing.
- All staff that receive care in the clinic on campus will have access to medical records through the Genesis Health Portal (MyGenesis).
- As we continue practicing physical distancing on campus, the opportunity to participate in telehealth visits will be offered through the clinic.
- Genesis screening protocol includes all COVID symptoms and follows the CDC recommendations, which are updated on an ongoing basis based on CDC guidance.
- All patients and staff will be screened for respiratory symptoms and have their temperature checked before entering the clinic.
- All patients will be required to wear face masks.
- There is a partnership established with all Genesis emergency rooms.
- The entire Genesis Health Systems Response to COVID-19 can be found [here](#).

PepsiCo Recreation Center and Westerlin Activity Center Return to Operation

The staff of the PepsiCo Recreation Center and Westerlin Activity Center is committed to the safety and well-being of students, members and employees. The college is planning a phased approach to re-opening recreation facilities beginning in August. In addition to the general college policies and processes, Rec Services is taking numerous measures to support a safe and clean environment.

Summary of Returning to Operations

- Preparing for an August opening.
- Masks/facial coverings will be required in all facilities with limited opportunities to remove.
- Locker rooms, lockers and shower areas will not be available until further notice.
- Equipment checkout will be limited to individual sports.
- Access to cardio/strength training equipment and machines will be limited to allow for physical distancing.
- Athletics will coordinate and partner with the director of Intramural Sports and Recreation regarding use of the facilities in accordance with NCAA, CCIW, Augustana and public health guidance.
- Signage will be used to notify users of physical-distancing expectations and additional enhanced cleaning procedures.
- Those using the PepsiCo running track will adhere to guidelines and physical distancing.
- Custodial procedures will follow CDC guidance.
- In-person programs/events/activities are limited to individual sport play only, provided physical distancing and protective equipment are feasible. Remote delivery formats may be available.
- Rowing will be postponed until further notice due to its NCAA classification as a high-contact sport. Future consideration will adhere to phasing guidelines provided by USA Rowing in accordance with state of Illinois guidelines.
- Tennis will be allowed based on its low-contact NCAA classification. Future consideration will adhere to phasing guidelines provided by USTA in accordance with state of Illinois guidelines.

Health and Distancing Practices

Machines, equipment and program participants are spaced a minimum of 6 feet apart for lower intensity activities and a minimum of 10 feet apart for higher intensity activities. The spacing of workout machines supports the college's policy regarding physical distancing. PepsiCo staff will ensure spacing is kept. This will be accomplished by:

Cardio machines and strength equipment

- Physically move machines and equipment to keep users at least 6 feet apart. When movement is not possible, use of machines and equipment will be staggered.
- Arrange machines and equipment so users are not facing one another.
- Physically move machines and equipment to other areas of the facility.
- Place "unavailable for use" signs on machines or equipment, indicating all or part of a machine or equipment is not available for use OR limiting the number of people using it simultaneously; this may/may not be accompanied by caution tape.

- Mark workout areas in PepsiCo and WAC to show physical distance spacing.
- Post signage throughout both facilities stating patrons must:
- Use provided hand sanitizer upon entry and exit.
- Abide by the physical distancing guidelines by keeping a 6-foot distance between themselves and others.
- Wipe down every piece of equipment they utilize immediately before and after use with provided disinfectant.

PepsiCo and WAC staff will provide additional cleaning of machines and equipment. Staff will receive training on new policy enforcement.

- All touch points on machines and equipment are thoroughly cleaned every day by staff members as part of regular shift procedures, with additional cleanings occurring midday and after closing.
- Some movable weight benches have been removed to ensure a minimum of 6 feet between benches.
- Pre-cleaning and disinfecting of all equipment will occur prior to reopening all facilities.
- Locations where fitness classes are held will include signage requiring physical distancing.
- Common spaces, such as lounges, are being reconfigured to follow guidelines to limit gatherings and promote physical distancing.
- As is the case across campus, plexiglass dividers will be installed as needed.
- Traffic flow signage and public health notices about physical distancing and the use of face coverings will be present throughout the facility.
- Employees will be required to:
 - Wash hands upon arrival to work, after working with each patron, after using the restroom and when leaving work.
 - Wear a face mask
- Density restrictions of no greater than 50% max users will be followed in each of the following indoor buildings at one time including:
 - PepsiCo Recreation Center
 - Westerlin Activity Center
 - Carriage House
- Density restrictions not enforced in outdoor facilities/spaces; distancing still applies.
- Face masks for indoor facilities are recommended during exercise but not required. Due to the layout of equipment, people exercising will be able to keep 6 feet apart. If that is not possible, even when participating in an approved activity, a mask must be worn.
- Participants must wear a face mask while entering and leaving facilities and while moving to and from activities.

Custodial Cleaning Plan (Coordinated with Facilities Management)

Enhanced cleaning of the PepsiCo and WAC will begin prior to re-opening and will be in compliance with CDC protocols. Regular, frequent cleaning and disinfecting of high-touch common areas and restrooms will occur both by housekeeping staff and recreation staff. Sanitizing supplies will be readily available for use near all equipment and exercise areas. Individuals are expected to clean machines before and after use. Plus, PepsiCo staff will also regularly clean machines. Enhanced cleaning will include a daily deep cleaning provided by Facilities Services during facility non-peak hours. Depending on the hours of operation, each recreation facility could have a different cleaning schedule. Cleaning will cover touch points four times per day. Touch points include but are not limited to entry and exit doors, corridors, restrooms, toilet and sink areas in restrooms and locker room areas. Staff will make sure all restrooms are stocked with appropriate supplies, including toilet paper and soap. Trash cans will be emptied in the touch-point process.

Recreational Services will use a phased approach to re-open, allowing time to observe usage patterns and effectiveness of new policies/protocol. Recreational Services will re-open spaces within buildings using four status levels:

Level 1: available for use August 3, 2020, with distancing guidelines

Level 2: available for use August 10, 2020, with distancing guidelines

Level 3: closed through at least August 23, 2020; will be re-evaluated in early August

Level 4: closed through at least December 31, 2020; will be re-evaluated mid-fall

Level 1 Spaces Open as of August 3

Thorsen-Lucken Athletic Field

- Facility hours beginning August 3, 2020: dawn to dusk
 - Turf field and parking lot

Level 2 Spaces Open as of August 10

PepsiCo Recreation Center – Westerlin Activity Center (WAC) – Carriage House

Building hours for August 10-21: 8 a.m.-8 p.m. Monday-Thursday; 8 a.m.-4 p.m. Friday; 9 a.m.-3 p.m. Saturday; 11 a.m.-5 p.m. Sunday

Building hours beginning August 22, 2020: 6 a.m.-10 p.m. Monday-Friday; 9 a.m.-6 p.m. Saturday; 10 a.m.-10 p.m. Sunday

Available for use beginning August 10, 2020, with distancing guidelines:

- Lobby space
- Activity rooms: structured programming only
- All cardio and strength training areas
- Athletics' and club sport training rooms
- Courts 1 & 2 & 3 – structured programming only
- Locker rooms and shower areas

Level 3 Spaces – Closed until August 23, at minimum

PepsiCo Recreation Center – Westerlin Activity Center (WAC) – Carriage House

- Recreational Services Student Office
 - Will be reevaluated in early August.

Level 4 Spaces – Closed through at least December 31, 2020

- Drinking fountains

In-Person Activities/Classes/Courses/Events/Programs Specifics

- All activities will follow public health and college guidance regarding density, protective equipment, large gatherings and social distancing.
- Activities with 50 or more participants will be held in a virtual format or canceled.
- Activities with fewer than 50 participants may be held in-person as long as college guidance is followed, particularly regarding physical distancing and face coverings.
- All college meetings, to the greatest extent possible, will take place in an online format in order to maximize the amount of available classroom space.
- Recreational Services will re-deploy activities/classes/courses/events/programs in a phased approach using four status levels:

Level 1: permitted August 17, 2020, with distancing guidelines

Level 2: available August 17, 2020, with distancing guidelines

Level 3: available August 17, 2020, with distancing guidelines

Level 4: N/A through at least August 23, 2020; will be re-evaluated in early August

Level 5: not available through at least December 31, 2020; will be re-evaluated mid-fall.

Level 1: permitted August 17, 2020, with distancing guidelines: Group fitness classes Virtual/remote delivery class formats may be available. Intramural sports virtual/remote delivery formats may be available.

Level 2: available August 17, 2020, with distancing guidelines: Internal certifications to prepare PepsiCo and WAC staff for re-opening.

Level 3: available August 17, 2020, with distancing guidelines Group fitness classes (indoor or outdoor). Indoor classes with high-intensity aerobic activities will be limited. Tennis play will adhere to phasing guidelines provided by USTA; informal singles and doubles play will be allowed in PepsiCo (as of July 23, 2020).

Level 4: not available through at least August 23, 2020; will be re-evaluated in early August. Badminton and pickleball will be similar to tennis and USTA guidelines; Informal singles and doubles play will be allowed in PepsiCo as of July 23, 2020).

Level 5: not available through at least December 31, 2020; will be re-evaluated mid-fall.

Basketball – individual shooting will be allowed.

Basketball – Pickup games (indoor) will not be allowed. Basketball rims will be raised when not in use. Equipment checkout will be on a limited basis with equipment cleaned prior to and upon return to student work stations.



STUDENT-SPECIFIC INFORMATION

I. COVID-19 EDUCATION

COVID-19 Student Training

Students will be required to complete online COVID-19 training. This training will be provided by the college's partner *Get Inclusive*. The training is designed to cultivate a culture of awareness and care, develop new habit formation, encourage harm reduction for self and others, and address the importance of a commitment to personal responsibility. Topics addressed include education about COVID-19, the importance of masking and physical distancing, screening, communal space guidelines and institution-specific content.

Students will receive information through their Augustana email by August 15 detailing how to access this training and complete it. Training must be completed by August 29 at 4:30 p.m. CST to participate in in-person classes during the fall semester.

II. RETURN WITH GUSTO

Welcome Kits for Students

Every student will receive a Welcome Kit when they arrive on campus. Welcome Kits will include three reusable face masks, a face mask hook for comfort, one face shield, one reusable water bottle, one small sanitizer, a thermometer and numerous educational items about COVID-19.

Welcome Week

Welcome Week is designed to support first-year and transfer students in their transition into the Augustana community through intentional activities, events and programs that reinforce our Augustana Community Principles.

At this point in time, we are planning to continue the tradition of hosting Welcome Week events. New students should plan to be available to participate August 27-30. We have spent the summer planning events, giving careful consideration to all Augustana, state and federal guidelines as part of our COVID-19 response. We will continue to make adjustments as necessary to promote the health of all participants.

Welcome Week sessions, workshops and programs are all designed to help new students learn about the resources and services that support success, find connections and community with other new students, and participate in spirited and prideful traditions and competitions while also learning about our Augustana Community Principles.

New and transfer students will all be assigned a peer group of 15 or fewer students. Each group will have an assigned classroom and outdoor space for programming purposes. Some programs will be delivered virtually with an experiential component in a small group setting. Social programming will pivot from large scale events to multiple mini-events. On August 27-28, the Office of Student Life will offer 10 programs, limiting capacity to 50 students per program. In accordance with the general guidelines of Augustana College, physical distancing and face masks will be required for all Welcome Week programs and activities.

Thursday and Friday evening social programming will include:

- BINGO
- Trivia
- Yoga Under the Lights
- Outdoor Movie
- Evan Struck – Performing Artist/Speed Painter
- Dale K – Hypnotist
- Angie Keilhauer – Performing Artist/Singer Song Writer
- Michael Palascak – Performing Artist/Comedian
- David Anthony – Performing Artist/Illusionist-Magician

We are excited to welcome new students to the Augustana community. While the format for classroom instruction and campus life this semester is not going to be delivered in our traditional formats, we encourage full participation in Welcome Week. Developing an understanding of services; making connections with peers, faculty and staff; and discovering new interests will prepare our new and transfer students for years of success.

Student Activities through the Office of Student Life and Leadership

Student activities provided by the Office of Student Life (OSL) will adhere to public health guidance. In particular, student activities will operate within the group gathering size limitations outlined in the Restore Illinois plan. In Phase 4, maximum group size is 50 people.

The OSL will be adopting a temporary new normal in the delivery of student activities. That new approach will include three key strategies. First, some historically large programs that draw a significant number of students will be offered virtually during the Fall 2020 semester. Second, in accordance with the Illinois Board of Higher Education guidance, Augustana will host multiple activities simultaneously while maintaining appropriate distance between groups. With this approach, rather than one comedian being on campus for an event, the OSL will be providing numerous small events at the same time, or certainly more frequently throughout any given week. And thirdly, many activities, especially those that involve acts that have been in long-standing partnership with Augustana, will be offered numerous times throughout the evening or even multiple times on back-to-back days. Augustana and the OSL are fortunate to partner with performers who understand the challenges this pandemic creates and who are willing to work with the college.

In adherence to the physical distancing and use of face masks that are required at Augustana, these same expectations will exist at OSL events.

In addition to OSL events, similar creative approaches will be used by the Office of Student Inclusion and Diversity and the Office of International Student and Scholars Services.

So, while this temporary new normal creates a different experience than what has traditionally been offered at Augustana, the frequency of programs and the engaging nature of them will remain as strong as ever. The college looks forward to having students participate in activities this fall.

Student Organizations

A significant part of the student experience at Augustana is involvement in programs and opportunities beyond the classroom.

Clubs and Organizations

Clubs and organizations, intercollegiate athletics, music, theatre and Greek Life are important pieces of the student experience. While the pandemic has created hurdles for student organizations, there are ways to address them. They include:

1) **Virtual Meetings.** All meetings on campus will remain virtual whenever possible. This meeting policy not only refers to student organization meetings but all meetings on campus. Whether it be academic advising meetings, Reading/Writing Center meetings, CORE meetings, a counseling appointment or any other meeting, they should be held virtually whenever possible. If a face-to-face meeting is necessary, those meetings should be held outside unless the weather doesn't allow it. Some outdoor spaces can be reserved through Astra. With this meeting policy, club and organization meetings will be able to occur regardless of the group size limitations that exist.

2) **Reimagine Programs.** Similar to the Office of Student Life and Leadership, all clubs and organizations will need to reimagine the delivery of programs and activities. Questions to consider include:

- a) How do we make this activity meaningful, engaging and fun although it needs to be physically smaller and with limited attendance?
- b) If we need to do more programs to reach the same number of people by offering more sessions, how will we manage our budget to do so?
- c) Are there ways to deliver this program virtually rather than face-to-face?

3) **Maintaining Small Social Circles.** Clubs and organizations should consider implementing mini-clubs within their organizations. Research suggests that by limiting the number of people a person has contact with reduces the likelihood of contracting COVID-19. Mini-clubs could range from 5-10 people.

Greek Life

The Augustana Strong Task Force is counting on leaders in Greek Life to help prevent the spread of COVID-19 by educating members and enforcing some of the regulations developed and adopted by the college in accordance with public health guidance.

- Meetings will be virtual.
 - Consider using Breakout rooms in Zoom to allow each pledge class to bond.
- If a face-to-face meeting is required,
 - Physical distancing is mandatory.
 - Utilize outdoor meeting spaces (i.e. Brew patio, Brunner amphitheatre, Quad, Evald patio). Some outdoor spaces are able to be reserved through Astra.
- Run shorter, smaller meetings at different times.
 - Big/little pairs as groupings; pledge classes having meetings at different times
- Encourage small groups of actives to be around campus to help with recruitment.
 - Coffee club in the Brew
- Encourage more social media presence
- Model and require wearing masks within your chapter and keeping areas clean
 - Masks are required in all buildings (except residence hall bedrooms) and are encouraged to be worn outdoors when physical distancing is not possible.
 - Sanitize areas that are frequently touched.
 - Wash hands frequently.
 - Don't share food utensils or other objects.
- Social gatherings
 - No social gatherings will be approved until at least October 15. This is in part because of the current rising trend of positive cases in Rock Island County but also to provide six weeks of acclimation to the temporary new normal on campus.
 - All social gatherings should follow state guidelines.

- While state guidelines limit gatherings to 50 or fewer people, to further reduce the risk of community spread, Greek Life gatherings may not exceed 30 people during the fall semester.
- Attendees must bring their own food and beverage.
- Host outside when possible.
- All social gatherings must be registered and approved 48 hours in advance.
- Failure to adhere to all of these expectations will result in disciplinary action of a chapter, a monetary fine of \$250 and the loss of hosting a social gathering for the duration of the 2020-2021 academic year.

Culture Houses

At this time, culture houses are scheduled to operate this fall as they have in previous years. A few key changes include:

- Physical distancing and the use of face coverings will be required at all times when inside the culture houses.
- Due to square footage limitations, only eight students will be permitted in one culture house at any time.
- Traditionally, these houses have been relatively unsupervised by Augustana College. If students are willing and able to meet or even exceed the expectations listed above, these houses will remain usable. However, if these houses are found to not be meeting all policies and expectations outlined by Augustana, these houses will be temporarily closed.

The director of Student Inclusion and Diversity will evaluate traffic flow and demand and determine if a sign-up process will need to be instituted as the fall semester progresses.

Unfortunately, if rules and expectations are not followed in these unsupervised locations, these houses will need to be closed for the duration of the pandemic.

III. STUDENTS RETURNING TO CAMPUS

As students prepare to return to campus, the following return guidelines have been established:

- 1) Students are encouraged to have a COVID-19 test completed within the week prior to returning to campus to allow for adequate processing time. If a student receives a positive test, they should not return to campus and should notify the college per the “feeling ill” language in this document.
- 2) Students should self-monitor symptoms of COVID-19 prior to returning. Symptoms include fever, cough, difficulty breathing, sore throat, runny nose, nausea, vomiting, diarrhea or new loss of sense of taste or smell. Students should not travel to campus if they are sick.
- 3) Students should not travel to campus with someone who is sick.
- 4) Students should not travel to campus if they have been around someone with COVID-19 in the last 14 days.

- 5) Students traveling from current high-risk locations in the U.S. should quarantine at home for 14 days prior to returning to campus. Following that home quarantine, if no symptoms or concerns arise during that 14-day period, students should travel directly to campus for their scheduled move-in day and time.
- 6) While the definition of high risk may be modified, the college will rely on CDC designations as well as county-specific information. Currently, if a county is experiencing more than 25 daily new cases per 100,000 people or is otherwise designated by the CDC as such, it will be considered a high-risk area. This information is currently tracked on a county-level basis by the Harvard Global Health Institute at www.globalepidemics.org.
- 7) All students who have traveled to areas outside of their normal daily commute and everyday activities that are considered high risk should report that travel through the use of Starfish by completing the "Traveling from a high risk COVID-19 area" flag.
- 8) Students returning to Augustana by traveling internationally will be required to quarantine for 14 days upon arrival. For more details, please review the International Travel: Students Returning from Abroad section of this guide.

International Travel: Students Arriving in Rock Island, Illinois from Abroad

In accordance with [CDC travel guidance](#), students returning from international locations will be required to quarantine for 14 days upon arrival to the United States. Due to limited quarantine housing on campus and the need to ensure those 50 dedicated Augustana quarantine and isolation beds are readily available for symptomatic students and those identified through the contact tracing protocol, students traveling from international locations will be quarantined for their first 14 days upon arrival to Rock Island and Augustana College.

Upon arrival to Rock Island, students will be taken by shuttle either to campus or a local hotel for quarantine. Shuttle drivers will be present at the airport and will be clearly identified as a person responsible for shuttling Augustana students from the airport to their housing destination.

Depending on the number of students arriving at Augustana from abroad, some on-campus quarantine and isolation beds may be used. Also, if a student is housed in a Transitional Living Area (TLA) for the fall semester, they will be permitted to quarantine in their campus housing location. Students may also be housed off campus for the quarantine period in a single occupancy room at a local hotel.

Note: Students arriving to the United States under the age of 18 years of age will be quarantined on campus at Augustana College.

Off-campus quarantine will not require students to pay any additional room and board expense. The quarantine is part of the standard room and board rate. During that 14-day period, students should take these CDC-recommended steps to monitor their health and practice social distancing:

- 1) Students need to take their temperature with a thermometer two times a day and monitor for fever. The Welcome Kit previously mentioned will be delivered to the hotel and will be

available upon arrival. The Welcome Kit includes a thermometer. Also watch for cough or trouble breathing.

- 2) Students should stay in the hotel and avoid contact with others. Do not go to work or school.
- 3) Students should not take public transportation, taxis or ride-shares.
- 4) Students should keep their distance from others (about 6 feet or 2 meters).
- 5) Students are not allowed to be on Augustana's campus unless housed in campus-owned and operated quarantine housing or in a TLA. Otherwise, students should remain away from campus for the required 14 days.

In addition to offering quarantine housing, Augustana will provide three meals per day at both on-campus quarantine locations and at hotel quarantine locations. These meals will also be provided as part of the standard room and board cost.

Students who will be housed in local area hotels during this 14-day quarantine will be notified of more specific housing details by Residential Life staff, and additional communication is forthcoming through the Office of International Student and Scholar Services. Students should expect these additional, targeted communications to arrive in their Augustana email by August 15, 2020.

At the completion of the 14-day quarantine, students housed off campus will be shuttled back to campus from the local hotels. At that time, their shuttle destination will be the Residential Life Office, and students will be checked into their permanent residence hall location for the duration of the 2020-2021 academic year. If the student was quarantining on campus, they also will be directed to the Residential Life Office at the conclusion of their 14-day timeline to get checked into their permanent residence hall location for the duration of the 2020-2021 academic year.

Internet accessibility will be available in all on-campus quarantine spaces and Wi-Fi will be accessible for students quarantining in the local area hotels. If a student needs a laptop or other technology needs, please reach out to Information Technology Services to determine what may be available for loan.

IV. PUBLIC HEALTH GUIDANCE: TRANSMISSION MITIGATION EFFORTS

What To Do If I Feel Ill

Informing the college when you are showing symptoms of COVID-19 or not feeling well is an important part of reducing risk of transmission.

- 1) If the ill student is in a group or community setting, they should leave that venue and return to their private residence immediately. That may be their residence hall room, TLA or off-campus house. When feeling ill, students should not spend time with others or stop in other locations as they return to their personal residence.

- 2) Upon arrival to their private space, the student should seek guidance from a medical professional. During the pandemic, most health care providers are requesting a phone call to serve as the initial touchpoint. This contact can be made with the Augustana Convenient Care Clinic – Powered by Genesis during its open hours, with a student's personal medical care provider or with another local health care facility.
- 3) After seeking medical guidance, the student should inform the Public Safety dispatcher at 309-794-7711 if they are experiencing symptoms of COVID-19. This contact will launch the contact tracing protocol through Augustana College.
- 4) The student should then adhere to the recommendations from that medical professional and must participate fully with the contact tracing program. Recommendations may include getting tested for COVID-19 and practicing temporary self-isolation.
- 5) To learn more about the contact tracing protocol, please review that section of this document.
- 6) If students will be missing class due to their involvement in the contact tracing protocol or due to illness, students are encouraged to communicate with faculty members directly via email. In addition, students should communicate with the Dean of Students Office through Starfish by using the flag titled "I'm not feeling well" or by emailing Associate Dean Laura Schnack at lauraschnack@augustana.edu.
- 7) With students missing class due to illness, faculty members will provide access to course content through remote, distance-learning options.

Isolation and Quarantine Policy

Residential Life has set aside isolated, low-traffic space in residence halls and Transitional Living Areas (TLAs) to provide isolation and quarantine housing as needed.

As a result of the COVID-19 pandemic, Augustana is temporarily adopting an isolation and quarantine policy. This policy is subject to change to remain consistent with the most current guidance issued by public health authorities. Students will be notified of changes via email.

This policy applies only to students living in residence halls and TLAs. Augustana is not able to provide isolation or quarantine housing to students, faculty or staff living off campus.

Contact tracing is used to identify people who may have been infected by a person suspected of having a communicable disease. If a student reports experiencing COVID-19 symptoms, that student will be interviewed by a trained contact tracer, who will determine if any of the student's contacts will be required to sequester or enter quarantine.

A. Isolation

Isolation is used to separate people infected with the virus from people who are not infected.

Students experiencing COVID-19 symptoms (cough, difficulty breathing, fever, chills, muscle pain, headache, sore throat or loss of taste/smell) should contact their health care provider immediately and refrain from any unnecessary contact with others, including attendance at class, social events, etc.

If the health care provider recommends COVID-19 testing, the students should enter isolation. Augustana will provide space in a house or apartment for the student to isolate. Students needing isolation housing should contact Public Safety at 309-794-7711. Students will need to

bring all necessary supplies, including clothing, bedding, toiletries and academic supplies when they enter isolation.

Meals will be delivered daily and Residential Life staff will contact students in isolation daily. The college will follow guidelines established by the CDC to determine when it is safe for a student to discontinue isolation.

Students will be allowed to leave isolation when they meet the CDC criteria for ending isolation.

B. Quarantine

Quarantine is used to keep someone who has been exposed to COVID-19 and is ill away from others. Students who have been determined to have had close contact with a person diagnosed with COVID-19 will need to quarantine themselves for 14 days. While in quarantine, students should not leave their residence and should refrain from any unnecessary contact with others.

If students develop symptoms while in quarantine, they should contact their health care provider immediately. Students who develop symptoms while in quarantine will immediately be considered to be in isolation and will be moved to isolation housing if needed.

Students who do not develop symptoms after 14 days will be able to leave quarantine. Students in quarantine will still be expected to participate remotely in class to the fullest extent possible.

When a student leaves a quarantine or isolation space, Facility Services will conduct a deep-clean and a disinfection of the space. All quarantine and isolation spaces will be stocked with hand soap and disinfecting wipes for students to use while living there.

Students will be allowed to leave isolation/quarantine when they meet the CDC criteria to do so.

C. Quarantine-in-place

Students living in spaces with private bathrooms (TLAs, Swanson, Flats, Bartholomew House) will quarantine in place. Students should not leave their residence once they are notified that they must quarantine. Meals will be delivered daily, and Residential Life staff will contact students in quarantine daily.

D. Alternative quarantine housing

Students living in residence halls with communal bathrooms will be provided a temporary space with a private bathroom to quarantine.

Students will need to bring all necessary supplies, including clothing, bedding, toiletries and academic supplies when they enter quarantine. Meals will be delivered daily and Residential Life staff will contact students in quarantine daily.

E. Quarantine-at-home

When students return to campus at the start of the fall semester, they will be asked if they can safely return home to quarantine should the need arise during the academic year. If a student is

able to return home and is determined to need to quarantine, the student will be asked to return home to quarantine. Students will need to bring all necessary academic supplies when they return home. Students who develop symptoms while quarantined should then isolate themselves while at home.

Students who do not develop symptoms after 14 days will be able to return to campus.

F. Sequester

Sequester is used to keep someone who might have been exposed to COVID-19 away from others. Students who have been determined to have had close contact with a person suspected, but not yet confirmed, of having COVID-19 will be asked to sequester in place until test results are available for the person suspected of being infected.

Students in sequester should leave their rooms only to use the bathroom and should wear a mask while outside of the room except to brush their teeth or shower. Students should also avoid interaction with others in the hallway or the restroom. Meals will be delivered to their room.

Students in sequester will still be expected to participate remotely in class to the fullest extent possible. If the test results are positive, the student will immediately begin to quarantine. If the test results are negative, the student can resume normal activities.

Where students share a room with a roommate, both students will need to sequester together until test results are available.

Augustana College Express Service (ACES)

ACES, operated out of the Augustana Police and Public Safety Office, is one of the foundations of our safety program on campus. In the 2018-2019 school year, ACES took over 22,000 riders.

With the guidelines set forth in the Restore Illinois Recovery Plan, ACES will only be able to transport one quarter of the number of students in their vehicles than what has occurred in the past. For this reason, ACES in its traditional format is unable to be as effective for the 2020-2021 academic year as in years past.

An alternative is being considered that would include a partnership with a contracted shuttle service to drive set routes around campus to pick up/drop off students so they don't have to walk alone after dark. The proposed route will be open from 7 p.m. until 2 a.m., seven nights per week. Pick-up and drop-off locations on this continuous loop include Westerlin Hall, Erickson Hall, Forseti House and neighboring TLAs, Swanson Commons, near Andreen and Seminary Halls, Carver Center, Centennial Hall, Carlson-Evald Hall and the Gerber Center.

If an agreement is made to offer this contracted shuttle service, this document will be updated and the campus community will be notified through Augustana email.

V. RESIDENTIAL LIFE

Being COVID-ready for Fall 2020

Residential Life is taking a variety of steps to be COVID-ready for Fall 2020. This document provides a detailed summary of the changes we will be making.

De-densification

One of our strategies to co-exist with COVID-19 is to "de-densify" the residence halls. This means we are planning to assign only one student to our smaller double rooms. Any room where students cannot sleep 12 feet away from each other will be de-densified. Specifically, all of the double occupancy rooms in Andreen will only have one student per room and the triple occupancy suites in Seminary will only have two students per suite. Students were given the ability to opt for a de-densified room in Andreen.

We recognize that having a roommate is a desire for many college students. Many students have identified a preferred roommate, and those requests will be honored. During the fall semester, students in the de-densified rooms will still be charged the double rate, not the single rate. If the state of Illinois reaches Phase 5, which means that a vaccine is widely available and COVID-19 is no longer a threat, we may assign a second student into these spaces if needed.

For returning students, all TLA triples have been converted to doubles, and the smaller TLA double rooms have been converted to singles. Impacted students were notified. Students in the smaller Erickson triples were given the option to relocate to a larger Westerlin triple or to change to a combination of doubles and singles.

In addition to de-densifying bedrooms there will be restrictions on other shared spaces in the residence halls. Community kitchens in Seminary, Andreen, Westerlin, Swanson and Erickson will be closed. Some furniture will be removed from hall lounges to discourage large groups from gathering.

Communication – In order to remind students of things they can do to stay safe in the residence halls, the Office of Communication and Marketing is providing a variety of signs and posters to promote social distancing and sanitary habits in the residence halls. These include signs and floor decals to encourage people to “keep right” in high-traffic hallways, handwashing signs in restrooms, and information about recognizing and reporting symptoms in all student rooms.

Additionally, Residential Life is working with Communication and Marketing to create a video to explain quarantine and isolation protocols, and the new policies and expectations designed to prevent the spread of COVID-19.

New Policies

The following temporary policy language has been added to the Housing Handbook:

Physical Distancing and Masks – As a result of the COVID-19 pandemic, Augustana College is temporarily adopting a physical distancing policy as an addition to the standard housing code of conduct. This policy is subject to change to remain consistent with the most current guidance issued by public health authorities. Students will be notified via email of changes. When students are outside of their residence hall room or TLA, they will be expected to maintain 6’ of distance from other people. Students will be required to wear a mask in any area outside of their room or TLA where it is not possible to maintain 6’ of distance from others, including residence hall corridors and common areas, classrooms, offices, and any other indoor or outdoor gathering areas.

Temporary Visitation Restriction – As a result of the COVID-19 pandemic, non-Augustana students will not be allowed in any campus residences. This includes parents, siblings and friends. Exceptions will be made for visitors who are assisting students with moving in or moving out. Students wanting special permission to have a non-Augustana student visit them in their residence must contact their Area Coordinator in advance. Students should only host up to one other student in their room and only with permission of their roommate. All overnight guests are prohibited in student rooms. Students are expected to be considerate of the comfort level of their roommate and refrain from hosting student guests in the room when their roommate asks them not to. Students are encouraged to socialize with friends outdoors or in large indoor areas where it is possible to maintain 6’ of distance between people.

Move-in Day

In order to allow for physical distancing, move-in day will be spread over a longer period of time and students will sign up to move in by appointment.

First-Year Move-in

In previous years, first-year students all moved in early in the morning on the first day of new student orientation between 7 a.m. and 11 a.m.. This year students will move in on Wednesday, August 26 from 7 a.m. -7 p.m. and again on Thursday, August 27 from 8 a.m. -11 a.m. New students will be able to sign up for arrival appointments at 90-minute intervals. Appointments are capped at 15 people per appointment per unloading area. Students are allowed to bring two helpers to assist on move-in day and will be expected to wear masks while moving in. We will recruit student volunteers to assist on move-in days for new students by pushing laundry carts from the unloading areas of Westerlin Hall to the building. There will not be any volunteers for Andreen and Seminary because it is possible to get vehicles close to the entrances of those buildings.

Returning Students Move-in

Returning students can move in from Friday, August 28, until Sunday, August 30, by appointment. Appointments will be available from 7 a.m. until 9 p.m. daily at two-hour intervals and will be capped to prevent crowding. Students are allowed to bring two helpers to assist on move-in day and will be expected to wear masks while moving in.

Early Move-in

Several hundred students are expected to arrive early to participate in fall sports, student employment, activities fair etc. The Office of Residential Life will monitor the daily tally of early arrival students. On days when a large number of students is expected, those students will be asked to select an appointment time to help avoid crowds during early move-in.

Residence Hall Cleaning

Cleaning is being enhanced in the residence halls. All community bathrooms in the residence halls will be deep-cleaned each morning before classes start. This will include the cleaning of stools/urinals, showers, sinks and counters, stall walls (including tops/door latches), light switches and door frames; trash cans emptied and relined; and floors swept and mopped. This routine will be followed each day with frequent returns throughout the day. Whenever possible, this cleaning will occur every two hours between 6 a.m. and 10 p.m. Monday through Friday, and weekend cleanings shifts will also be staffed. At minimum, each traditional residence hall bathroom will be cleaned three times per day.

Following CDC guidance, cleaning and disinfecting will include the use of soap/water in a pail with two cloths for proper rotation. That will be followed by a misting disinfectant allowed to air dry. This process will occur on elevator panels and buttons, computer kiosks, monitors/keyboards, tables/chairs in lounges, front desks, phones, stairwell railings and light switches.

Residence hall restroom traffic will be monitored and cleaning schedules will be adjusted as necessary throughout the fall semester.

VI. DINING SERVICES FOR FALL 2020

COVID-19 has changed the way all of us go about our daily lives. Augustana Dining Services has embraced that change and is excited to serve you once again upon your return to campus this fall.

Our dining locations will be open with the following mitigating strategies in place:

- The Gerber Dining Center will be open for continuous access for breakfast, lunch and dinner.
- Students will enjoy added flexibility with Flex Meals and Viking Bucks at our retail locations, which are open late. Be sure to check our [website](#) for current hours and locations.
- We have added a Grab-and-Go option at the Gerber Dining Center Salad Bar station, which is expanded to include hot entrées and sides. This is for carryout only.
- The Gävle rooms will temporarily be converted to offer daily Grab-and-Go options, which will include hot and cold options to carry out or to dine in, as there will be seating available with physical distancing restrictions.
- We will continue to use the reusable carryout containers. However, they can only be handled or used at one station, so they aren't handled back and forth between the customer and several employees.
- Contactless external payment swipe option will be available at all cashier stands. Guests swipe on their own and then present the photo ID to the cashier.
- Credit cards will be handled in a similar fashion or use of a phone for QR Pay barcode scanning—similar to scanning an item at the grocery store, except that you scan the barcode to pay.
- Snack Bar and Westerlin Markets will be cashless locations.
- Seating capacity will be reduced and adjusted in accordance with public health guidelines to maintain physical distancing.
- Traffic flow measures will be implemented to assist with physical distancing in all locations.
- Our current high standards of cleaning and sanitizing practices will be enhanced by integrating updated protocols that include approved disinfectants for COVID-19 and a concentrated focus on designated high-touch surfaces.
- Staff will be required to perform a daily symptom check before working.
- Staff will wear cloth face coverings.

VII. STUDENT COUNSELING SERVICES

The foundation of our counseling office, regardless of any public health crisis, is the knowledge and approach that students may need an accessible, responsive venue for ongoing validation and support. Counseling Services staff are on call 24 hours per day, seven days per week for students who are in crisis, to provide support and validation. Students in crisis after hours should reach out to their Community Advisor in the Office of Residential Life, or to Police and Public Safety at 309-794-7711.

Counseling services are provided to all enrolled students who are interested (during COVID-19 through telecounseling) through a stepped care approach. Counseling services are provided each school day by appointment, walk-in or emergency session. We also reach out to students in need at the request of faculty, staff or other students. Counseling Services will provide tele-mental health from on-campus offices the majority of the time, so highly acute clients will be able to be seen in person when absolutely necessary. Generally speaking, with Augustana's guidance to have as many meetings as possible remain virtual this fall, visits will remain virtual unless in-person is absolutely necessary. Students who need to be seen face to face should arrive no earlier than five minutes prior to their scheduled appointment. The waiting area in Counseling Services will be limited to one student at a time to ensure physical distancing is possible, due to the limited space in the office. When face-to-face meetings are necessary, counselors will use all the necessary PPE and cleaning supplies that have been provided to them. Students will be required to wear face masks as that expectation is campus-wide in buildings, excluding only students' personal rooms. Windows will be opened ventilation, and offices have been rearranged to provide at least six feet of distance between persons. If a student scheduled to be seen in person feels ill, has been in contact with a person feeling ill or has been in contact with a person who has tested positive for COVID-19 in the past 14 days, that student should not attend a session in person. Rather, they should engage the counseling office virtually.

Understanding that students with pre-existing depression, anxiety or trauma are often more symptomatic during times of heightened stress and may require extra support in terms of more frequent contacts, sessions, and/or resources, we have several new resources this year for students, including TAO (self-paced psychoeducational learning and counselor-led education) online resources, and 15-minute weekly counseling check-in sessions. These 15-minute check-in sessions, provided through TAO, give us the ability make more frequent contacts during COVID without straining our resources or our availability for other clients. In addition, Augustana College is partnering with TimelyMD to provide both a "Talk Now" feature and six additional scheduled sessions beyond the Augustana Counseling Services. Talk Now and these additional scheduled appointments are provided through telecounseling. For more information, visit the [Student Counseling Services website](#).

As we prepare for the unpredictable nature of the fall semester, tele-mental health counseling is integrated into our programming moving forward (emergencies abroad, sick clients, clients who are afraid to leave the residence hall, etc.), so transitioning between in-person and tele-health will not be a problem (whether in stages or on a certain date). One thing the Student Counseling Services staff will continue to monitor is state licensing standards in Illinois and other states to ensure uniform standards and credentialing to practice across state lines (virtually) exist.




For the sake of physical distancing and minimizing traffic for necessary in-person appointments, Counseling Services will move the majority of student check-ins and scheduling services online, as was done during the spring of 2020.

Group workshops will continue being offered during the 2020-2021 academic year but will occur in the virtual format, as was also done last spring. Group therapy has been suspended due to

the newness of the program, as it originated only a short period of time prior to the pandemic. In order to make sure it has long-term viability, Counseling Services wants to restart the program in-person when it is safe to do so. Student Counseling Services does not want to provide a sub-par service when students are still determining the program's usefulness.

In addition to virtual therapy, online resources, necessary face-to-face sessions and group workshops, Counseling Services will continue to work to expand Augustana's therapeutic impact as well as create platforms for students to share experiences and support each other. And as a component of stepped care, Counseling Services is piloting our Kognito program (online role-playing intervention for students in crisis) this year. This is a perfect training resource that we can use remotely to help faculty, staff and students intervene and appropriately refer distressed students. Additional information about Kognito and community members participating will be shared with the Augustana community directly from staff in Counseling Services or from the director of Student Well-Being and Resiliency.

In addition to Tao Services and the ability to conduct telecounseling services through Augustana Counseling Services, the college will be offering new virtual mental health services. Again, this cost is being paid through the college budget this year and future funding options are being considered. This virtual mental health service will be available to students and will allow students to "Talk Now" to a mental health counselor 24 hours per day/seven days per week or to schedule an appointment for a later time. Talk Now visits are unlimited and a student can schedule six appointments throughout the year. This new service is in addition to the Student Counseling Services that Augustana has provided and will continue to provide to students. More information about this new service can be found below. The launch of this new counseling option will be available to students to start the 2020-2021 academic year and additional information will be shared via Augustana email as the fall semester nears.

<div>PHYSICAL HEALTH</div>  <div>Did you know...</div> <p>Most common health problems: cold and flu, strep, bacterial infections, ear infections, bruises, sprains and mono.</p> <p><small>Everydayhealth.com</small></p>	<div> Telehealth for Students</div> <hr/> <div>24/7 access to Urgent Care, TalkNow & Scheduled Counseling</div> <hr/> <div>Available through custom URL or TimelyMD mobile app</div> <hr/> <div>No-cost virtual visits <i>Unlimited TalkNow visits 6 Scheduled Counseling visits per student per year 15% Medical utilization visit cap</i></div> <hr/> <div>Student-focused physicians and counselors</div>	<div>EMOTIONAL WELLBEING</div>  <div>Did you know...</div> <p>67% of students reported that counseling services promoted their academic performance. 65% stated that counseling helped them stay in school.</p> <p><small>AUCCCD Director Survey</small></p>
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Prevention and Intervention of Mental Health Emergencies in Distance Learners

With the advent of distance learning during the COVID-19 epidemic, it is imperative that Augustana College develop a protocol for the prevention and intervention of mental health emergencies with distance learners. Student Counseling Services (SCS) will manage this protocol.

Prevention:

During the 2020-2021 school year, Augustana College will strive to prevent mental health emergencies in distance learners by (1) convening a weekly student success team meeting, (2) prominently displaying counseling services, crisis services, and self-help services for distance learners, (3) training staff and peers in mental health screening and coordination through Kognito, (4) and increasing help-seeking behavior through monthly campaigns to distance learners.

1. In the spring semester of 2020, the Office of Academic Affairs created a remote student success team to discuss students struggling with distance learning. During each meeting, the group would review all distance learners flagged through Starfish as having distance learning or mental health concerns. This group will continue to meet to identify students in need of mental health support, as faculty recognizing atypical or unusual behavior along with academic difficulties will be the first to identify students at risk for mental health concerns. Student Counseling Services will reach out to students flagged by faculty and staff to offer support, services and recommendations.
2. Student Counseling Services will work with the Office of Communication and Marketing to make sure crisis, counseling and self-help services are prominently displayed and easily accessible to all distance learners.
3. Student Counseling Services, along with the Director of Student Well-Being and Resiliency and the Office of Academic Affairs, will continue to roll-out Kognito trainings to faculty, staff and students in order to help the Augustana College community reach out to students in need with appropriate care and direction.
4. Student Counseling Services will provide monthly campaigns to distance learners to increase help-seeking behavior and educate students about the different mental health services available to them.

Student Action:

If a student is experiencing a mental health emergency, they should contact Student Counseling Services by phone at 309-794-7357 between the hours of 8 a.m. and 4:30 p.m. Outside of those hours, students should contact the Augustana Dispatch Center at 309-794-7711.

If a student is feeling unsafe due to their own or others' behavior, they should contact 911 immediately and follow up with Student Counseling Services when possible.

Parental/Legal Guardian Involvement:

With students being away from campus, parents and others in close contact with a distance learner should feel empowered to contact the college with concerns.

Do not assume that your student has shared information or concerns with the college. If Augustana College is unaware of a student experiencing a mental health emergency, it is difficult for student services staff to take action.

Please call 309-794-7357 between the hours of 8 a.m. and 4:30 p.m. Outside of those hours, students should contact the Augustana Dispatch Center at 309-794-7711. With the time sensitivity of some matters, please refrain from sending emails in these crisis matters and make a phone call, instead.

College Intervention:

Distance learners actively in a mental health emergency will be directly contacted by SCS via phone as well as an email follow-up with further treatment recommendations. The purpose of the phone call is to connect the distance learner to regional crisis services based on the severity of the mental health crisis. These services could include a regional crisis call center or a crisis stabilization unit. The service will depend on the need of the distance learner.

When contacting a distance learner who is having a mental health emergency, SCS will perform a triage screening to determine if 911 needs to be contacted in order to transport the distance learner to a crisis stabilization unit if the student is an immediate harm to self or others; otherwise, SCS will connect the distance learner to local resources and will develop a treatment plan for the student to access the mental health services of Augustana College. Student Counseling Services will also coordinate with the Office of Residential Life to make sure that continual contact is made with the student until the student is stabilized. These contacts are meant to foster a connection to Augustana College and to support the student during the emergency and their recovery.

VII. INTERCOLLEGIATE ATHLETICS

Fall Sports Suspended

The news was shared on Monday, July 27, that the College Conference of Illinois & Wisconsin (CCIW) announced postponement of all fall sports competition and championships. The decision, which came as the result of a unanimous vote from the CCIW Council of Presidents (C.O.P.), affects football, women's volleyball, men and women's soccer, men and women's cross country, women's golf and women's tennis.

The CCIW office will explore the feasibility of opportunities for the sports of cross country, soccer, football and women's volleyball to compete in the spring. At the same time, the league will maintain full conference competition in spring sports. Women's golf and women's tennis championships will move to the spring on dates still to be determined by the CCIW.

Fall sports teams will be allowed to practice and there is the possibility of limited, low contact

competitions. These competitions would not be sponsored or endorsed by the CCIW and must be in accordance with NCAA Division III rules and campus, local, state and NCAA health directives.

The last time Augustana postponed an entire season was during World War II when the Vikings suspended play in football in 1943 and 1944 and played just four games in 1945. Baseball was suspended in 1943, 1944 and 1945, swimming missed the 1943-1944, 1944-1945 and 1945-1946 seasons, while tennis was sidelined in 1944 and 1945. Basketball and track & field did not miss any time during World War II.

The CCIW Council of Presidents will continue to meet and a decision on winter sports, which has not been made at this time, will continue to be evaluated in the coming weeks.

Intercollegiate Athletics Return to Practice Plan

All Augustana recommendations to return to athletic practice are in alignment with the NCAA Resocialization of Collegiate Sport plan. The return to practice plan is intended to serve all fall sports as well as non-traditional season sports. Fall sports include two low-contact risk sports, being golf and tennis; one medium-contact risk sport, being cross country; and four high-risk contact sports, being football, women's and men's soccer and women's volleyball. The non-traditional sports that will participate this fall include two medium-contact risk sports, being softball and baseball, and three-high contact risk sports, being women's and men's lacrosse and men's volleyball.

Recommendations for the return to practice plan include:

- Highly recommend that all fall sports student-athletes self-quarantine for 14 days prior to their scheduled move-in date at Augustana.
- Highly recommend that all fall sports student-athletes have a COVID-19 test done during that 14-day self-quarantine and bring the test result to campus.
- Any fall sports student-athlete who is utilizing airline or public transportation to travel to Augustana for check-in must self-quarantine on campus until confirmation of a negative COVID-19 test.
- Student-athletes will be required to complete a daily screening online or via the Campus Clear app.
- Prior to beginning any practice activities, including strength and conditioning workouts, student-athletes will be required to complete a temperature check administered by the athletic training staff or designee.
- Face coverings will be required in all indoor "community" spaces, such as the athletic training room, locker rooms, Carver Center lobby and Fairchild Strength Center.
- Capacity maximums for various athletics-specific spaces will be determined.
- Student-athletes will be required to provide their own personal water bottle.
- Due to the current health risks, preseason off-site cross country training camps are not be permitted this fall.

Intercollegiate Athletics Testing Protocol

In alignment with both NCAA recommendations and the Augustana surveillance testing protocol, the current testing plan will include Augustana student-athletes in medium- and high-risk contact sports and close contact personnel (coaches and athletic trainers) being tested for COVID-19 weekly beginning the week of August 24, 2020.

Tests will be administered as saliva-based tests and will be done so through athletic team surveillance testing. Ten to 15% of the cross country, football, soccer and volleyball teams will be tested. Results are anticipated within 48 to 72 hours.

With the institutional testing protocol mirroring the athletics testing protocol, please visit the Testing Protocol section of this document for further details.



EMPLOYEE-SPECIFIC INFORMATION

I. COVID-19 EDUCATION

COVID-19 Employee Training

All employees returning to on-campus work should complete training on Augustana policies and the basics of preventing COVID-19. As the college begins its phased return to work program, this training will assist in preparing employees for the new normal on campus.

Below are two new resources that are required training during an employee's first week back. The Augustana Return to Work Guide covers new policies and best practices put into place to ensure a safe working environment. The Understanding COVID-19 video covers all the basics about the virus and offers guidance from the CDC and WHO on how to best protect yourself and others.

Employees should take a few moments to review both resources and then attest that you have completed the training. This will be required for all faculty, staff and administrative employees. Those not yet returning to campus should feel free to complete this training and attestation now rather than in late August. Members of facility services who attended in-person training do not need to do this again. Any questions or concerns should be directed to brandontidwell@augustana.edu

II. RETURNING TO CAMPUS

The college's commitment to a strong campus culture has not waived and we believe we are at our best when our community is located together. The COVID-19 pandemic has required flexibility and rethinking many current practices to keep employees as safe as possible while fulfilling our mission to students and our campus community. Since March of 2020, as many employees as is practical have worked remotely. As the college welcomes students back to campus for on-campus learning, we will need to again alter our approach to ensure we are making good on our promise for a robust return to campus.

As such we hope the guidelines and processes outlined below will provide a framework for consistent decision making within individual areas of campus.

Guidelines for Employee Return: Decision Making

College Priorities

- **Compliance with state and federal regulations and guidance regarding COVID-19.** Our actions to date have been based on the best expert information available. As requirements or guidance changes, we will change our practices accordingly.
- **Providing a high-quality on-campus experience for students.** The Augustana experience is best when delivered in person and on campus. To the extent possible, we will continue to provide this experience for those who can safely participate and will provide options for those students who are not able to attend on campus during the fall semester.

Providing a safe working environment for Augustana employees to enable the ongoing mission of the college. We have made changes to our on-campus work environments and practices but also have plans to be flexible and make temporary modifications to respond to individual situations.

Fall Semester Expectations for Employees and Offices

- Offices will be open as normal. For most offices this is 8 a.m.-4:30 p.m. Lights will be on and staff will be present during normal office hours.
- Most one-on-one and group meetings will occur virtually, but the employee will be in a campus office. For instance, a student may schedule a Google meeting with an employee, and the employee and the student could both be on campus in different locations. Or the employee could be on campus and the student may be living off campus or even quarantining at home at the time of the scheduled meeting.
- Employees will follow campus guidelines for safety, including mask wearing, physical distancing, and hygiene practices, as well as department- or office-specific guidelines.
- Important work functions from each office will continue and the same high-quality service to both students and internal customers will be maintained.

- Any modifications, as described below, must be evaluated to ensure the modification will not impact the work products and expectations for productivity. For many roles, employees will be asked to complete different and/or additional tasks. In short, the fall semester is likely to be much busier and more challenging than ever, so in granting flexibility we do not reduce expectations or workload.

Modifications and options for employees

- 1) **Requests regarding concerns about increased risk:** Temporary workplace modifications are available for those who believe they have health conditions that leave them at increased risk or who have family members whom they believe to be at increased risk. All modification requests for staff ([access form](#)) must be made and approved through the Office of Human Resources for non-faculty. Faculty should seek modification requests by accessing this [form](#) (submission details are included on the form). These modifications include changes to the on-campus workplace location, changes in schedule to low-population work hours including evenings and weekends, moving to a reduced status (transition from full-time to part-time), a leave of absence or partial or full remote work. The decision about which of these options works best should be made in conjunction with meeting the outlined expectations. Employees may be asked to provide advice from their health care provider about necessary modifications to aid in decision making. Any modifications will be temporary and may be ended as conditions change.
- 2) **Requests regarding school scheduling and day care:**
 - a. **Schedule changes.** A temporary modification may be available for employees whose schedules are disrupted due to changes in school hours or daycare hours. Schedule adjustments should be considered that would allow for on-campus work at non-traditional hours, including earlier start times, later departure times, split shifts, as well as evening and weekend work. This should ideally be a schedule that will ensure service to customers and students and assist the employee in addressing personal concerns.
 - b. **Remote work options.** Providing partial or full remote work options for those with daycare or other personal issues related to alternate school schedules may be considered. Care should be taken that remote work can be accomplished given caregiver expectations during the normal work day. For example, if an employee has small children or a student needing assistance with online learning, it may be difficult for this to happen along with full-time work. A reduced schedule may be appropriate, combined with usage of time-off options.
- 3) **Requests related to general de-densification of the workplace.** The Illinois Department of Public Health indicates offices should generally be at 50% of capacity. The capacity and current occupancy levels of Augustana offices are generally not the same, but offices with employees in close proximity, where spreading out work areas is not possible, may consider schedule changes or remote work options described above.

Next Steps for Supervisors

- 1) Modifications regarding increased risk are currently being processed by the provost and Office of Human Resources. As supervisors receive notification that an employee has requested a modification, they should consider the best way to accomplish department work and objectives, and whether this request is workable. If not, continued conversations will likely be helpful in creating the best outcomes for both the college and the employee.
- 2) Recently, Human Resources staff provided guidance to employees to discuss flexible scheduling options with their direct supervisor regarding daycare, childcare and de-densification concerns, as well as the general expectations for departments as outlined above. Supervisors may want to consider a communication to your work team to gather any requests for decision making. It will be important to make decisions that will ensure that workplace goals and objectives are met and provide additional flexibility that may be needed for employees to continue working at Augustana. Usage of PTO should be discussed as one potential solution.
- 3) Remind employees that this is a temporary solution and modifications will not be permanent. Employees may be asked to return to on-campus work or a more standard schedule as needed with short notice.
- 4) For those employees who will have a schedule modification, supervisors should ask that they submit to you their plan for continuing responsibilities, high-quality service, and how they will report on productivity. A supervisor, as a leader, is asked to create a report to send to the respective Cabinet member and the Office of Human Resources that will detail plans for their area and how they can assure high-quality service to students and internal customers, as well as monitor continued productivity. This should be submitted by Monday, August 17, 2020.
- 5) Prepare for ongoing change. As the pandemic evolves, the college is relying on supervisors to be ready to adapt to changes to ensure our community delivers on the mission of the college.

Faculty and Staff Returning to Campus from High-Risk Cities or from Abroad

As faculty and staff return to Rock Island and the Augustana campus to start the academic year, similar to students returning to campus, quarantine is required by the CDC for people who have recently traveled outside the United States.

Employees traveling from international destinations will be required to self-quarantine at home for 14 days upon arrival in the United States. Employees should take these CDC recommended steps to monitor their health and practice physical distancing during quarantine:

- 1) Employees need to take their temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
- 2) Employees should stay at home and avoid contact with others. Do not go to work or school.
- 3) Employees should not take public transportation, taxis or ride-shares.

- 4) Employees should keep their distance from others (about 6 feet or 2 meters).
- 5) Employees are not allowed to be on Augustana's campus during the 14-day quarantine.

In addition to the need for self-quarantining after returning from international travel, Augustana College also expects employees to quarantine at home after returning from high-risk locations within the United States. Following the 14-day home quarantine, if no symptoms or concerns arise, employees are able to return to Augustana and resume on-campus work.

While the definition of high risk may be modified, the college will rely on CDC designations as well as county-specific information. Currently, if a county is experiencing more than 25 daily new cases per 100,000 people or is otherwise designated by the CDC as such, it will be considered a high-risk area. This information is currently tracked on a county level basis by the Harvard Global Health Institute at www.globalepidemics.org.

Employees who have traveled to areas outside of their normal daily commute and engaged in activities that are considered high risk should report that travel to their supervisor. Supervisors should report this information to Human Resources to determine next steps.

Employees should visit with their supervisor to discuss remote work options during this quarantine period. Employees can consider using COVID leave or paid time off during this quarantine period. In addition to discussing with your supervisor the need to quarantine, employees should also complete the [workplace modification form](#) to inform the Office of Human Resources of the situation. Faculty should print and complete this [form](#) and submit to the deanofthecollege@augustana.edu. Further submission details are outlined on the form.

III. ACCOUNTABILITY MEASURES

Enforcement in the Classroom/Laboratory Setting

- Faculty should direct a student not in compliance of Augustana's public health guidelines to leave the class, and should report the non-compliant behavior through [the online reporting form](#) or by calling the Dean of Students Office 309-794-7533.
- Should a non-compliant student be unwilling to follow Augustana's public health guidelines and refuse to exit the classroom, the faculty member must immediately end the class and dismiss students. The incident should be reported to the Dean of Students Office immediately following class by calling 309-794-7533 or by emailing deanofstudentsoffice@augustana.edu.
- The faculty member should also report any such incidents to their department chair and communicate to students any changes to the syllabus schedule that may be necessary.
- If a non-compliant student becomes disruptive to the point of the faculty member or fellow students feeling threatened, the faculty member should call Campus Safety (309-794-7711, emergency calls).

IV. PUBLIC HEALTH GUIDANCE: TRANSMISSION MITIGATION EFFORTS

What To Do If I Feel Ill

Informing the college when you are showing symptoms of COVID-19 or not feeling well is an important part of reducing risk of transmission.

Faculty and Staff

- 1) An employee should not report to work or should leave campus immediately at the onset of COVID-19 symptoms or when starting to feel ill, and must provide notice to their supervisor. While leaving work, employees should not spend time with others or stop in unnecessary locations. If necessary, employees may return to their office to collect necessary work and belongings, only if masked for the entirety of their time in transit (both indoors and outdoors) and while in their office space.
- 2) After departing from campus, employees are encouraged to seek guidance from a medical professional. During the pandemic, most health care providers are requesting a phone call to serve as the initial touchpoint with a medical professional. This contact can be made with the Augustana Convenient Care Clinic Powered by Genesis, an employee's personal medical care provider, or with another local health care facility.
- 3) Following that conversation, either the ill employee or the supervisor should notify the Office of Human Resources of the situation. Working with the Office of Police and Public Safety, the contact tracing protocol will be completed by Augustana College if COVID-19 is suspected. Any information related to a community member involved in a health and illness matter will be treated with privacy.
- 4) Augustana College encourages employees to adhere to the recommendations from their health care professional. If COVID-19 is suspected, the college expects employees to participate fully with the contact tracing program. Spaces for quarantine and isolation are not available on campus for college employees.
- 5) To learn more about the contact tracing protocol, please review that section of this document.
- 6) Necessary time away from campus should be coordinated between the ill or exposed employee, their supervisor and the Office of Human Resources. If able, supervisors and ill or exposed employees are encouraged to consider remote work options if the ill or exposed employee will be away from campus for 14 or more days to self-isolate. If remote work is not available, employees can consider COVID leave (if available), and the use of PTO.

Distribution of Personal Protective Equipment and Supplies

The Augie Strong Health and Safety subcommittee was assigned to evaluate the PPE and protective barrier needs of the campus community and procure items as necessary. This was done by seeking input from various campus leaders as well as surveying department chairs and supervisors. At this time, bulk orders for PPE such as masks, face shields, gloves, hand sanitizer, and no-contact thermometers have been placed and items have already begun to arrive.

As the college moved forward with its first phase of the return to work plan on June 1, staff members were provided with a reusable mask. Those staff members who may be returning from furlough or summer break, are encouraged to stop by the Office of Human Resources or Public Safety to pick up their mask.

Bulk supplies that were ordered via the online Departmental PPE Order Form will be delivered to departmental administrative assistants the week of August 10. The administrative assistants will work with department chairs and supervisors to disperse these supplies among the members of their team.

Welcome Back Bags are being assembled for each faculty member scheduled to work this fall. That Welcome Back Bag will include two plastic face shields, a clear front reusable face mask and a cloth reusable face mask. Building custodians will be placing bags on office doorknobs the week of August 17.

As requests for protective barriers have been received, Facility Services has taken the lead on evaluating spaces and completing installation. Those who have questions or concerns about protective barriers are encouraged to contact Facility Services directly.

Much time and effort has gone into the assessment and procurement of campus PPE needs to prepare for in-person classes this fall. Due to increased demand, available quantities of some products remain limited. We ask for your patience, understanding and creativity as some items may take longer than expected to arrive or may become unavailable.

Employee Travel Policy

Until further notice, air travel for business purposes is prohibited for all employees. Limited ground travel beyond 50 miles of the Quad Cities must be approved by an employee's direct supervisor.

Removal of Shared Items

In accordance with American College Health Association guidance, reusable kitchen items (flatware, dishes and cups) and cleaning tools (sponges, brushes, towels) must be replaced with single-use options. Additionally, coffee makers and other shared appliances should be replaced with no-touch or single-use options or those shared appliances should be removed.

Also, in common office spaces, high-touch items such as magazines, common pens, etc. must be removed.

V. CLASSROOM TEACHING PROTOCOLS

Face Coverings

Faculty must wear face masks when teaching in person. The Illinois Board of Higher Education guidance indicates face shields are not a replacement for face masks, stating "face shields have not been deemed effective for source control and are only to be used when other methods of protection are not available or appropriate." The full notice can be found [here](#).

The Office of Human Resources is providing each faculty member with one cloth reusable face mask, one clear front face mask and two face shields.

Faculty requesting or requiring the use of face shields in place of face masks should complete this form to do so. Please complete this request by August 25, 2020.

Passing Time

In accordance with the “gym mentality” approach, to allow for disinfecting of surfaces and high-touch areas within the classroom, faculty are being asked to allow time for students to wipe down used surfaces at the end of class. Five minutes is recommended and faculty are being asked to remind students at the conclusion of each class to wipe down their work space.

Assigned Seating

To be as prepared and effective in contact tracing as possible, the American College Health Association recommends implementation of assigned seating in all classrooms. Faculty must implement consistent in-person seating arrangements and should be able to provide information on student seating locations for contact tracing purposes if the need arises.

COVID-19 Health and Safety Info in Syllabi

Faculty should include content in their syllabi reminding students of the importance of physical distancing, wearing face masks, conducting health screenings, and adhering to appropriate hand hygiene.

Sample Syllabi Language for COVID-19 Prevention

COVID-19 is primarily transmitted via respiratory droplets, which are expelled, by breathing, speaking, coughing, sneezing, singing, etc. These droplets can transmit COVID-19 if they come into contact with the eyes, nose or mouth of another individual either directly (droplets enter the mucous membranes or respiratory tract before falling from the air) or indirectly (when droplets are transferred from a surface to the mucous membranes by hands or other contaminated objects). These droplets vary in size and will fall from the air at various distances after being expelled from the nose or mouth, based upon their weight and velocity.

Augustana College has created a multi-layered intervention approach to prevent the spread of COVID-19 on campus. This approach includes physical distancing, required use of face coverings, increased cleaning and disinfecting protocols, maximized ventilation in campus buildings, monitoring of symptoms and class absences, voluntary surveillance testing, increased emphasis on hand hygiene, campus-wide directional signage, and protocols for contact tracing, isolation, and quarantine. Even with the implementation of these plans, COVID-19 cases may still occur on campus.

The most common symptoms in individuals infected with the SARS-CoV-2 virus (the virus that causes the disease known as COVID-19) include: fever (temperature above 100.4° F); new onset cough; shortness of breath; muscle or body aches; or new onset loss of taste and/or smell. Additional symptoms may include: chills; nausea, vomiting or diarrhea; fatigue; new onset headache; or sore throat. Some infected individuals may not have any symptoms at all, but they are still able to pass the virus to those around them through respiratory droplets, making

physical distancing and the use of face coverings critical to the health of our campus community.

Any potential symptoms of COVID-19 should be reported via your daily entry in the CampusClear app. Based on your responses, the app will provide you with a “pass” to campus for the day or information on next steps if you may be ill. If you are feeling ill, you should avoid any contact with others and should not attend class or social gatherings and should stay out of communal spaces like the Gerber Center or PepsiCo Recreation Center. Contact your health care provider or the campus health clinic for further guidance. Notify your instructors of your absence and raise a flag in Starfish for a missed class. This will ensure you get the support and resources you need to feel well and healthy again as soon as possible, and protects your campus community, too.

Messaging about Compliance

Faculty members develop deep and meaningful relationships with Augustana students. Those relationships allow for mentoring to occur, and students are receptive to feedback and messaging from faculty members. Due to the strength of the relationship between faculty and students, faculty are encouraged to address with students the importance of compliance with COVID-19 response policies, procedures and guidance. It will be helpful for faculty to share the message that a lack of compliance regarding physical distancing at weekend parties or a lack of commitment to the self-health screening can be the difference between successfully completing the fall semester in person or needing to pivot fully to distance learning again. Student leaders on the Augustana Strong Task Force recommended that this message be included in this document.

APPENDIX A

CDC CONSIDERATIONS FOR INSTITUTIONS OF HIGHER EDUCATION

Guiding Principles to Keep in Mind

The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in institution of higher education (IHE) non-residential and residential (i.e., on-campus housing) settings as follows:

IHE General Settings

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities and events.
- **More Risk:** Small in-person classes, activities and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

IHE On-campus Housing Settings

- **Lowest Risk:** Residence halls are closed, where feasible.
- **More Risk:** Residence halls are open at lower capacity and shared spaces are closed (e.g., kitchens, common areas).
- **Highest Risk:** Residence halls are open at full capacity, including shared spaces (e.g., kitchens, common areas).

Augustana's Response

Augustana is planning for the "More Risk" option of small in-person classes with physical distancing.

Augustana is planning for the "More Risk" option, with lower capacity, closed kitchen areas, and common areas being physically distanced.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are important principles that are covered in this document. Fortunately, there are a number of actions IHE administrators can take to help lower the risk of COVID-19 exposure and spread.

Promoting Behaviors that Reduce Spread
IHEs may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

Staying Home or Self-Isolating When Appropriate

- If a decision is made to have any version of in-person classes, before returning to campus, actively encourage any students, faculty and staff who have been shown COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) to follow CDC guidance to self-isolate or stay home.
- Once back on campus, educate students, faculty and staff on when they should stay home or self-isolate in their living quarters.

Augustana's Response

Training will be expected of the entire campus community, signage about practicing appropriate hygiene practices exists and increased, two-phase cleaning is occurring in accordance with CDC guidance.

Our communications articulate staying home when sick. Isolation and quarantine housing exists to allow residential students to isolate when they have been sick with COVID-19 or potentially exposed.

All community members will go through training that includes information about isolation and quarantine.

- Actively encourage students, faculty and staff who are sick or have recently had a close contact with a person with COVID-19 to stay home or in their living quarters (e.g., dorm room). Develop policies that encourage sick individuals to stay at home without fear of reprisals, and ensure students, faculty and staff are aware of these policies. Offer virtual learning and telework options, if feasible.
- Students, faculty and staff should stay home when they have tested positive for or are showing symptoms of COVID-19.
- Students, faculty, and staff who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.

Augustana's Response

From the onset of COVID-19, employees have been encouraged to stay home if they are sick. Required online training for all community members and return-to-work guidance for employees also addresses the need for community members to stay at home or in their living quarters if they are ill. If employees' symptoms or lack of symptoms allow, when needing to stay home, remote work is encouraged when possible. Additionally, COVID-19 paid time off (80 hours) has been provided since the onset of the pandemic.

All communications, including general messaging, training and return to work plans, inform community members they should stay home when they have tested positive for or are showing symptoms of COVID-19. Communication is clear that a person who tests positive should stay home or be moved to isolation housing if they are a residential student.

Communication is clear that a person who has had close contact should stay home or be in quarantine housing if they are a residential student.

- CDC's criteria can help inform return to work/school policies:
- If they have been sick with COVID-19
- If they have recently had a close contact with a person with COVID-19

Augustana's Response

Augustana has established a Return to Work Plan that has been in place since early June. Augustana is also adopting a clear set of principles that informs employees of the process if they have been sick with COVID-19 or if they've been in close contact with a person with COVID-19.

Hand Hygiene and Respiratory Etiquette

- Recommend and reinforce handwashing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage students, faculty and staff to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Signage across campus includes information about proper hygiene habits. Handy hygiene is also a part of the community training. Hand sanitizer is being provided at building entrances and other high traffic areas.

Signage across campus includes information about proper hygiene habits. Hygiene is also a part of the community training. Hand sanitizer is provided near building entrances and in other high traffic areas.

Cloth Face Coverings

- Recommend and reinforce use of cloth face coverings among students, faculty and staff.

Face coverings will be expected in all buildings, common areas, classrooms and even outside when physical distancing can't be maintained.

- Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all students, faculty and staff on proper use, removal, and washing of cloth face coverings.

- Note: Cloth face coverings should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

- Cloth face coverings are not surgical masks, respirators, or other medical PPE.

Augustana's Response

Signage across campus includes information about face coverings, physical distancing and hand hygiene.

The Director of Disability Services, in consultation with Residential Life (students) and Human Resources (employees), will review needs of a person with accommodations and address accordingly. An Accommodations Form for students exists on the Augustana website.

Adequate Supplies

- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

Signs and Messages

- Post signs in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with faculty, staff and students (such as on IHE websites, in emails, and on IHE social media accounts) in accordance with Clery Act.
- Find freely available CDC print and digital resources on CDC's communications resources main page.

Augustana's Response

Cleaning supplies will be provided in office spaces, classrooms and high traffic areas.

Signs are being posted all over campus detailing proper hygiene efforts, COVID-19 symptoms, use of PPE and physical distancing.

A full communication plan including videos, PSAs, social media and written communication exists and will continue to be executed for the foreseeable future.

CDC materials are being used and will continue being used. CDC posters have been hung throughout campus.

Maintaining Healthy Environments

IHEs may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- If transport vehicles (e.g., buses) are used by the IHE, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect IHE buses, vans, or other vehicles, see guidance for bus transit operators.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely. Use products that meet EPA disinfection criteria.

Augustana's Response

Cleaning will meet these CDC requirements and exceed them in most instances. The soap/water cleaning followed by a disinfectant spray is being completed across campus. As the academic year resumes, restrooms will be cleaned at minimum, three times per day and whenever possible, on a two-hour rotation. The college will be adopting a "gym mentality" approach that calls for users of shared equipment to wipe down surfaces and equipment after use.

Due to the size of the ACES security vehicles, at this time, that service is being suspended. The intercollegiate athletics travel plan, when completed, will have specific guidance regarding traveling to competitions.

Individual employees are assigned to specific facilities on a daily basis, with a singular focus to attend to their area as necessary. Restrooms and high traffic/touch areas will be cleaned multiple times per day. At minimum, restrooms will be cleaned three times per day, and whenever possible every two hours between 7 a.m. and 10 p.m.

Pre-existing, established locations are in place for secure, safe and correct use of cleaners and disinfectants in most campus buildings. For offices, classrooms and other spaces where cleaning supplies are provided, instructions are shared to inform proper use.

- Encourage students, faculty and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.

- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment or computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Avoid sharing electronic devices, books, pens and other learning aids.

Augustana's Response

Communications such as signage, videos and PSAs will address cleanliness of personal items. As the academic year resumes, the college will be adopting a "gym mentality" approach that will call for users of shared equipment to wipe down surfaces and equipment after use.

Existing air flow, wherever possible, is being increased across campus. Operable windows and undercut doors are being used in areas where forced airflow is not possible based on existing mechanical units. Filter change schedules have been increased.

The college requests public writing utensils be removed. Drinking fountains have been taken off-line (bottle fillers still operating).

When the academic year starts, the college will be adopting a "gym mentality" that will call for users of shared equipment to wipe down surfaces and equipment after use.

Augustana College expects students to purchase their own books and other needs for their academic experience. Users of shared equipment must wipe down surfaces and equipment after each individual use.

Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty or staff using the facility.

Water Systems

- To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and disinfected, but encourage faculty, staff and students to bring their own water to minimize use and touching of water fountains.

Modified Layouts

- Space seating/desks at least 6 feet apart when feasible. For lecture halls, consider taping off seats and rows to ensure 6-foot distance between seats.
- Host smaller classes in larger rooms.

Augustana's Response

Existing air flow, wherever possible, is being increased across campus. Operable windows and undercut doors are being used in areas where forced airflow is not possible based on existing mechanical units. Filter change schedules have been increased. If community members are unable to sit in outdoor spaces or in spaces with open windows or doors, they should inform the Director of Disability Services.

Facilities at Augustana College have not had prolonged lack of water flow. With essential personnel on campus, many faculty continuing to work from their offices, and students remaining on campus throughout distance learning, very few spaces have been truly closed. Facilities have been running showers, sinks and flushing toilets periodically. Drinking fountains have been taken off-line. Bottle fillers remain operational. Students will receive a Welcome Back Kit that will include a water bottle.

Classroom seating will maintain physical distancing requirements. Desks will be taken off-line and occupancy in classrooms will allow for 36 square feet of space per student. Face coverings will be expected in the classroom. In the rare instance where physical distancing is not possible (i.e. labs), additional measures such as limiting group size will occur.

Classrooms are being evaluated to ensure appropriate distancing is possible in assigned spaces.

- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill-building activities).
- Create distance between students in IHE vehicles (e.g., skipping rows) when possible.

Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

Augustana's Response

The Office of Academic Affairs is preparing to offer dual modality courses as possible.

Physical distancing is expected whenever possible. Face coverings are also expected in all campus buildings, including classrooms (excluding residence hall bedrooms). If lab experiences don't allow for physical distancing, consistent small groups will be maintained to limit contact between numerous students.

ACES will not be operational this fall. The intercollegiate athletics travel plan, when completed, will have specific guidance regarding traveling to competitions.

Plexiglass or other plastic barriers have been installed on campus in high traffic areas. Additional barriers will be installed as needed as traffic flows are defined when the academic year resumes.

Signage will be posted throughout campus regarding physical distancing, use of face coverings and proper hygiene habits. Additionally, traffic flow and line spacing signage, especially in high traffic areas (residence halls, quad, Gerber, Carver, etc.) will be posted.

Communal Spaces

- Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds especially when they cannot be at least 6 feet apart.
- For more information on communal spaces in student or faculty housing (e.g., laundry rooms, shared bathrooms and recreation areas) follow CDC's guidance for Shared or Congregate Housing.

Food Service

- Provide grab-and-go options for meals. If a cafeteria or group dining room is typically used, if possible, serve individually plated meals (vs. buffet or any self-serve stations).

Augustana's Response

Room capacity will be identified and the occupancy of those spaces will be managed through signage, reduction of seating, and community enforcement. Dining is assessing the use of additional seating spaces in alternate locations to maintain physical distancing.

Residence hall rooms have been evaluated and 12 feet of space between heads will be attainable in all bedrooms with multiple residents. With smaller bedrooms, only one resident will reside in those spaces.

In review of Shared or Congregate Housing, key takeaways include what Augustana has already planned including physical distancing, use of face coverings, signage, CDC cleaning protocols, plus community kitchens will not be in use, and in some instances, recreational equipment may be off-line.

Grab-and-go options will be available in dining services and contactless dining will be the norm, including cashier exchanges, and plated meals will be served rather than buffet of self-serve items.

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the safety of individuals with food allergies.

Protections for Students, Faculty and Staff at Higher Risk for Severe Illness from COVID-19

- Offer options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework and modified job responsibilities).
- Offer options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities).

Augustana's Response

In addition to the common practice of dining employees wearing gloves while working, masks will also be worn at all times moving forward. Regular cleaning and sanitization will occur not only of utensils and dishes, but also hard surfaces including tables and counters. It will be made explicitly clear that employees should wash their hands regularly, including when gloves have been removed.

Dining Services is taking a contactless dining approach, which will eliminate buffet-style dining in all campus dining facilities. Augustana has always prided itself on attending to individuals with food allergies. For more information on that, please contact Amy Roehrs in Dining Services.

The Offices of Human Resources and Academic Affairs are working together to survey all employees to determine who may have underlying health conditions. Each individual case is being reviewed through ADA guidance and the consideration of ADA accommodations. When possible, remote work or a hybrid experience will be utilized.

Students are receiving communication that allows them to disclose their situation as higher risk. If these high-risk students prefer learning through distance learning, they will have the opportunity to do so.

- Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.

Regulatory Awareness

- Be aware of state or local regulatory agency policies related to group gatherings to determine if events can be held.

Gatherings

- Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Pursue options to convene sporting events and participate in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches and communities.
- Limit any nonessential visitors, volunteers and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area.

Augustana's Response

The Office of Human Resources is utilizing the ADA accommodations process, which has privacy built into the work flow and communications regarding protected health information.

Augustana College is monitoring the Illinois Board of Higher Education guidance as well as the Illinois Recovery plan, which provides specific details about group gatherings.

In alignment with Phase 4 of the Illinois Recovery Plan, in-person events will be limited to 50 people or less and face coverings and physical distancing will be expected. Meetings are encouraged to remain virtual whenever possible.

Guiding principles for intercollegiate athletics include ensuring Augustana College will 1) make decisions we believe are in the best interest of student-athlete health and safety; and in adherence to #1, 2) whenever possible, Augustana College will align decisions with the College Conference of Illinois and Wisconsin (CCIW) and the NCAA. A plan to resume college athletics is being developed.

Any visitors to campus are expected to complete a self-health screening and self temperature check prior to arrival to campus. All other health efforts remain in effect for visitors, such as physical distancing and face coverings.

Telework and Virtual Meetings

- Encourage telework for as many faculty and staff as possible, especially employees at higher risk for severe illness from COVID-19.
- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Provide student support services virtually, as feasible.
- When possible, use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing (maintaining distance of at least 6 feet) between people, especially if social distancing is recommended by state and local health authorities.

Travel and Transit

Consider options for limiting non-essential travel in accordance with state and local regulations and guidance.

Augustana's Response

The Return to Work Plan has allowed for telework for many employees over the summer, and a staggered return has been implemented.

Employees are encouraged to continue to hold meetings virtually whenever possible until further notice. When that is not possible, physical distancing and use of face coverings is expected.

Similarly to the spring transition to distance learning, the college is prepared to provide support services and the student experience virtually. For example, wellness activities, mental health services, and CORE services can be provided virtually as needed.

In the Augustana Return to Work plan, staffing levels are elevating from 25-30% of the work force working on campus in June, to 50%, 75% and eventually 90%+ of employees returning by August. Whenever possible, remote work is encouraged and/or temporary assignments are provided for people working from distance. Physical distancing, self-health screenings, and use of face coverings are expected of employees while on campus. A process is in place to address the needs of the college's higher-risk employees through ADA accommodations.

At the onset of the pandemic, all non-essential travel was postponed. Moving forward, Augustana will adhere to current local and state regulations regarding travel.

1) Encourage students, faculty and staff who use public transportation or ride sharing to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).

2) Encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to protect yourself when using transportation. Additionally, encourage them to commute during less busy times and clean their hands as soon as possible after their trip.

Designated COVID-19 Point of Contact

Designate an administrator or office to be responsible for responding to COVID-19 concerns. All IHE students, faculty and staff should know who this person is and how to contact them.

Augustana's Response

On campus signage will include information and part of the communication plan will include commuting recommendations.

On campus signage will include information about hand hygiene and part of the communication plan will include recommendations for when using public transit.

The Augustana Strong Task Force is serving as the leading group responsible for responding to COVID-19 concerns. The task force is chaired by Dr. Wes Brooks, Vice President and Dean of Students.

Participation in Community Response Efforts

Consider participating with state or local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).

Communication Systems

Put systems in place for:
Consistent with applicable law and privacy policies, having students, faculty and staff report to the IHE if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick** section below), and other applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).

Augustana’s Response

On-campus epidemiologist shares information with broader community through local news station. President serves on the board of the local hospital.

Similar to all instances where a student is ill, the Dean of Students Office serves as a point of contact for students feeling ill with COVID-19 symptoms. Students are encouraged to visit directly with their faculty members if they are going to be missing class and the Dean of Students Office can verify absences. Augustana College will be in regular communication, as needed, with Rock Island Public Health. Augustana College will also engage in contact tracing through a team of Augustana employees trained to serve as tracers who will reach out to students as needed. Protected health information will be housed in secure files in the Office of Human Resources or the Dean of Students Office. Protected health information will only be collected when necessary.

Notifying faculty, staff, students, families and the public of IHE closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Leave (Time Off) and Excused Absence Policies

- Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick, have been exposed, or are caring for someone who is sick.
- Examine and revise policies for excused absences and virtual learning (students) and leave, telework and employee compensation (employees).
- Leave and excused absence policies should be flexible, not be punitive to people for taking time off, and should allow sick employees and students to stay home and away from others. Leave and excused absence policies should also account for employees and students who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

Augustana's Response

A COVID-19 webpage exists on Augustana's website that provides information about Augustana's response to COVID-19.

New PTO policies were communicated to the campus on July 22, 2020 and will take effect on September 1, 2020.

New PTO policies were communicated to the campus on July 22, 2020, and will take effect on September 1, 2020.

Also, staff in the offices of Human Resources and Academic Affairs are working together to survey all employees to determine who may have underlying health conditions. Each individual case is being reviewed through ADA guidance and the consideration of ADA accommodations. When possible, remote work or a hybrid experience will be utilized.

Develop policies for returning to classes and IHE facilities after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies.

Backup Staffing Plan

Monitor absenteeism of employees and students, cross-train staff, and create a roster of trained back-up staff.

Staff Training

- Train staff on all safety protocols
- Conduct training virtually or ensure that social distancing is maintained during training.

Recognize Signs and Symptoms

- If feasible, conduct daily health checks or ask faculty, staff and students to conduct self-checks (e.g., temperature screening and/or symptom checking).
- Health checks should be done safely and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations. IHE administrators may use examples of screening methods found in CDC's General Business FAQs.

Augustana's Response

The college has adopted the CDC's criteria for discontinuing home isolation, which includes three days with no fever **and** respiratory symptoms have improved (e.g. cough, shortness of breath) **and** 10 days since symptoms first appeared. Additional info here. The college also has established a detailed quarantine and isolation plan.

Before the COVID-19 outbreak, it was common practice for essential staff including those in public safety, dining and facilities to be cross-trained. Additional cross-training should occur internally within offices, departments and divisions.

COVID-19 training is required for all employees. Training can be completed virtually.

Faculty and staff are being asked to conduct daily self-checks when they are on campus, and the same will be asked of students when the academic year resumes.

Privacy and respect are foundational elements of the Augustana campus culture, and all privacy laws will be met. The self-health checks that Augustana will be using do not include protected health information.

Sharing Facilities

Encourage any organizations that share or use IHE facilities to also follow these considerations.

Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading or listening to news stories, including social media, if they are feeling overwhelmed or distressed.
- For employees and students, promote healthy eating habits, exercising, getting enough sleep and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signage for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746

Augustana's Response

All visitors to campus will be expected to follow health guidance and adhere to the college's policies. Any deviation from college policy would need approval in advance.

Counseling services and student well-being programming will be available for students, and the EAP program exists for employees who need assistance coping.

Given Augustana College's commitment to wellness, promoting these activities occurs normally and will continue.

Communications will be intentional about confiding in people and finding ways to cope.

Augustana College has numerous counseling services options, including telehealth. Visit the [Augustana Student Counseling Services web page](#) for details.

Preparing for When Someone Gets Sick

IHEs may consider implementing several strategies to prepare for when someone gets sick.

Advise Sick Individuals of Home Isolation Criteria

Sick faculty, staff or students should not return to in-person classes or IHE facilities, or end isolation until they have met CDC's criteria to discontinue home isolation.

Isolate and Transport Those Who are Sick

- Make sure that faculty, staff and students know they should not come to the IHE if they are sick, and should notify IHE officials (e.g., IHE designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a health care facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick. IHEs may follow CDC's Guidance for Shared or Congregate Housing for those that live in IHE housing.

Augustana's Response

The college has adopted the CDC's criteria for discontinue home isolation, which includes three days with no fever **and** respiratory symptoms have improved (e.g. cough, shortness of breath) **and** 10 days since symptoms first appeared. Additional info here.

Depending on your health care provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

The campus community is made aware through notification during the self-health screening that they shouldn't report to work or classes if their answers to the screening raise concerns. Required training also addresses this. Students should notify the Dean of Students Office if they become sick with COVID-19. Employees should contact their supervisor and Human Resources.

Augustana College expects employees with COVID-19 symptoms to leave campus immediately. Residential students will use isolation and quarantine processes when symptoms arise. Commuting students should follow CDC guidance and isolate or quarantine in their off-campus residence.

- Work with IHE administrators and health care providers to identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. IHE health care providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.

- Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

Augustana's Response

Augustana College has isolation and quarantine housing available as needed. The on-campus Health Clinic is being provided in partnership with Genesis Health. The on-campus health clinic will meet and adhere to all the practices of Genesis Health at any of their convenient care locations.

Students showing symptoms of COVID-19 and who are in need of medical care will be asked to first call a health care provider. If the student needs transportation, the college will provide transportation through Augustana Police and Public Safety, Augustana's medical shuttle, or through a contracted cab service. Masking and physical distancing will be expected in vehicles.

Cleaning protocols are in place to close areas used by sick people. In most instances, cleaning will be ongoing, but a deep cleaning 24 hours after a positive test will occur. Spaces will not reopen until cleaning has occurred.

Augustana College has adopted the 24-hour practice prior to deep cleaning occurring. All cleaning and disinfecting products are being stored in pre-existing locations in most campus buildings and sanitizing products shared with others will have instructions provided.

Notify Health Officials and Close Contacts

- In accordance with applicable federal, state and local laws and regulations, IHEs should notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with

Disabilities Act (ADA)[external icon](#), FERPA or and other applicable laws and regulations.

- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Appendix B

Illinois Board of Higher Education Guidance

GUIDING PRINCIPLES

As institutions of higher education consider how to operate as they transition to Academic Year 2020, they are guided by the following principles:

Campus Health and Safety

- Protect the health and well-being (including mental health) of students, faculty, and staff.
- Adopt science-based public health measures and procedures.
- Attend proactively to the needs of medically susceptible and other vulnerable subgroups among our campus stakeholders.

Sustaining Our Missions

- Focus relentlessly on student success inside and outside of the classroom, with high-quality teaching, learning, and support services.
- Emphasize issues of diversity, inclusion, and equity, with focused attention on the needs of under-resourced and underserved students, faculty, and staff.
- Strengthen professional and career development efforts for faculty and staff whose work has been disrupted.
- Consider reasonable accommodations to the extent possible for faculty and staff who are in high-risk categories.
- Protect and advance scholarship and research in all disciplines, with particular urgency for research involving COVID-19.

Institutional Planning

- Prepare for multiple scenarios and flexibility to address ongoing uncertainties and changing risks for students, faculty, and staff.
- Recognize financial implications as well as opportunities to realize efficiencies in all decisions, both short- and long-term.
- Think creatively about all aspects of the institution.

Institutional Processes

- Be transparent in decision making.
- Engage faculty, staff, students, and other stakeholders in shared problem-solving.
- Communicate frequently and consistently, emphasizing individual and collective responsibilities in the reopening process.
- Collaborate with surrounding communities.

GUIDANCE FOR OPENING HIGHER EDUCATION FOR ACADEMIC YEAR 2020

The following guidelines are issued to help institutions of higher education (IHEs) operate under [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#). This guidance remains subject to change pursuant to updated public health guidance and changing public health conditions. Future updates will be posted at www.ibhe.org. In the event of a resurgence of the virus, or second wave in the fall, IHEs should be prepared to return to full remote learning if conditions necessitate.

• General Health of Campus Population.

- IHEs should use current guidance from the [CDC](#) and IDPH for social distancing, physical spacing, cleaning, disinfecting, hygiene practices, and personal measures (face coverings/masks) to limit viral transmission.
- IHEs should provide hand sanitizing stations at locations throughout campus.
- IHEs should require self-monitoring of symptoms and require individuals to stay at home and obtain medical evaluation if they are showing any symptoms or signs typical of COVID-19 or influenza-like illness. If automated symptom monitoring is implemented, there must be a mechanism for the institution to track and analyze the data.
- IHEs should encourage overall health, mental health, and wellness for students, faculty, and staff.
- Staff and faculty should have training in how to identify and refer students in distress to appropriate services.
- Wide-scale absences of faculty, staff, or students should be noted and brought to the attention of the local public health department.
- IHEs should encourage faculty, staff, and students to have up-to-date immunizations wherever possible and with consideration for populations that cannot do so.
- IHEs should encourage faculty, staff, and students to have influenza vaccines at the appropriate time. They should develop plans for future mass immunizations with influenza and COVID-19 vaccines, when available.

Augustana's Response

- #1 Guiding Principle
- CDC, IBHE, IDPH & ACHA
- Remote options available
- Numerous task forces addressing student success and high-quality teaching.
- Reasonable accommodations being met
- Scenario planning started in April
- Numerous working groups examining financial health
- Numerous Reports and Videos shared
- Numerous task forces.
- In communication with Public Health, CCIW schools and other local institutions.

Augustana's Response

- CDC guidance used throughout
- Hand sanitizing provided
- Campus Clear app in place to monitor symptoms
- Wellness activities in place or planned
- Kognito training launching in fall, for identification of distressed students
- Surveillance protocols in place
- Current immunizations and flu vaccines are encouraged
- Remote vs. on-campus work evaluations have occurred
- Face coverings and physical distancing guidance adopted
- Alternative work schedules are possible
- Lounge spaces becoming limited occupancy
- Remote work encouraged where possible or necessary - Student-facing and interacting jobs will return on campus when students return.

- **Campus Operations and Staffing.**
 - **Phase 3.**
 - IHEs should make determinations about work that cannot be done remotely and must be done on campus as part of institutional operations and in preparation for Phase 4, including research and administrative functions.
 - Personnel should be scheduled to enable social distancing.
 - Personnel on campus should adhere to the use of face coverings and physical distancing. Personnel working in individual office spaces can remove face coverings but should wear them when leaving their individual office space.
 - In spaces such as labs where specialized furniture and equipment are fixed, the use of face coverings and additional scheduling considerations should be used for employees working in these areas.
 - Breaks for staff should be staggered to allow for distancing while masks are removed when eating.
 - **Phase 4.**
 - IHEs should consider options for faculty and staff to work remotely. Faculty and staff who need to be present on campus should follow protocols for the use of face coverings, hand hygiene, and physical distancing consistent with CDC and IDPH guidelines. Follow [DCEO's guidelines for non-customer facing office spaces](#).
- **Protection of Vulnerable Community Members.**
 - IHEs should provide reasonable and appropriate accommodations for remote work and learning for students, faculty, and staff who are at [higher risk](#) according to the CDC, referencing existing contracts and collective bargaining agreements, where appropriate.
- **Health, Safety, and Social Responsibility Training for Students, Faculty, and Staff.**
 - IHEs should implement training and messaging strategies to encourage the campus community to follow IDPH and CDC safety practices. Publicly available [resources from the CDC](#), including videos, signage, and step-by-step guides in multiple languages, are available.
 - IHEs should encourage campus members who use public transportation to follow IDPH and CDC [Protect Yourself When Using Transportation](#) guidelines.
 - IHEs should work with campus governance structures to amend codes of conduct, handbooks, and other related documents to make transparent expectations for health, safety, and social responsibility.
 - IHEs should work with shared governance and collective bargaining units in providing guidance on including information in course syllabi about COVID-19-related health, safety, and social responsibility, as appropriate.
- **Testing and Contact Tracing.**
 - IHEs should follow the guidance of IDPH and their local health departments if they determine that surveillance testing becomes necessary in a specific area or region during **Phases 2-4**.
 - IHEs should develop procedures and communications for having students, faculty, and staff self-isolate when returning from travel in accordance with CDC and IDPH guidance.
 - IHEs should work with their local departments of public health to build and leverage capacities for contact tracing.
 - Guidance in this document is consistent with CDC's June 30, 2020 guidance on [testing](#).

Augustana's Response

-Remote learning is an option, as well as remote work due to increased health risks.

-Employees and students must complete required training.

-Public transportation guidance is provided.

-A COVID-19 policy handbook and information guide has been created.

-Faculty have been encouraged to add COVID-19 information in syllabi.

-Surveillance testing will be conducted at Augustana.

-Self-isolation due to symptoms and travel exists at Augustana.

-Augustana has been trained and will supply its own contact tracing team.

-Augustana has a full isolation and quarantine plan.

-Over 50 beds are available for isolation and quarantine on campus.

-All cleaning procedures adhere to CDC guidance.

-Commuter students are not allowed to quarantine on campus.

-Remote learning during quarantine and isolation will be available.

-CDC recovery guidelines have been adopted.

-A protocol is in place for employees feeling ill.

- **Quarantine and Isolation Measures.** Guidelines provided by the CDC, the Occupational Safety and Health Administration, and IDPH for isolation and quarantine will continue to evolve as does our understanding of COVID-19. Consequently, IHEs should continuously monitor these sources for the latest information and stay in frequent contact with their local departments of public health. Given the current guidelines:
 - IHEs should emphasize the importance of self-monitoring and require self-quarantine or isolation, following CDC and IDPH guidelines, when an individual has symptoms, has been exposed to an individual who has tested positive for COVID-19, or has traveled in a high-risk area as defined by the CDC.
 - IHEs with residential campuses should have sufficient accommodations for isolation and quarantine available, working with local departments of public health and CDC guidelines.
 - IHEs should follow CDC and IDPH guidance regarding [cleaning of spaces used by individuals who have tested positive](#) for COVID-19.
 - Any student who lives off campus and needs to isolate or quarantine should do so at their residence.
 - IHEs should support options for remote learning for students who are in isolation or must quarantine due to contact with someone who has tested positive for COVID-19.
 - Students who are in isolation (i.e., have the disease) should not participate in in-person activities until recovered as defined by IDPH and CDC guidelines.
 - IHEs should have plans in place following IDPH and CDC guidelines for requiring isolation of employees who test positive for COVID-19. Employees should not return to campus until they have recovered as defined by IDPH and CDC guidelines.
- **Campus Space Utilization.**
 - IHEs should implement plans that consider traffic flow in and out of buildings, dining centers, classrooms, labs, and studios, and other congregate spaces with particular attention to surge times and choke points, as well as spacing of students, faculty and staff to be consistent with IDPH and CDC guidelines.
 - Possible considerations include allowing students additional time to move from class to class, defining the direction of movement within classrooms, designating doors for entry and exit where feasible, and adding signage to assist with flow.
 - In settings such as classrooms/auditoriums, libraries, student unions and other spaces where it is possible to socially distance, the following safety guidance applies:
 - Faculty, staff, and students should maintain a distance of at least six feet from others, use face coverings and practice hand hygiene consistent with IDPH and CDC guidelines.
 - *Update 7.28* – The maximum number of individuals in the room should not exceed 50 people. However, larger spaces may be partitioned with fire code-approved floor to ceiling dividers to create additional rooms, each with a capacity limit of 50 people with social distancing.
 - IHEs should consider additional measures to ensure social distancing and safety as determined by the features of spaces, learning methods, and other factors (Consider the use of floor markings, staggered furniture arrangements, and additional space between lecterns and student seats).
- **Cleaning of Facilities.**
 - IHEs should follow protocols and use equipment (e.g. HEPA vacuums) as outlined by the IDPH and CDC for [cleaning-disinfection](#).
 - IHEs should provide personal cleaning resources in classrooms for students who want to clean their area.
 - Use of shared objects should be limited and cleaned between each use (e.g., computers in computer labs, lab equipment, desks, etc.).
 - Shared bathrooms are considered high-touch areas and require frequent cleaning and disinfecting, consistent with CDC and IDPH guidelines.
- **Adjustments to Campus Academic Schedules.**

IHEs should evaluate whether changes to the academic year are appropriate and may help reduce the number of people on campus when a disease recurrence is potentially more likely. Changes being considered by some institutions include starting face-to-face courses later in the fall, starting face-to-face courses earlier and ending the fall term at Thanksgiving, etc.
- **Completion of labs, clinicals, and other performance/demonstration skills.**
 - While the default instructional modality under **Phases 2 and 3** is online, there are situations in which face-to-face instruction is critical to students completing their degrees/certificates.
 - In **Phase 2**, students preparing to be essential workers such as medical professionals, first responders, transportation workers, and trade professionals would be included.
 - In **Phase 3**, this would also include career and technical education students and those enrolled in lab science courses or other courses that require face-to-face instruction to demonstrate competencies and complete their course of study as well as those taking foundational courses that must meet in person.
 - Face-to-face instruction in **Phase 2 and 3** will be reserved for these situations and observe the following guidelines.

Augustana's Response

-Traffic flow has been assessed, signage and floor decals have been installed, and traffic flow will be an ongoing assessment.

-Passing time between classes has been extended by 5 minutes.

-All teaching spaces will adhere to the 36 sq. feet recommended for physical distancing.

-All cleaning and disinfection protocols are guided entirely by CDC recommendations.

-All members of the community will be expected to disinfect surfaces and objects following use.

-The cleaning schedule in restrooms has expanded: bathrooms should be cleaned at least twice per day, but more likely every two hours. A second shift cleaning staff has been hired to deep clean restrooms in the residence halls in the evenings.

-An academic year calendar change was approved by faculty vote for the Fall 2020 semester.

-Currently, Illinois is in Phase 4. Augustana, however, is prepared to pivot to distance learning at any time, if necessary.

- Consistent with [guidance from the Illinois Community College Board](#), when space or capacity is limited, institutions should consider giving priority of such face-to-face instruction to those students unable to complete their courses or degrees/certificates due to interruption of instruction.
 - The maximum number of individuals in the room should not exceed 10 or the gathering size specified in *Restore Illinois*.
 - Individuals will maintain a distance of six feet, and face coverings and hand hygiene practices, consistent with CDC and IDPH guidelines, will be used.
 - In close instructional lab/demonstration settings where it is impossible to socially distance, instruction should be planned wherever possible such that students and instructors are placed in static groups to reduce as much as possible their exposure to different people. Face coverings and hand hygiene, consistent with CDC and IDPH guidelines, will be practiced. Institutions may adopt a “checklist” including possible items as symptom and temperature checks that students and instructors would use to self-certify their health status prior to entering the setting, consistent with **General Health of Campus Population**, above.
- If the following safety guidelines are in place, instruction, academic support, student services, and research at an IHE are permitted.
 - Under **Phase 3**, while remote instruction continues, some IHE operations may reopen to conduct research or scholarly activities and to prepare for resuming in-person campus activities under Phase 4. For example, academic success, advising, testing, and similar centers may offer limited face-to-face services in situations where remote delivery is impossible or inadvisable; and campus employees deemed necessary to prepare for reopening may return. In these circumstances, the following guidelines apply:
 - Meetings will take place remotely whenever possible.
 - Faculty, staff, and students should maintain a distance of at least six feet from others if practical in meetings, labs, and waiting rooms, use face coverings and practice hand hygiene, consistent with CDC and IDPH guidelines.
 - Other spaces designed for people to congregate will be closed.
 - Cleaning and sanitization practices will follow IDPH, CDC, and **Cleaning of Facilities** guidelines, as outlined above.
 - Under **Phase 4**, in-person instruction may resume with safety guidance, as outlined above.
 - Facial coverings should be used by instructors and students. However, if a face covering interferes with instruction, accommodations may be made to ensure Americans with Disabilities Act compliance. For example, additional distance between instructor and students or the use of a transparent physical barrier is recommended.
- **Residential Life.** Many campuses have allowed students to remain in campus housing if they are unable to return home or do not have a safe home to return to. These students are permitted to remain independent of Phase. All hand hygiene, face covering, and sanitization practices, according to IDPH and CDC guidance, must be practiced.
 - In **Phase 3**, residence halls may be opened in preparation for the return of students in Phase 4. For example, resident assistants may return for training. All IDPH and CDC safety and sanitization practices should be in place.
 - In **Phase 4**, residence life operations include the return of students to campus housing with the following safety guidance:
 - Resident institutions should create a move-in policy that minimizes interactions (e.g. limit building occupancy, control flow, extend schedule, etc.).
 - Roommates or suitemates may be treated as a household to allow more than one occupant per room.

Augustana’s Response

- Gathering size limits will be adhered to.
- Physical distancing is being required.
- Small, cohort-based approach is being considered for lab instruction.
- Meetings remain virtual.
- Face coverings and physical distancing are required.
- Proper hand hygiene, use of masks, and cleaning procedures are in place in student housing.
- Move-in procedure has been restructured.
- Augustana has increased the number of single rooms and can ensure that double occupancy spaces allow for 12 feet of separation between residents’ heads when sleeping.
- Visitor restrictions are in place to limit gathering sizes.

- Hallways should not be used to congregate.
 - In the case of individual or suite-style bathrooms where residents have primary cleaning responsibility, signs should be posted to remind students of proper cleaning procedures.
 - Limit guests. All guests should adhere to health guidelines, including hand hygiene, face coverings, and social distancing.
 - Students should use face coverings and follow social distancing guidelines in common areas like shared kitchens, lounges, computer labs, and e-sports labs. Signs should be posted to remind students of proper cleaning procedures.
 - Institutions should have accommodations for isolation and quarantine available, as outlined above, under **Quarantine and Isolation Measures**.
- **Food Service Operations.** Institutions should refer to relevant industry guidelines issued by the Illinois Department of Commerce and Economic Opportunity (DCEO) for [Phase 3 Restaurants and Bars](#) and [Phase 4](#) where appropriate.
 - As the [American College Health Association](#) notes, while dining services may share similarities to restaurants, there are significant differences that call for different guidelines.
 - IHEs should require all dining facility staff to wear face coverings and gloves at all times while working and interacting with the public.
 - IHEs should require all diners to wear face coverings while in the facility when moving around.
 - IHEs should ensure physical distancing of patrons by limiting the number of individuals dining in the facility at one time, if needed.
 - Additional guidance provided by the National Association of Colleges and University Food Services may offer helpful considerations as it becomes available.
 - For vending machines, institutions should refer to DCEO [guidelines for Offices](#) and decide whether they are able to sanitize machines in accordance with these minimum [guidelines](#).
 - **Bookstore and Other Retail Operations.** These operations on IHE campuses should follow retail industry guidelines released by DCEO for [Phase 3 Retail Guidelines](#) and [Phase 4 Retail Guidelines](#).
 - Institutions should use contactless/curbside pickup when possible and follow relevant guidelines for keeping staff safe.
 - **Recreation and Centers.**
 - Institutions should consider keeping fitness centers closed to the public during **Phase 3**.
 - Fitness centers open to staff and students for one-to-one training and outdoor fitness classes should follow DCEO [guidelines for Health and Fitness Businesses](#) under **Phase 3**.
 - New guidelines released by DCEO for [Phase 4](#) will be considered for updates to this guidance as necessary.
 - **Campus Early Childhood Care and Education Facilities.** Licensed child centers on campuses may operate in Phases 3 and 4 in accordance with [guidance](#) from IDPH, the Department of Children and Family Services, the Department of Human Services, and Governor's Office of Early Childhood Development.
 - **Campus Transportation.** IHEs with their own institutional modes of campus transportation should implement enhanced procedures for the safety of drivers and passengers.
 - IHEs should reduce capacity limits to afford riders social distancing. In this case, IHEs may also need to consider increasing service to manage the volume of passengers.
 - IHEs should require drivers to wear face coverings or shields and use routine hand hygiene.
 - IHEs should require passengers to wear face coverings and implement policies for non-compliant passengers.

Augustana's Response

-Signage has been installed to manage traffic flow.

-Cleaning signs and instructions will be readily available.

-A temporary visitor restriction has been issued.

-Face coverings are required in all indoor venues beyond the residence hall bedroom.

-Isolation and quarantine housing is available on campus.

-Dining staff will wear face masks and gloves.

-All diners will wear face masks in the dining center, except when eating.

-Gerber Dining Center and Gus's Snack bar will have capacity limits.

-Transactions in the bookstore will be contactless.

-All guidance from the DCEO for Phase 4 recreation will be adhered to when the facility reopens in mid-August.

-ACES, our Public Safety Shuttle Service, is suspended due to the size of vehicles and number of riders. Alternative shuttle services are being considered.

-Both Public safety staff and students will wear masks when transporting, allow only back row seating, and the vehicles will be regularly cleaned.

- IHEs should follow CDC and IDPH guidelines for regular cleaning of vehicles and to the extent possible provide disinfectant wipes at bus entrances and exits.
- **Campus Access, Visitors, and Events.**
 - **Campus meetings and events, including student organization activities and athletic events.**
 - **Phase 3.**
 - Faculty, staff, and students should conduct meetings remotely and carry out in-person meetings on a scheduled basis with 10 or fewer people using CDC and IDPH guidelines for face coverings, hand hygiene, and social distancing.
 - Students and guests should attend campus events in a virtual or remote format.
 - Institutions may return certain student athletes to campus, in alignment with the National Collegiate Athletic Association (NCAA), the National Association of Intercollegiate Athletics (NAIA), the National Junior College Athletic Association (NJCAA), and conference guidelines, while following all social distancing and health practices as otherwise outlined in this document.
 - **Phase 4.**
 - Events meeting the *Restore Illinois* guidelines for gatherings in Phase 4 (currently 50 people or fewer) may occur on-campus, using current CDC and IDPH guidance for face coverings, hand hygiene, and social distancing.
 - Multiple gatherings of 50 people or fewer are permitted outdoors if at least 30 feet is maintained between groups.
 - *Update 7.28* – Multiple gatherings of 50 or fewer are permitted indoors if the gatherings are in different rooms, consistent with [DCEO Phase 4 meeting guidance](#). However, larger spaces may be partitioned with fire code-approved floor to ceiling dividers to create additional rooms, each with a capacity limit of 50 people with social distancing.
 - Athletic events take place in alignment with NCAA, NAIA, NJCAA, and conference guidelines, while following IDPH safety guidance.
 - *Update 7.28* – Spectators are permitted at outdoor sports events, consistent with DCEO's guidance on [Outdoor Seated Spectator Events](#) for Phase 4.
 - *Update 7.28* – The only spectators permitted at indoor sporting events are players' families and those within their family or household unit. Maximum number of spectators is 50.
 - *Update 7.28* – Theatres and performing arts centers may operate consistent with [DCEO guidance for theatre and performing arts](#) for Phase 4.
 - Official institutional activities taking place off-campus are subject to the same guidelines as on-campus events.
 - **Community groups, camps, and other external activities using institutional facilities.**
 - **Phase 3.**
 - IHEs should limit community groups, camps, and other external activities that use institutional facilities. Health safety guidelines apply to all such activities.
 - Youth sports camps may be offered on campus in accordance with the DCEO guidelines for [youth sports](#).
 - **Community groups, camps, and other external activities using institutional facilities.**
 - **Phase 3.**
 - IHEs should limit community groups, camps, and other external activities that use institutional facilities. Health safety guidelines apply to all such activities.
 - Youth sports camps may be offered on campus in accordance with the DCEO guidelines for [youth sports](#).
 - **Phase 4.** IHEs should limit community groups, camps, and other external activities using institutional facilities and gatherings must be of 50 people or fewer, or consistent with CDC and IDPH guidance at the time of the event.
 - **Campus visitors.** Campus visitors include, for example vendors, construction workers, prospective students, faculty, or staff, and the like.
 - **Phase 3.** IHEs should limit campus visitors. Visitors who must be on campus should adhere to health guidelines, including hand hygiene, face coverings, and social distancing, wherever possible.
 - **Phase 4.** Campus visitors are permitted on campus following health guidelines.
 - IHEs should have plans in place to move to a previous phase if needed and outlined in the *Restore Illinois* plan.

Augustana Response

- Events will not exceed 50 persons, and face coverings, physical distancing and hand hygiene will be expected.
- Multiple gatherings outdoors will be used during Welcome Week and other student activities.
- Augustana College is adhering to the NCAA resocialization plan.
- External events are being drastically limited at Augustana.
- Admissions resumed visits in July and will move from outdoor only to some indoor stops on tours beginning/as of August 31.

Appendix C

Illinois Department of Public Health Guidance (as of July 28, 2020)

<https://www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance>



Indicates Augustana College has met this guidance through communication and/or action.

Practice Social Distancing

Pursuant to Executive Order, your employer must comply to the greatest extent feasible, with social distancing requirements. This means that your employer should:



- Make sure that you can maintain at least 6 feet of physical separation between yourself and others around you, including your co-workers and customers.



- Mark with signage or tape 6-foot spacing for employees and customers to maintain appropriate distance from one another.



- Provide face coverings to employees, especially when it is not possible to maintain at least 6 feet of space between you and another person.



- Provide handwashing stations with soap, clean water, and single use paper towels and encourage frequent handwashing for 20 seconds or longer.



- Provide hand sanitizer (with at least 60% alcohol) & sanitizing products for employees and customers.



- Regularly clean high-touch surfaces including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and clock in/out areas.

Do Not Work if You Are Sick



You should not report to work if you are experiencing symptoms of Coronavirus Disease (COVID-19), including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches.

If you are experiencing any of these symptoms, stay home and call your doctor.

Who You Can Contact if You Have Concerns About Social Distancing in Your Workplace

If you have concerns that your employer is not allowing for safe social distancing or that it is not maintaining a safe and sanitary work environment to minimize the risk of spread of COVID-19, please contact the Workplace Rights Bureau of the Illinois Attorney General's Office at (844) 740-5076 or workplacerrights@atg.state.il.us.

If you believe that two or more employees at your workplace have COVID-19, please notify your local public health department. A list of local health departments can be found here: http://www.idph.state.il.us/IDPHPrograms/v_LHDDirectory/Show-V-LHDDirectory-Public.aspx.

Pursuant to Section 25(b) of the Whistleblower Protection Act, 740 ILCS 174, businesses are prohibited from retaliating against an employee for disclosing information when the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation.

For more information about COVID-19, including ways to protect yourself and others, visit the Illinois Department of Public Health's COVID-19 website: <https://www.dph.illinois.gov/covid19>.

Appendix D

Resocialization of Collegiate Sport

Resocialization of Collegiate Sport: Checklist

Below is a checklist that was created in consultation with the NCAA COVID-19 Advisory Panel; the American Medical Society for Sports Medicine COVID-19 Working Group; and the Autonomy 5 Medical Advisory Group to support efforts by athletics administrators and other institutional personnel responsible for evaluating and implementing policies and procedures around the resocialization of collegiate sport. The content of the checklist is reflective of the information provided in the following three NCAA resocialization publications released to date: Core Principles of Resocialization of Collegiate Sport; Resocialization of Collegiate Sport: Action Plan Considerations; and Resocialization of Collegiate Sport: Developing Standards for Practice and Competition. As the NCAA resocialization publications were offered as guidance for membership and not intended as mandated requirements, this checklist is not intended and should not be interpreted as a clinical practice guideline or legal standard of care. Rather, like the NCAA resocialization publications, this checklist is offered as a guide and, as such, is of a general nature, intended to be considered and applied as deemed appropriate by the school and its athletics department in consultation with relevant medical and administrative leadership personnel and in a manner consistent with applicable federal, state, local and institutional guidance and requirements.

Education – ADDRESSED

There is a plan to share, on an ongoing basis, relevant information from and updates to the NCAA resocialization documents and other related governmental and institutional policies and materials with the following audiences:

- ☐ Athletics department staff
- ☐ Coaches and strength and conditioning coaches
- ☐ Sports medicine staff
- ☐ School health department staff
- ☐ Student-athletes

Before interacting with student-athletes and resuming material responsibilities on campus, staff from each of the above-named departments participate in meetings or other opportunities designed to educate them about the following topics and their professional responsibilities:

- ☐ Institutional/athletics department COVID-19 testing process and procedures
- ☐ Prevention of community spread of COVID-19
- ☐ Alignment and intersection of institutional/department policies and government/agency guidelines and requirements

All Augustana College employees and students will be required to complete online training about COVID-19. Additional details and educational information will be shared on an on-going basis about COVID-19 with the entire Augustana community.

Mitigating Risk

Daily Self-Health Checks - ADDRESSED

- ☐ Individuals involved with day-to-day athletics department activities complete a daily symptom check before arrival to campus or athletic facilities, and those with symptoms are directed to remain at home and connect with applicable medical staff for further evaluation and care or to otherwise follow applicable institutional protocols.

Daily Self-Health Checks will be required for all members of the Augustana community.

Face Coverings and Physical Distancing - ADDRESSED

- ☐ Universal use of face masks/cloth face coverings are considered when feasible, including universal masking for all coaching staff, as well as for student-athletes when they are not playing and when they move from the court/field to the sidelines for timeouts or between period strategy discussions.
- ☐ Physical distancing is expected and encouraged when feasible.
- ☐ Hand and other sanitization supplies are widely available, and practices are routinely emphasized and reinforced.
- ☐ Cough and sneeze etiquette is routinely emphasized and reinforced.

All of the recommendations listed above are daily expectations for the Augustana community.

Outdoor Training - ADDRESSED

- ☐ Training, practice and competition are conducted outdoors when feasible.
- ☐ For indoor training, ventilation effectiveness is evaluated and maximized as possible.

Practice Considerations - ADDRESSED

- ☐ Face coverings are used during team practice activities when feasible.
- ☐ Student-athletes and staff work in functional units when feasible.
- ☐ Electronic whistles are used instead of traditional whistles.

All of the cited recommendations will be utilized at Augustana.

Team Travel - ADDRESSED

- ☐ Physical distancing is expected and encouraged, as possible.
- ☐ Universal masking is expected for all individuals traveling with others by private car, van, chartered bus, chartered plane or commercial transportation.
- ☐ A plan is in place for proper communication of all travel rules, protocols and expectations to everyone in the travel party.
- ☐ For overnight stays or same-day travel, pre-packaged meals or room service are identified as preferred options. Where restaurant dining is the only option, takeout food and outdoor eating are identified as preferable alternatives.

All of the recommendations outlined will be explained to coaches and student-athletes. In the short term, team travel at Augustana will be minimal due to the postponement of fall sports until the spring of 2021.

Student-Athlete Return to Campus - ADDRESSED

- ☐ Before returning to campus, student-athletes confirm they have had no high contact risk exposure to COVID-19 for at least two weeks.
- ☐ Student-athletes are screened (or self-screen) to determine they do not have typical COVID-19 symptoms.
- ☐ Risk factors involved in traveling back to school are assessed.
- ☐ Plans are in place for infected individuals to be managed in accordance with local public health guidance.

Transition Periods and Return to Activity - ADDRESSED

- ☐ Training plans recognize traditional transition and acclimatization considerations (for example, cardiovascular conditioning, heat, altitude).
- ☐ Training plans include a seven- to 10-day initial transition period during which student-athletes are afforded the time to properly progress through the physiologic and environmental stresses placed upon them as they return to required activities.
- ☐ Training plans are made considering relevant industry resource materials including, among others, those published by:
 - American Medical Society for Sports Medicine.
 - College Athletic Trainers' Society.
 - Collegiate Strength and Conditioning Coaches Association.
 - Korey Stringer Institute.
 - National Athletic Trainers' Association.
 - National Strength and Conditioning Association.

Augustana will be implementing a transition period to training for all fall sports student-athletes. The Director of Athletics, Head Athletic Trainer, the athletic trainer assigned to each sport and each Head Coach will work together to formulate a reasonable return to activity timeline.

COVID-19 Infection Management - ADDRESSED

- ☐ Plan To Manage Infected Asymptomatic Individuals:

Time-based strategy

For individuals who test positive but never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive PCR test for SARS-CoV-2.

- ☐ Plan To Manage Infected Symptomatic Individuals:

Time-based strategy

For most people with COVID-19 illness, isolation and precautions can generally be discontinued 10 days after symptom onset and at least 24 hours after resolution of fever, without the use of fever-reducing medications, and with improvement of other symptoms.

Return to Activity After Infection - ADDRESSED

- ☐ Athletes who have tested positive return to activity after completion of a cardiac evaluation based on the most up-to-date guidelines available. If they are cleared from a cardiac standpoint, they then proceed through a re-acclimatization and conditioning program.

Sport Classification and Testing Strategies - ADDRESSED

- ☐ Teams have been identified and categorized according to contact risk levels.

Low contact risk: bowling, diving, equestrian, fencing, golf, rifle, skiing, swimming, tennis, track and field.

Intermediate contact risk: acrobatics and tumbling, baseball, beach volleyball, cross country*, gymnastics, softball, triathlon*.

High contact risk: basketball, field hockey, football, ice hockey, lacrosse, rowing, rugby, soccer, squash, volleyball, water polo, wrestling.

**The level of risk in cross country, track and field and triathlon are dependent upon the student-athlete's proximity to other unmasked individuals. For example, the start or finish of a race may involve a group of athletes who are breathing heavily in a group space with a breakdown in physical distancing.*

☐ **Surveillance testing strategies are specific to contact risk categories.**

Considerations for Low Contact Risk Sports:

- Diagnostic testing upon arrival to campus.
- During summer athletic activities and out-of-season athletic activities: surveillance testing in conjunction with a university plan for all students, plus additional testing for symptomatic and high contact risk individuals.
- During in-season (preseason, regular season, postseason): symptomatic testing and high contact risk testing thereafter.

Considerations for Intermediate Contact Risk Sports:

- Diagnostic testing upon arrival to campus.
- During summer athletic activities and out-of-season athletic activities, and in-season (preseason, regular season and postseason): surveillance PCR testing, for example, 25%-50% of athletes and "inner bubble" personnel every two weeks if physical distancing, masking and other protective features are not maintained, plus additional testing for symptomatic and high contact risk individuals.
- Symptomatic testing and high contact risk testing as appropriate.

Considerations for High Contact Risk Sports:

- Diagnostic testing upon arrival to campus.
- During summer athletic activities and out-of-season athletic activities: surveillance PCR testing, for example, 25%-50% of athletes and "inner bubble" personnel every two weeks if physical distancing, masking and other protective features are not maintained, plus additional testing for symptomatic and high contact risk individuals.
- During in-season (preseason, regular season and postseason): weekly PCR testing of all athletes, plus "inner bubble" personnel for whom physical distancing, masking and other protective features are not maintained.
- Additional testing for symptomatic and high contact risk individuals.

Routine Pre-Competition Testing in High Contact Risk Sports - ADDRESSED

- ☐ Appropriate testing protocols in place.
- ☐ Ability to manage the details related to any positive results.
- ☐ Limits on the number of “inner bubble” individuals involved with each competition.
- ☐ Timely pre-competition testing:

Before campus departure and within 72 hours/three days of competition for football and within 72 hours/three days of the first of the week’s set of games for other high-risk sports.

- ☐ Testing as above for officials in football and basketball.
- ☐ Protocol in place regarding how testing results and related safety assurances are provided to opposing teams before the start of an event, in each case in a manner consistent with applicable health information and education privacy laws.

Augustana plans to follow the current recommendation. However, all fall sports contests have been postponed until Spring 2021.

Clinical-Based Pre-Competition Testing and Isolation - ADDRESSED

- ☐ Clinical evaluation plan for student-athletes and/or other athletics personnel who develop COVID-19 symptoms after pre-competition testing, including testing for the presence of the virus.
- ☐ Isolation of individuals who become symptomatic between testing and competition.
- ☐ Protocol consistent with applicable federal, state, local and institutional recommendations.

Plan for these circumstances has been outlined by the Augustana Strong Task Force document.

Considerations After a Positive Test Result - ADDRESSED

- ☐ Plan to notify local public health officials consistent with government regulations and requirements.
- ☐ Plan to implement appropriate contact tracing protocols.
- ☐ Plan to appropriately identify and quarantine individuals with high-risk exposure.

Plan for these circumstances has been outlined by the Augustana Strong Task Force document.

Discontinuation of Athletics - ADDRESSED

- ☐ A plan to monitor, evaluate and properly respond to any of the following:
 - Lack of ability to isolate new positive cases or to quarantine high contact risk cases on campus.
 - Unavailability or inability to perform symptomatic, surveillance or pre-competition testing when warranted.
 - Campus-wide or local community test rates that are considered unsafe by local public health officials.
 - Inability to perform adequate contact tracing consistent with governmental requirements or recommendations.
 - Local public health officials stating that there is an inability for the hospital infrastructure to accommodate a surge in COVID-19-related hospitalizations.

Plan for these circumstances has been outlined by the Augustana Strong Task Force document.