



McKendree University

Spring 2021

COVID-19

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Introduction

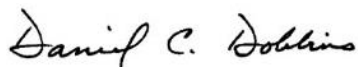
Dear Members of the McKendree University Community:

I want to start by thanking everyone who worked so hard to make the fall semester a success at McKendree University. We all pulled together as “One McKendree” and we were able to achieve our mission of providing a high-quality educational experience to our outstanding students. Now we prepare for the spring with a sense of optimism and hope. We will continue to use the very best guidance and safety practices available at this time. Just as we adjusted in the fall, we will continue to be flexible this spring.

We offer this document as a “road map” for the Spring 2021 semester. It is important for all who read it to keep three extraordinarily important things in mind. First, this is a living document and it will change as new and better information becomes available. If there is any lesson learned from the last several months, it is that remaining flexible will be central to our success. Second, nothing we have done previously is likely to remain the same. All of us will have to reimagine how we work together. A “can do” spirit and a sense of openness to new ways of doing things will allow us to do our best work. And finally, all of us have a responsibility to follow the social distancing and safety practices outlined in this document for the health and safety of all members of the McKendree family.

Thank you, in advance, for your interest in our plans and for your full participation in helping to make the Spring 2021 semester a successful and safe experience for all.

Sincerely,

A handwritten signature in cursive script that reads "Daniel C. Dobbins".

Daniel C. Dobbins '81
President

Goal:

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

Guiding Principles:

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

Campus Health & Safety

○ Social Distancing and Masks/Face Coverings

- All McKendree faculty, staff and students should practice social distancing whenever possible. This means that all persons should remain at least six feet apart, both inside and outside of buildings.
 - <https://www.youtube.com/watch?v=TkW72NwcOUg>
 - As a reminder, signage regarding social distancing is displayed around campus.
 - Physical contact on campus should be avoided, to include handshake greetings or any other type of touching.
 - External visitors will be limited. If an external guest is on campus, they will be expected to adhere to these social distancing guidelines.

- All McKendree faculty, staff, and students are required to wear masks/face coverings while indoors and outside when social distancing is not possible. The University provided each student, faculty, and staff member with two reusable masks/face coverings in the fall and will do the same for new members of the McKendree community this spring.
 - <https://www.youtube.com/watch?v=HtUJPizQVPI>
 - This includes classrooms, labs, communal office spaces, on-campus gatherings, and any campus setting where social distancing is difficult to maintain.
 - Masks/face coverings ARE NOT required in one's own residence hall room, apartment, or suite; while alone in an enclosed office or study room; in a personal vehicle; or in public outdoor settings where social distancing requirements are met.
 - Although not required in these instances, use of a mask/face covering in all settings is strongly encouraged.
 - Student-athletes participating in sanctioned athletic activities will follow specific guidance provided by the State of Illinois and the NCAA.

- Reasonable accommodations will be made for individuals unable to meet this requirement.
 - Students who are unable to wear masks/face coverings will need to provide appropriate documentation to the Coordinator for Disability Services, Jennifer Miller. The accommodation form may be found at https://cm.maxient.com/reportingform.php?McKendreeUniv&layout_id=10.
 - Faculty and staff who require an accommodation should contact Human Resources (HR).

○ Cleaning, Disinfecting, and Personal Hygiene

- Hand sanitizer stations are located throughout campus, and disinfectant products have been placed throughout campus for routine and additional cleaning of all campus work/educational spaces.
- Additional processes and protocols have been developed for cleaning and disinfecting of all campus facilities. Restrooms and classrooms are cleaned daily by custodial staff using Environmental Protection Agency-approved disinfectants for killing the COVID-19 virus. Custodians also clean touch points frequently throughout their shifts. Enhanced cleaning using the electrostatic ionizing machine, with an EPA-approved disinfectant for killing the COVID-19 virus, is used in public spaces and spaces where positive cases have been identified.
- Water fountains have been turned off. Water bottle filling stations are still active and are cleaned daily.

- The University has also provided additional personal protective equipment (PPE) when required in the laboratory, health care setting, or athletics. Our fitness and athletic facilities will also be reorganized to address social distancing requirements when possible.
- We encourage students to bring extra hand sanitizer and disinfecting wipes for personal use.
- All faculty, staff, and students are encouraged to wash their hands frequently with soap and water for at least 20 seconds to reduce the spread of infectious disease. Avoid touching eyes, nose, and mouth with unwashed hands; cover mouth and nose with a cloth face cover when around others; avoid close contact; cover coughs and sneezes with a tissue or use the inside of your elbow; clean and disinfect frequently touched surfaces daily; and monitor your health. (CDC)
- **COVID Testing Options**
 - To return to campus this semester, all residential students, commuter students, and faculty/staff are required to receive a negative COVID-19 test result. Based on health department recommendations, even if you have received the vaccine you still need to test to return to campus, due to the extra time that the vaccine takes to become effective.
 - Faculty and staff (full and part-time) who come to the Lebanon campus must verify that they are COVID-free to their immediate supervisor before returning to work.
 - Residential students will be tested during the move-in/check-in process.
 - To attend classes, commuting students and students living in other non-McKendree housing must present documentation of their negative test result to Jennifer Pickerell in Career Services at jkpickerell@mckendree.edu, who will process them for the Office of Health Services. The test should be completed after January 13, but before returning to in-person classes or activities.
 - McKendree University Health Services has three types of COVID testing available for purchase: the PCR test and two rapid antigen tests. The PCR test will be billed to the patient's insurance company. There is a \$35.00 fee to obtain either antigen test.
 - We will continue to partner with the Illinois Department of Public Health and St. Clair County Health Department to provide convenient, free mobile testing on campus this semester. All Bearcat community members are encouraged to take advantage of these surveillance testing opportunities throughout the semester.
 - Illinois Department of Public Health and the St. Clair County Health Department provide free testing throughout the area. The St. Clair Square Mall at 134 St. Clair Square, Fairview Heights site is the closest in proximity to the McKendree Lebanon campus. It is open seven days a week from 8:00 am – 4:00 pm.
 - Contact your health care provider or schedule a test at a local pharmacy.
- **Health Services**
 - Employees
 - Employees who have symptoms of COVID-19 and/or a fever of 100.4 or more should notify their supervisor and not return to work until they are symptom-free for 24 hours.
 - Employees who test positive for COVID-19 should notify their supervisor and not return to work until they have recovered fully and tested negative.

- Employees who have been in close contact with someone who has tested positive for COVID-19 should notify their supervisor and self-quarantine for 7-10 days. Employees can return to work after seven days if a PCR or antigen test (performed on days 5, 6, or 7) is negative AND there are no symptoms during daily monitoring.
 - Employees who need accommodations due to their personal medical condition or medical caregiver responsibilities should contact HR.
- **Students**
 - Students who have symptoms of COVID-19 and/or a fever of 100.4 or more should notify Health Services at (618) 537-6503.
 - When entering the Health Services building, ill students will enter and exit the facility through the main entrance. Everyone entering the facility will have their temperature taken prior to entering the building. Well students visiting Health Services will enter and exit the facility through the garage entrance, which is identified accordingly.
 - *Self-Quarantine:* Students that have had close contact with a person with COVID-19 will need to self-quarantine for 7-10 days after the last exposure, check their temperature twice a day and watch for symptoms of COVID-19 (CDC). Residential students will self-quarantine in their assigned space or return home, if possible. Dining Services will be available to self-quarantined students.
 - *Isolation:* Students with symptoms of COVID-19, or who have no symptoms but have tested positive for COVID, will isolate for 10 days or until it is determined safe to be around others (CDC). Students will be asked to relocate to another residential location (on-campus facility or possibly to an off-campus facility). Dining Services will be available to isolated students.
 - After receiving notification from Health Services, the Office of Student Affairs or a member of the COVID Response Team will notify faculty about students in their classes who are quarantined or isolated. Students are expected to complete their classwork virtually during quarantine.
- **Meetings**
 - When possible, meetings will continue to be conducted electronically via Zoom or Microsoft Teams, and instant messaging will be utilized when feasible. If meetings cannot be conducted virtually, participants will maintain appropriate social distancing and wear masks/face coverings.

Academic Affairs

○ Academic Calendar

- The Spring 2021 calendar has been modified as follows:
 - Classes on the Lebanon campus and 8-week courses will start on Tuesday, January 19, 2021.
 - Classes will end on May 6, 2021.

○ Instructional Format

- Some currently scheduled face-to-face 16-week courses will be moved to larger classrooms to comply with social distancing requirements. Instruction will continue as usual with all students and faculty wearing masks/face coverings and maintaining social distancing.
- Some face-to-face courses that are not able to be moved to classrooms that can accommodate the entire number of students enrolled will use blended instructional methods to be determined by the individual faculty member teaching the course. Faculty will use the blended methods that work best for the content to be taught. These may include:
 - Synchronous distance learning: In these courses, faculty will assign groups of students to attend class on certain days of the week and others to participate via live videoconferencing (e.g., Zoom, Teams, Virtual Classroom) from their place of residence or a computer lab on campus. Groups will rotate by days. If participating from a computer lab on campus, students must supply their own headphones or earbuds.
 - Asynchronous activities in Brightspace. In these courses, faculty will assign groups of students to attend class on certain days of the week and others to complete online activities in Brightspace, such as watching pre-recorded lectures and instructional videos, participating in electronic discussion boards, completing quizzes, reading, working on projects, etc. Groups will rotate by days.
 - Combination: In these courses, faculty will assign groups of students to attend class on certain days of the week and others to participate via live videoconferencing and/or complete asynchronous activities in Brightspace. Groups will rotate by days.

○ Classrooms and Labs

- All classrooms and labs have been assessed for social distancing requirements. Students will be required to sit in desks and chairs that have a 6-foot radius between them. Desks and chairs that may not be used will be clearly marked. Faculty and students will not be permitted to move desks, tables, or chairs.
- Faculty will be required to stand/sit beyond six feet of the students. Instructor space will be clearly marked.
- Students and faculty are advised not to move around the classroom during class.
- Students and faculty are required to wear masks/face coverings during class.
- Classes will begin and end as scheduled.

○ Holman Library

- Holman Library will be open to current McKendree University students, faculty, and staff only. Outside visitors will not be allowed, except in the archives by appointment. Persons who wish to access the archives should contact Debbie Houk at djhok@mckendree.edu or (618) 537-6951.

- The stacks will be closed; the librarians will help to retrieve any items that patrons want to check out. Patrons can do this in advance on the library website, call ahead, or wait for a librarian to retrieve the items.
- Patrons should sit only in available chairs in their assigned location. Please do not move chairs or sit together.
- All library users must wear masks/face coverings and abide by social distancing guidelines.
- Students needing assistance with research must abide by social distancing and may be asked to connect with a librarian via phone or chat service.
- During peak times, the library staff reserve the right to prioritize access to patrons who are working on classwork/homework and may need to implement time limits on library use to ensure that everyone has access to the library.

- **Academic Records**
 - To reduce the need for students to visit various offices to obtain forms and signatures, most academic requests can be made via the University's e-form system. The Academic Records office webpage contains links to e-forms for adding/dropping courses, changing a major/minor, requesting Credit/No Credit, applying for graduation, ordering transcripts, requesting a waiver, and many other transactions. Students should check the Academic Records office webpage for an available e-form before making a trip into the office.
 - The Academic Records office will limit visitors to no more than two students at a time. Students may wait in chairs in the hallway outside the office until there is room to go inside.
 - Visitors to the Academic Records office will be required to wear masks/face coverings.

- **McKendree University Bookstore**
 - Social distancing and masks/face-coverings are required while inside the Bookstore. In-store textbook shopping will include clerk service and team members will work with students one-on-one to pick out course materials. Masks and neck gaiters are sold in-store and on the Bookstore website.
 - Students may also place orders through the Bookstore website at <https://www.bkstr.com/mckendreestore/home>. Students may pick-up orders in store during regular business hours. Individuals requiring "curbside pick-up" may call the Bookstore at (618) 537-6330 to schedule an appointment. Orders can be collected through "Curbside Pick-up." After receiving an email confirmation that the order is ready, call the Bookstore at (618) 537-6330 to schedule your pick-up time. When you arrive for the pick-up, park in the Bookstore-designated parking spot behind the building (Deneen) and call the store upon your arrival. Your order will be delivered to your vehicle. If you are not in a vehicle, you may collect your order by accessing the Bookstore's northeast doors (near Barnett Hall) and present your student ID and the web order number.
 - The Bookstore will open for the Spring 2021 semester under the following schedule:
 - 9:00 am - 5:00 pm, Monday
 - 9:00 am - 3:00 pm, Tuesday - Friday
Check website for special hours and events <https://www.bkstr.com/mckendreestore/home>
 - If you have questions or concerns about the McKendree University Bookstore, please contact the store manager, Amy Blasdel, at (618) 537-6330.

Student Affairs

○ Residence Life

- Move-in times will be staggered to adhere to social distancing guidelines.
 - **January 15:** Residence Halls and Apartments open at 9:00 am. Make sure that you schedule your check-in appointment. All residents are required to get tested at Health Services before coming to collect their keys and move-in. Additional information regarding the move-in procedures was sent to students' McKendree email and will be available on the Residence Life web page at <https://www.mckendree.edu/student-life/res-life/life/index.php>

○ Campus Dining Services

- Ames Dining Hall and 1828 Café
 - Meal Service for the spring 2021 semester will begin on Friday, January 15, with brunch and dinner. Dining facilities will be open for carry-out dining only. Masks/face coverings will be required to be worn in all dining facilities. Extra sanitizer stations are available, and social distancing is required throughout the dining hall with signage displayed to remind patrons. To aid in social distancing and capacity within Ames Dining Hall, a single entrance/exit will be utilized. Protective barriers are installed at the cashier station, and tables are cleaned and sanitized after each use. All self-serve dining stations and condiment stations have been eliminated and all food is served by dining staff. Personal drinking containers are not permitted to be used, or filled, in Ames Dining Hall or 1828 Café. Bogey Bucks will be promoted and encouraged to reduce cash transactions and to promote less contact between guests and cashiers.
- Bearcat Convenience Store
 - A new Bearcat Convenience Store opened in fall 2020. As an alternative to Ames Dining Hall, students can select a Grab-&-Go meal in exchange for a meal plan swipe.

Athletic Testing Protocol

- During the spring semester, all of our athletic teams will be participating in competitive sporting events. Athletic surveillance testing protocol has been developed and sorted into three categories:
 - **High risk transmission sports** (Football, M/W Basketball, M/W Wrestling, M/W Hockey, M/W Water Polo, Cheer and Rugby)
 - Out of season - Antigen surveillance testing 25% every two weeks
 - In season - Antigen/PCR testing once weekly (preferably within 72 hours of competition, if possible)
 - Officials – Antigen/PCR testing 1x week with the exception of Rugby and M/W Water Polo
 - Opponents – Antigen/PCR testing 1x week (preferably within 72 hours of competition if possible)
 - Opponents who are NOT testing - PCR/Antigen test the week of competition (preferably within 72 hours of competition if possible)
 - **Medium risk transmission sports** (Baseball, Softball, Lacrosse, M/W Soccer, M/W Indoor Track & Field, M/W Volleyball – masked, Powerlifting, and Dance)
 - Out of season/In season - Antigen surveillance testing 25% every two weeks.
 - Officials do not need to test with the exception of Baseball and Softball, the NCAA recommends the home plate umpire test the week of competition (preferably within 72 hours of competition if possible)
 - Opponents – Antigen/PCR surveillance testing 25% every two weeks
 - Opponents who are NOT testing - Antigen/PCR test 25% of roster week of competition (preferably within 72 hours of competition if possible)
 - **Low risk transmission sports** (M/W Bowling, M/W Cross Country, M/W Golf, M/W Tennis, M/W Outdoor Track & Field, Bass Fishing, M/W Swimming)
 - In season - Antigen surveillance testing 25% every two weeks
 - Officials do not need to test for low risk transmission sports
 - Opponents – Antigen/PCR surveillance testing 25% every two weeks, if they are not testing, we will continue to test our athletes for the health and safety of our student body

Updates to this Plan

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