



McKendree University

Fall 2020

COVID-19 Pandemic Return-to-Campus Plan

Contents:

Introduction

- President's Message
- Goal
- Guiding Principles

Campus Health & Safety

- Social Distancing and Masks/Face Coverings
- Cleaning, Disinfecting, and Personal Hygiene
- Health Services
- Meetings

Academic Affairs

- Academic Calendar
- Instructional Format
- Classrooms and Labs
- Study Abroad
- Holman Library
- Academic Records
- McKendree University Bookstore

Student Affairs

- Orientation
- Residence Life
- Campus Dining Services

Updates to this Plan

Introduction

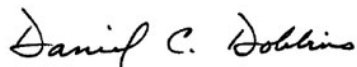
Dear Members of the McKendree University Community:

Perhaps the most asked question in higher education today is, “What will the fall semester look like?” This question is not unique to McKendree, and the responses vary from institution to institution. The truthful answer is, no one knows what the fall semester will hold for colleges and universities across the country with absolute certainty. All we can do as a community is plan a fall semester that meets the needs of our community within the context of the very best guidance and safety practices available at this time.

The President’s Cabinet has been wrestling with these questions since early spring and we offer this document as a “road map” for a return to face-to-face operations. 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 2020-2021 academic year the most memorable in McKendree’s long and venerable history.

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 will be 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 will provide each student, faculty, and staff member with two reusable masks/face coverings.
 - <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 being placed throughout campus, and disinfectant products will be 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.
- The University will also provide 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)

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 14 days.
 - 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 14 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.
 - The Student Success and Advising Center will notify faculty about students in their classes who are quarantined or isolated.
- 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 Fall 2020 academic calendar has been modified as follows:
 - Classes on the Lebanon campus and 8-week courses will start on Monday, August 17 instead of Monday, August 24, 2020.
 - Classes will end on Tuesday, November 24, 2020, at which time students will be encouraged to leave campus for the Thanksgiving break and return in the Spring semester.
 - Final exams will be done virtually on November 30 through December 3, 2020, as scheduled by the Academic Records office. See exam week schedule here: https://www.mckendree.edu/offices/academic-records/final_exam_grid.pdf
 - The revised Fall 2020 academic calendar can be found here: <https://www.mckendree.edu/offices/academic-records/fa20calfrev.pdf>

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.
- A small number of face-to-face 16-week courses will be converted to 16-week fully online courses. Students whose face-to-face courses are converted to a 16-week online format will not be charged the regular online technology fee.

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 6 feet of the students. Instructor space will be clearly marked.
- Students and faculty are advised not to move around the classroom during class.
- To reduce crowding outside of classroom/lab doors and in hallways, faculty should dismiss classes 5 minutes early to allow students to exit one at a time, and faculty should start classes 5 minutes late to allow students to enter one at a time.
- Students and faculty are required to wear masks/face coverings during class.

Study Abroad

- Students are not permitted to study abroad during the Fall 2020 semester.

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 eform system. The Academic Records office webpage contains links to eforms 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 eform before making a trip into the office.
- Consultations for future study abroad will be by appointment only. Students should contact Sandee Powers at sjpowers@mckendree.edu or (618) 537-6957 to schedule an appointment.
- 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> and these 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 Fall 2020 semester on August 8, 2020 under the following schedule:
 - 9:00 am - 5:00 pm, Monday – Thursday
 - 9:00 am - 3:00 pm, FridayCheck 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

Orientation

- International Student Orientation will be held on August 10 and 11.
- New Student Orientation for Lebanon Campus students will begin on August 12. A schedule of activities will be available soon.

Residence Life

- Move-in times will be staggered to adhere to social distancing guidelines.
 - New student move-in appointments will be held on Friday, August 7 to Wednesday, August 12. Meal plans will begin on Friday, August 7.
 - Returning student move-in appointments will be held on Monday, August 10 to Saturday, August 15.
- Additional information regarding the move-in procedures will be 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>. Students will be asked to complete a symptom questionnaire and health screening prior to receiving their room keys.
- Early arrival dates for student-athletes have not been determined.

Campus Dining Services

- Ames Dining Hall and 1828 Café
 - Both dining facilities will be open for dine-in meal service or selecting a to-go box for carry-out dining. Masks/face coverings will be required to be worn by all staff. Students and guests will be required to wear masks/face coverings when not dining at their table. Seating for dining service will be limited to a capacity of 50 people at a time, and tables will only be available for dine-in patrons. Extra sanitizer stations will be available, and social distancing will be 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 will be installed at the cashier station, and tables will be cleaned and sanitized after each use. All self-serve dining stations and condiment stations have been eliminated. All food will be 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 convenience store is scheduled to open in Fall 2020. The planned location of the convenience store is the former exit of Ames Dining Hall, between Ames Dining Hall and Walton Residence Hall. As an alternative to Ames Dining Hall, students will be able to select a Grab-&-Go meal in exchange for a meal plan swipe.

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.