

TOGETHER, COLUMBIA.

Reopening Campus Training

What you will learn:

Coronavirus disease 2019 (or COVID-19) presents new challenges in supporting the health and safety of the campus community.

This tool is designed to highlight the college's plans for re-opening campus and your role in helping keep our community safe. Throughout this training, you will learn how the virus spreads; what you can do to prevent it from spreading; new community precautions, protocols, and policies; your responsibilities to help minimize the spread of the virus on campus and more.

This plan incorporates guidance from the Centers for Disease Control and Prevention, Illinois Department of Public Health, Chicago Department of Public Health, Occupational Safety and Health Administration, Equal Employment Opportunity Commission, and Columbia College Chicago policies and practices.

This training will cover:

- How to limit exposure to COVID-19 on campus.
- How to follow the campus's COVID-19 safety precautions, policies, and protocols.
- How to report illness or suspected illness.

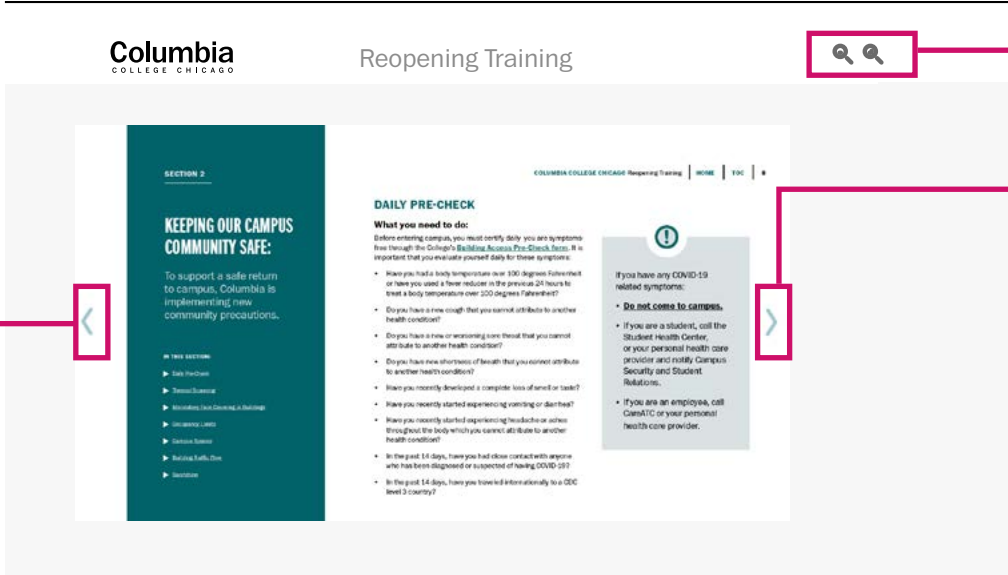
As part of completing this training, you will be required to make an attestation.**You are asked to agree to:**

- A daily pre-check as it relates to COVID-19 symptoms or possible exposure to the virus.
- Stay home if you are sick and report your illness.
- Participate in social distancing on campus.
- Wear a face covering as outlined by governmental orders and college guidelines.
- Practice frequent handwashing and sanitizing as outlined by the CDC and the College's policies.

Finally, you will be required to complete a brief questionnaire on COVID-19 and the College's new precautions, guidelines, and policies.

HOW TO NAVIGATE THE TRAINING

Please review the features below designed to help you navigate the training.



The screenshot shows the training interface with the following callouts:

- Back Arrow:** To move back through the training, click on the back-arrow icon.
- Magnifying Glass:** You can adjust the size of the training by clicking the plus or minus magnifying glass icon.
- Forward Arrow:** To move forward through the training, click the forward arrow icon.

Once you read this training document you will need to click the link provided in your email, directing you to the Attestation and Quiz portion of the training. When you complete, you will need to click accept and submit as shown below.




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COVID-19:

How it spreads, what its symptoms are, how to keep yourself and others safe from it

IN THIS SECTION:

- ▶ [How and why the virus spreads](#)
- ▶ [Symptoms of COVID-19](#)
- ▶ [Challenges stopping the virus](#)

HOW THE VIRUS SPREADS

According to the Centers for Disease Control and Prevention (CDC), “COVID-19 is thought to spread mainly from **person to person**, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks.” Droplets can land in the mouths or noses of people who are nearby, or possibly be inhaled. Spread is more likely when people are in **close contact** with one another.

The college draws on guidance from the CDC and the Mayo Clinic, and considers “close contact” to mean contact at a distance of 6 feet or less for 15 minutes or more. Such close contacts are mitigated if the sick or symptomatic individual was wearing a face covering.

“The World Health Organization continues to emphasize the utmost importance of frequent hand hygiene, respiratory etiquette, and environmental cleaning and disinfection, as well as the importance of maintaining physical distances and avoidance of close, unprotected contact with people with fever or respiratory symptoms.”

COVID-19 can also spread if a person touches a surface with the virus on it and then touches his or her mouth, nose or eyes, although this isn’t considered to be a main way it spreads. Avoiding face contact and hand sanitizing is considered the best safeguard against surfaces with the virus.

Source: The World Health Organization, The Mayo Clinic, and The Centers for Disease Control and Prevention

SYMPTOMS OF COVID-19

People infected with COVID-19 have experienced a wide range of symptoms, including the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Source: Centers for Disease Control and Prevention

CHALLENGES STOPPING THE VIRUS

Why has the spread of COVID-19 infection been so difficult to stop?

Stopping the pandemic depends on the actions of each and every one of us. It's important to be diligent about distancing ourselves 6 feet, avoiding face touching, wearing face coverings, and frequent handwashing/sanitizing because:

- Infected people are most likely to pass an infection on to others before they experience symptoms themselves.
- 35 percent of people infected with coronavirus don't experience symptoms at all but can still be contagious to others.

Source: Centers for Disease Control and Prevention



HOW COLUMBIA SPELLS RESPECT:

Make sure to wash your hands often

Always wear a face covering around others

Stay away from campus if you have symptoms

Keep six feet apart whenever possible

KEEPING OUR CAMPUS COMMUNITY SAFE:

To support a safe return to campus, Columbia is implementing new community precautions.

IN THIS SECTION:

- ▶ [Daily Pre-Check](#)
- ▶ [Thermal Scanning](#)
- ▶ [Mandatory Face Covering in Buildings](#)
- ▶ [Occupancy Limits](#)
- ▶ [Campus Spaces](#)
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DAILY PRE-CHECK

What you need to do:

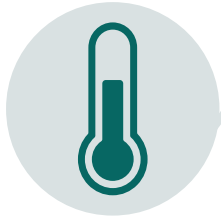
Before entering campus, you must certify daily you are symptoms-free through the College's [Building Access Pre-Check form](#). It is important that you evaluate yourself daily for these symptoms:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?
- Have you recently started experiencing vomiting or diarrhea?
- Have you recently started experiencing headache or aches throughout the body which you cannot attribute to another health condition?
- In the past 14 days, have you had close contact with anyone who has been diagnosed or suspected of having COVID-19?
- In the past 14 days, have you traveled internationally to a CDC level 3 country?



If you have any COVID-19 related symptoms:

- **Do not come to campus.**
- If you are a student, call the Student Health Center, or your personal health care provider and notify Campus Security and Student Relations.
- If you are an employee, call CareATC or your personal health care provider.

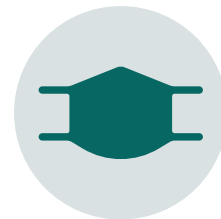


THERMAL TEMPERATURE SCANNING

What Columbia is doing:

This summer, we will be piloting temperature checks on campus.

- While not all people who are infected are symptomatic or experience a fever, the CDC has stated a fever is a common symptom of COVID-19.
- Our goal is to determine if this is a workable strategy to protect our community.
- We will evaluate equipment and processes to check persons entering buildings for fever.



MANDATORY FACE COVERING IN BUILDINGS

What Columbia is doing:

Because a face covering primarily protects those in the vicinity of its wearer, a face covering system only works if everyone wears them. For this reason, Columbia will require everyone on college property to wear a face covering, including at all times in classrooms, shared workspaces, or common areas. Persons without a face covering will not be allowed to enter campus buildings.

Students and employees will receive a one-time distribution of two face coverings. Face coverings will be mailed to employees and distributed on campus to students.

Why is Columbia requiring everyone to wear a face covering in buildings at all times?

- Face coverings are to prevent your droplets from spreading to—and potentially infecting—other people.
- They are designed to protect the people around you.
- In a community, a face covering system only works if everyone wears them.
- Wearing a face covering is recommended by health authorities as the most effective single method of avoiding the spread of COVID-19.

“Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people... Wear a face covering to help protect others.”

--Centers for Disease Control and Prevention

Not permitted on campus—Bandanas, Neck Gaiters, Knitted Masks, Exhalation Vent Masks

Members of the Columbia community **are not permitted** to wear bandanas, neck gaiters, or knitted masks, or face coverings with exhalation vents or valves on campus property. Campus administrators reviewed a newly released study evaluating the effectiveness of 14 different types of masks against COVID-19. The [study](#) found that wearing neck gaiters, commonly known as neck fleece, may be worse than wearing no mask at all because it breaks up bigger droplets of the virus into many little ones that may hang in the air longer. In the Duke University study, bandanas and knitted masks also performed poorly because particles escaped through the thin material and open weave pattern. Although the scientific evidence in this study is not conclusive, the college has made this decision out of an abundance of caution. According to the Centers for Disease Control and Prevention and the Mayo Clinic, face coverings with vents or exhalation are no good in communal settings because the valves allow unfiltered exhaled air to escape.

How to wear a face covering properly

Here are the CDC's recommendations for effectively and safely putting on, wearing, and taking off your face covering.

- Wash your hands before you place the mask on and after you remove it.
- Cover your nose and mouth; secure it under your chin.
- Make sure it fits snugly to prevent releasing droplets.
- Make sure you can breathe comfortably.
- Wash face covering after each use.



What should I do if I can't wear a face covering for medical reasons?

Individuals who are unable to wear a face covering due to a medical condition should contact Human Resources (for employees) at humanresources@colum.edu or Services for Students with Disabilities (for students) at SSD@colum.edu.



OCCUPANCY LIMITS

When you arrive on campus, you will notice there are fewer people than usual.

- Some classes may remain online and some faculty and staff may work from home.
- Employee work schedules have been staggered to reduce density and traffic stalls in buildings.
- Occupancy limits for classrooms, elevators, meeting rooms, bathrooms, and other communal spaces will be indicated for most rooms.



CAMPUS SPACES

Elevators

If you are physically able to do so, take the stairs.

When you arrive at an elevator on campus, observe the signs and:

- Note the elevator's reduced capacity.
- Stand on the elevator corner floor markings.
- Avoid using your hands to press the button.
- If you touch a surface in the elevator, wash or sanitize your hands. If you used a tissue or other disposable item to push a button, throw it out.
- Face covering should be worn in the elevator.

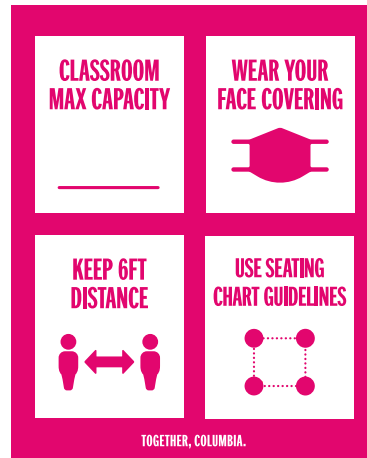


Elevator signage

Classrooms

When entering a classroom on campus:

- Face coverings will be required in all classrooms, except in exceptional circumstances driven by pedagogy where other precautions will be in effect. In these situations, there will be limitations on the duration of such interactions and on the number of participants involved. Any exception made for wearing face coverings in the classroom must be approved by the Provost's Office.
- Classrooms will be marked as to where to sit so that six-foot distancing is respected. Please sit in marked seats only.
- Sharing of food is prohibited in communal spaces.



Classroom signage

Bathrooms

Before entering a bathroom on campus, please observe the sign and note the capacity limit.

When using a bathroom:

- Avoid touching the door handle if possible.
- Use a paper towel or your shoulder to open the door.
- Wash your hands thoroughly for at least 20 seconds.



Bathroom signage

Library

What Columbia is doing:

- Librarians will retrieve items for patrons.
- Materials will be isolated for 72 hours after their use before being returned to circulation.

What you should do:

- Maintain 6 feet distance from the person in front of you whenever possible.
- Wipe keyboard before using computers.
- Check out books using the self-scan station located next to the circulation desk on the 1st floor.
- Return your book to the Book Drop located outside of the Library.
- Reserve your computer in advance on the Library's website.
- Request a book in advance and it will be waiting for you on a self-serve hold shelf on the 1st floor.
- Use the 'Ask a Librarian' chat or email on the library homepage, for assistance with reservations.

Workspaces

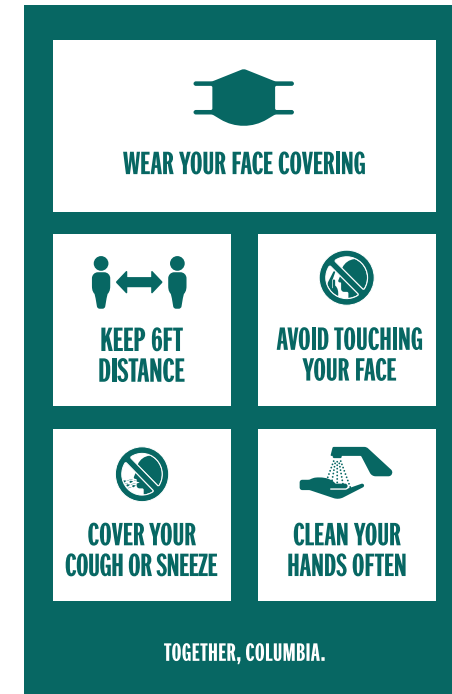
What Columbia is doing:

While some campus employees may work from home, others may work on campus.

- Some employees may continue to work remotely all or some of the time.
- Employees who are designated to come to work by their supervisors will do so in alternating and staggered shifts, working no less than six feet apart from each other wherever possible, supplemented by face coverings when a six-foot distance cannot be maintained.
- Supervisors/Facilities Department will address schedules and/or work areas to provide six-foot distancing.
- Meetings that cannot take place with six-foot distancing will be held via audio or video conference.

What you should do:

- Staff should avoid gathering in break areas and other common spaces, if six-foot distancing is not possible.
- Avoid sharing food in common spaces.



Space signage

Residence Halls

What Columbia is doing:

To promote social distancing in the residence halls, each student will be assigned one person to a bedroom.

- Laundry rooms and community gathering spaces will be modified for appropriate distancing.
- Guest access will be restricted.

What you should do:

- Avoid sharing food in common spaces.
- Wear your face covering in shared spaces at all times.
- Distancing in rooms is recommended.



New traffic flow in buildings

What Columbia is doing:

Campus signage on the floors and walls will guide you through each building:

- Directional signage on the floors and walls dictate the flow of traffic.
- Some lobby doors will be labeled entrance only; others as exit only.
- Some stairwells will only be designated for walking up and others will be used for walking down—**except in the event of building emergencies.**
- Directional and spacing markers will be placed on floors in high-traffic areas and protective shields will be in place for high-traffic-area desks.
- Protective shields for high-traffic area desks have been installed.

In the event of a campus emergency, such as a fire, all stairwells and doors are available for use.

What you should do:

- Maintain 6 feet distance from people around you whenever possible.
- Keep traffic moving on the stairs so that people may continue to walk up or down while maintaining the appropriate distance.
- Look for, and follow, directional signs governing the traffic flow throughout buildings.





SANITATION: ENHANCED DISINFECTION AND CLEANING

What Columbia is doing:

Frequent disinfection and cleaning of our facilities is an ongoing feature of our facilities maintenance program going forward.

- All facilities, offices, studio spaces, break rooms, classrooms, lobbies, elevators, and restrooms will receive comprehensive daily cleanings and disinfection according to CDC guidance.
- College cleaning crews will clean high-touch surfaces several times a day using a disinfection solution. These include cleaning light switches, doorknobs, handrails, elevator buttons, faucets, dispensers, toilet handles, refrigerator handles, and microwave doors.
- Air-conditioning and heating ducts have been inspected and cleaned.
- OSHA recommended high-capacity air filters have been replaced on all systems.
- There will be nearly 200 hand sanitizing stations added across campus.
- All bathroom faucets will be touchless.
- Special sanitizing protocols will be in effect when instructional equipment and library books are being checked out and returned.

What you should do:

- Members of the campus community are encouraged to avail themselves of wipes and disinfectants that the college will place in learning spaces, workstations, restrooms, and other areas so they can clean tools, other equipment, and office technology such as keyboards and phones that are shared.
- Keep workstations clear of items at the end of the work day.
- Employees and students are also encouraged to use DIY cleaning supplies to wipe down surfaces and other areas as they choose.

WHAT HAPPENS IF YOU BECOME SICK?

IN THIS SECTION:

- ▶ [Reporting COVID-19 Illness](#)
- ▶ [Student Guidance](#)
- ▶ [Employee Guidance](#)
- ▶ [Campus Contact Tracing](#)

WHAT HAPPENS IF STUDENTS AND EMPLOYEES BECOME SICK?

If you have had any COVID-19 related symptoms before you intend to come on campus:

- Do not come to campus.
- Students should call the Student Health Center or your personal health care provider.
- Employees should call CareATC or your personal health care provider.
- Notify your supervisor of your absence.

If you have had close contact with someone who has COVID-19 in the past 14 days, even if you or the individual wore a face covering:

- Self-isolate for 14 days.
- Monitor your symptoms.
- Contact the Student Health Center or your personal health care provider.
- Notify your supervisor of your absence.
- Students should call the Student Health Center or your personal health care provider.
- Employees should call CareATC or your personal health care provider.
- **Report your illness to Campus Security at securitycommand@colum.edu.**
- **Students should notify Student Relations at studentrelations@colum.edu.**

REPORTING COVID-19 ILLNESS



If you become sick with COVID-19, seek medical help and notify Campus Security at securitycommand@colum.edu.

Students should also notify Student Relations at studentrelations@colum.edu.

This notification triggers contact tracing, the process in which you will help us to identify others who may have been exposed to you while you were on campus and may have been contagious.

You are **required** to notify Campus Security if you are a campus community member who:

- Has been diagnosed with COVID-19.
- Is waiting for test results because you are experiencing symptoms and currently self-isolating.
- Recently had close contact with a diagnosed case of COVID-19.

Additional Notification

Students:

- Contact your campus supervisor if you work on campus.

Employees:

- Contact Human Resources.
- Notify your supervisor of your absence, not illness.

STUDENT GUIDANCE

What happens if I can't attend classes because I am sick or have been in close contact with someone who was diagnosed with COVID-19 and need to self-isolate?

Columbia faculty are committed to working with you during this time. If you are sick and/or need to self-isolate it is essential that you communicate with your instructors so that they can proactively work to support you.

What you should do:

- Take the time needed to heal and recover.
- Contact your professors as soon as you are able to make a plan for completing your course work.
- Complete your work in the timeframe agreed upon between you and your professor.
- Before you return, provide an attestation to Student Relations that you have been symptom-free for at least 24 hours and at least 10 days have passed since symptoms first appeared.

What you should know:

- Your COVID-19 related absences will be excused.
- You will be allowed to make-up course work, however, accommodations may vary depending on the specific course.
- Remote option for class participation may be available depending on the course.

What happens if you become sick in the dorms?

What Columbia is doing:

In the event a student in the residence halls contracts COVID-19 and does not require being in the hospital, we will house them in a special room. We will also reserve rooms for residence hall students who, per CDC guidelines, should self-isolate because they have been in close contact with a person who has COVID-19. These individuals will be provided with:

- Some medical supplies.
- Food delivery.
- Wellness checks only for residential students.

Student Health Services and Residence Life staff will remain in close communication with these students, whose health and well-being will be our top priority.

COLLEGE EMPLOYEES GUIDANCE

- If the college requires an employee to be absent from work as a result of health concerns related to COVID-19, the employee will be paid for the period of time during which they are scheduled to work but have been recommended/asked to stay home.
- Employees should contact Human Resources immediately if they receive notice to self-isolate or a diagnosis or a positive test from any official agency or their treating physician. Also notify Security Command at securitycommand@colum.edu.
- Before you return to work, you must provide an attestation to Human Resources that you have been symptom-free for at least 24 hours and at least 10 days have passed since symptoms first appeared.
- Any accommodations provided by the College may be temporary and will end when the risks associated with the COVID-19 pandemic subside.

- Employee questions regarding returning to work and/or accommodations can be directed to humanresources@colum.edu (or contact Maxine Garcia at maxgarcia@colum.edu).

Additional Resources:

- [Reasonable Accommodation Policy](#)
- [Interim COVID-19 Emergency Leave Policy](#)
- [Emergency COVID-19 Childcare Leave](#)

CONTACT TRACING

Public health authorities have primary responsibility for conducting contact tracing and the college will support their efforts. The goal of contact tracing is to notify individuals who may have been exposed to the virus to reduce community spread.

You are **required** to notify Campus Security at securitycommand@colum.edu and Student Relations at studentrelations@colum.edu if you are a campus community member who:

- Has been diagnosed with COVID-19.
- Is waiting for test results because you are experiencing symptoms and currently self-isolating.
- Recently had close contact with a diagnosed case of COVID.

CAMPUS POLICIES, PRACTICES, AND HOW THEY WILL BE ENFORCED

IN THIS SECTION:

- ▶ [Temporary Work From Home Policy](#)
- ▶ [Enforcement of Policies and Practices](#)

TEMPORARY WORK FROM HOME POLICY

To maintain continuity of operations when some or all College employees are unable to report to work on campus due to an emergency, College employees may be permitted or required to work remotely on a temporary basis as determined by the College and/or local, state, or federal authorities.

Emergency Remote Work Arrangements will stay in effect in up to 30-day increments and extended on an ongoing basis as determined by the College. The College will provide employees with advance notice of the date they will be expected to return to work on campus.

Employees designated to work on campus will be required to perform some or all job duties while on campus, unless approved for an accommodation to work remotely. **Employees permitted to work remotely** will do so for a period defined by the College. Employees working remote are expected to be available for meetings and telephone calls during their regular scheduled work hours. While working remotely, employees are expected to maintain productivity, performance, communication, and responsiveness as would normally be required while working on campus.

Flexible Schedule

An employee may request permission from his or her supervisor to work a Flexible Schedule to accommodate personal responsibilities, such as childcare, during the work day. All flextime arrangements must meet the operational needs of the department and College and must conform to the overtime, record keeping, and meal break provisions of the Fair Labor Standards Act (FLSA) and established CBAs.

Reporting Hours Worked and Time Off

Employees must continue to report hours worked in MyC Self-Service. In compliance with FLSA, non-exempt employees must take a lunch break and request permission prior to working any overtime. Employees are expected to utilize paid time off benefits as appropriate if they are unable to work and obtain advanced supervisor approval in accordance with established department procedures. Paid time must be submitted based on the hours that the employee is scheduled to work.

College Equipment and Technology

Employees should consult with their supervisor to confirm equipment needs and technology resources while working remotely. Access to the information technology network and other applicable technology will be set up in accordance with IT. Columbia College Chicago owned equipment will be serviced and maintained by the IT department.

College equipment must be protected against damage and unauthorized use. Employees will be held accountable for all damage and/or loss of all equipment including concealed or unreported damage discovered after return. Employees shall not use College owned equipment for personal purposes.



Data Security and Confidentiality

While working remotely, employees are responsible for adhering to the College's Confidentiality Policy and maintain the same level of data security and confidentiality as they do when working on campus. While working remotely, employees must ensure that non-employees do not have access to confidential College information, either in print or electronic form.

Requests for Reasonable Accommodation

To request specific equipment, technology, or other assistance due to a disability or medical condition, employees should contact Maxine Garcia, Director of Employee Relations, via email at maxgarcia@colum.edu. Such accommodations will be managed pursuant to the College's Reasonable Accommodation Policy. Pre-approval is required for the purchase of any such equipment or technology.

Reimbursement for Remote Work Expenses

During the COVID-19 Pandemic all employees (full-time and part-time faculty and staff) who are able to work remote will be provided a monthly stipend of \$20 for cell phone and internet fees, provided services are required to perform job duties. The \$20 stipend will be paid automatically via payroll. The stipend will be prorated for the month of March and will continue through May 31, 2020. After May 31, 2020, only full-time and part-time staff continuing to work remotely will receive the \$20 stipend. Automatic payments will end for all employees not scheduled to work after the Spring Semester. Automatic payments will also end at the point any employee returns to work on campus and is no longer working remotely.

Employees currently receiving a cell phone allowance and/or those who have received hotspots or phones from IT will not receive the stipend. Employees who believe the stipend is insufficient to cover their expenses can submit an additional request for reimbursement, which must be supported by appropriate documentation, and the College will determine whether such expenses will be reimbursed. Employees must request pre-approval for the purchase of any equipment or technology that he or she believes is needed to perform job duties remotely.

Employees must submit these costs for reimbursement pursuant to the College's Expense Reimbursement Policy and follow the online Employee Expense Reimbursement (EER) process.

Such stipends or reimbursements will be discontinued when the emergency remote work ceases.

Roles and Responsibilities

All employees are responsible for reading, understanding, and complying with the statements in this Policy.

ENFORCEMENT OF CAMPUS POLICIES AND BEHAVIOR-RELATED PRACTICES

If you notice someone is not observing the College's policies, we recommend the following:

- Assume they are unaware of the non-compliance (lack of face covering or distancing may be inadvertent), and If you are comfortable doing so, bring it to their attention.
- Remind the person of the requirements of the policy, emphasizing our mutual responsibility for protecting the health of all persons on campus.
- If the individual refuses to comply, ask that they leave the area or notify Campus Security.