



ACADEMIC YEAR 2022-2023 **OPERATING PLAN**

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INTRODUCTION

Throughout the pandemic, Governors State University (the “University” or “GSU”) has prioritized the health and safety of the GSU community while focusing on providing high-quality instruction and advising, no matter the delivery platform. It will continue to do so for Academic Year 2022-23 (AY23) as outlined in this plan. The times are unprecedented, and the campus has drawn on its history of innovation and flexibility to construct the AY23 Operating Plan (the “Operating Plan”) with its models of working and learning that meet campus needs.

This Operating Plan represents the framework within which decisions will be made for Summer 2022 and AY23. Our actions are guided by the [Illinois Department of Public Health \(IDPH\)](#) and the [Center for Disease Control’s \(CDC\)](#) layered prevention strategy to limit the spread of Covid-19. Precaution levels, set as green-yellow-red, guide our operations. Please monitor our [COVID-19 website](#) as it will reflect our most current response to COVID-19 and indicate our current Public Health Precaution Level (green, yellow, red).

GSU strongly encourages **all** community members to test before returning to campus after travel or being around large crowds, regardless of vaccination status. GSU also strongly urges all community members who are eligible to receive a vaccine booster to get one as soon as possible. And, of course, all members of the community are expected to [monitor their health conditions](#) daily, refrain from coming to campus if they exhibit symptoms of COVID-19, and to self-report when they test positive for COVID-19.

GUIDING PRINCIPLES

- People First – GSU places the highest importance on the mental and physical health of our community members.
- Uphold GSU’s Core Values: *Investing in Student Success; Providing Opportunity and Access to a first-class public education; Serving as an Economic Catalyst to the region; Preparing Stewards of our Future; Demonstrating Inclusiveness and Diversity; and Promoting Quality of Life.*
- Recognize that flexibility is essential in the planning and delivering of a first-class education under COVID-19 conditions.
- Follow mandatory protocols as established by University Park, Will County, the State of Illinois, and federal agencies, and apply discretionary guidance when in the best interests of our campus community.

CONSISTENT COMMUNICATION

- Timely, accurate, and pertinent communication is essential to engaging our community in combatting the effects of COVID-19 on our campus and continuing the academic, research, and service mission of our institution. The [campus website](#) will provide the most current information

in response to COVID-19. **Changes to the Public Health Precaution levels of green, yellow, red status will be posted there.**

- Creating a sense of safety and security for our community is a key component of maintaining an open campus. All campus stakeholders, including University administration, students, faculty, and staff share some responsibility for productive communication. Stakeholders must work together to understand existing and new protocols that impact the way people arrive at, move through, work/learn/research in, and utilize the spaces and amenities in and around the campus.
- GSU continues to maintain its [COVID-19 webpage](#), providing updates as conditions change.

GSU COVID-19 RESPONSE PLAN FRAMEWORK

Table 1. Public Health Precaution Levels is the framework for campus operations. This provides a multi-layered approach to minimize the spread of Covid-19. It is guided by the IDPH and CDC tracking of Covid-19 Community Levels. The Table 1 links are to specific sections within the Operating Plan that provide details on the Mitigation Factors. Refer to [GSU Covid-19 Webpage](#) for the current **Public Health Precaution Level**.

Table 1. Public Health Precaution Levels

Public Health Precaution Level/ Mitigation Factor	Low (Initial Measures)	Medium (Additional Measures)	High (Escalated Measures)
<u>Vaccination</u>	On July 11, 2022, Governor Pritzker issued Executive Order 2022-16, which repeals the section of previous Executive Orders regarding COVID-19 vaccinations and testing requirements for institutions of higher education. While GSU no longer requires proof of vaccination or weekly testing (except in the Family Development Center, which remains subject to additional regulations), we strongly encourage all students and employees to be fully vaccinated, and to stay up to date with all applicable boosters.		
<u>Masks</u>	Optional in Most Settings	Required in Specific Settings	Required
<u>Prevention – Individuals</u>	<ul style="list-style-type: none"> • Stay up to date with COVID-19 vaccines and boosters • Stay home if you have any signs of infectious disease • Wash/sanitize hands frequently 	<ul style="list-style-type: none"> • Wear a well-fitting mask in classrooms and designated public areas 	<ul style="list-style-type: none"> • Wear a well-fitting mask indoors in public, regardless of vaccination status • Observe social distancing in public areas

Public Health Precaution Level/ Mitigation Factor	Low (Initial Measures)	Medium (Additional Measures)	High (Escalated Measures)
	<ul style="list-style-type: none"> Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to or have symptoms of COVID-19 Report positive cases to GSU [footnote link for reporting] Optional precautions such as wearing a mask and surveillance testing encouraged for those who are immunocompromised or at high risk for severe disease (as recommended by personal physician) Monitor email and COVID-19 website for news 		<ul style="list-style-type: none"> Observe meeting size limitations if applicable Reinstate virtual meetings in lieu of in-person
<u>Prevention – University</u>	<ul style="list-style-type: none"> Monitor local health conditions to identify community level classification Monitor positive cases reported by personnel and students and give 	<ul style="list-style-type: none"> Enhanced sanitization procedures: Case-specific areas of exposure 	<ul style="list-style-type: none"> Post signage to remind visitors to observe social distancing rules in elevators and elsewhere Enhanced use of transmission-lowering strategies such as:

Public Health Precaution Level/ Mitigation Factor	Low (Initial Measures)	Medium (Additional Measures)	High (Escalated Measures)
	<ul style="list-style-type: none"> campus warnings as appropriate • Monitor and enforce testing compliance by unvaccinated personnel and students • Maintain air purification devices in designated locations in classrooms • Make masks, hand sanitizer, and disinfecting wipes available throughout campus • Continued availability of cleansing wipes/cleaning products in classrooms for cleaning of high-touch surfaces and shared objects 		<ul style="list-style-type: none"> ➤ Virtual attendance ➤ Alternating workspace utilization ➤ Emergency remote learning and operations • Enhanced sanitization procedures: Increased frequency of routine cleaning protocols • Abbreviated on-campus activity schedule surrounding semester breaks and holidays
<u>Academics and Instructional Delivery</u>	<ul style="list-style-type: none"> • Courses will run based on approved modality (f2f, hybrid, online) • Academic Advising available via appointment both f2f and remotely 	<ul style="list-style-type: none"> • Social distancing will be maintained inside classrooms, masks required • Academic Advising available via appointment both f2f and remotely 	<ul style="list-style-type: none"> • All f2f and hybrid courses will move to remote instruction • Academic Advising 100% remote • Student Support Services 100% remote

Public Health Precaution Level/ Mitigation Factor	Low (Initial Measures)	Medium (Additional Measures)	High (Escalated Measures)
	<ul style="list-style-type: none"> • Student support services available f2f and remotely 	<ul style="list-style-type: none"> • Student support services available f2f and remotely 	
<u>Off-Campus/ Experiential Learning</u>	Students, faculty, and staff must comply with the local requirements and standards of cooperating community agency, organization, or business.		

HEALTH AND SAFETY

CLEANING AND DISINFECTING PROCEDURES

In alignment with public health recommendations and CDC response plans for Institutions of Higher Education where everyone is not fully vaccinated, GSU is taking measures to mitigate the effect of COVID-19. The Emergency Response Team has developed enhanced cleaning and disinfection procedures for University units to follow until further notice. Their guidelines include enhanced cleaning and disinfection **after notification** of a confirmed case of COVID-19.

Details of this plan are found in Appendix 1 of this Operating Plan.

COUNSELING AND WELLNESS CENTER

The Counseling and Wellness Center at GSU empowers students, faculty, and staff with the tools, resources, and skills necessary to support healthy decision-making and promote mental health and wellbeing for our student body. Visits to the Counseling and Wellness Center, as mandated by the Governors Executive Order, requires the wearing of masks in all health settings. Details on scheduling appointments and any changes to current operations will be posted on the Center’s website.

EMPLOYEE ASSISTANCE

In addition to services offered through the Counseling and Wellness Center, employee assistance is available through ComPsych. Resources are available 24/7 every day of the year to help you cope with COVID or any time you may need it:

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Call: 1-833-955-3400 24/7/365
 - TTY: 1-800-697-0353
- Employees qualify for 5 free counseling sessions
- Log on: <https://www.guidanceresources.com> to find your company type in “State of Illinois”
 - APP: GuidanceNow

- Find services, articles, webinars, and encouragement

NATIONAL SUICIDE PREVENTION LIFELINE

- Call: 988 24/7/365
- Log on: <https://988lifeline.org>
- A variety of services are available including for survivors of suicide and disasters, veterans, and the LGBTQ+ community.

BE WELL ILLINOIS

- The State of Illinois' comprehensive wellness program designed to help you be well, live well and stay well.
- The Be Well website is: <http://www.illinois.gov/BeWell>
- <https://www.facebook.com/BeWellIllinois>

All services are strictly confidential, and no individuals or departments affiliated with Governors State University will have access to care you seek.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The University has developed guidelines for use of PPEs when under a **Yellow Alert**. These guidelines include the following protocols for use of PPE:

- Masks must be worn in classrooms, ***regardless of vaccination status***.
- Masks must be worn in enclosed spaces when social distancing cannot be maintained.

The University has developed guidelines for use of PPEs when under a **Red Alert**. These guidelines include the following protocols for use of PPE:

- Employees will be required to wear masks which cover the nose and mouth as indicated by the community level response in effect, ***regardless of vaccination status***.
- Students, vendors, visitors, and others conducting business on University property will be required to wear masks which cover the nose and mouth as indicated by the community level response in effect, ***regardless of vaccination status***.
- Posted signage at entrances to campus buildings illustrates proper usage of PPE.
- Masks will be provided through offices across campus for those in need of one while on campus.

VACCINATION AND TESTING

On July 11, 2022, Governor Pritzker issued Executive Order 2022-16, which repeals the section of previous Executive Orders regarding COVID-19 vaccinations and testing requirements for higher education. GSU strongly encourages all students and employees to be fully vaccinated, and to stay up to date with all applicable boosters. However, GSU will not require vaccination or testing for COVID-19, except for the Family Development Center (FDC).

- FDC employees are required to be fully vaccinated and will be subject to COVID testing unless they submit proof of COVID vaccination. The University urges all employees who are eligible to obtain a booster vaccine as soon as possible.

- FDC employees who have voluntarily uploaded their COVID immunization card to the immunization portal ([MedProctor](#)) or submitted proof of full vaccination to Human Resources are exempt from weekly testing.

ACADEMICS AND INSTRUCTIONAL DELIVERY

GSU has prioritized the health and safety of our students, faculty, and staff in developing guidance for Academics and Instructional Delivery. Our **Public Health Precaution Level** status will guide instructional delivery decisions.

COURSE OFFERINGS

- Course modality is dependent upon existing approval through regular curricular processes.
- Face-to-face courses, to the extent possible, will be assigned a classroom that will accommodate social distancing within the classroom. Hand sanitizer, masks, and cleaning products will continue to be available for all classrooms sanitized after each class has ended.
- Resources are offered through the Center for Active Engagement and Scholarship (CAES) for planning online and face-to-face courses.
- The Computer Connection Central ([The CUBE](#) - this includes the open lab areas and nine computer classrooms found on the second floor of D Building, adjacent to the Library) will be **fully operational during green status**. Check website for changes to operations under yellow and red status.
- Mobile hot spots are accessible in West Parking Lot 1.

CHHS - PRACTICUM/FIELDWORK/CLINICAL EXPERIENCES

- Specialized plans for students who are at increased risk due to the occupational nature of their studies have been developed. Examples include health professional students and students engaged in out-of-classroom or community-based instruction. Reasonable steps to assist students with maintaining adequate PPE, supervision, and other protections based on their risk, have been implemented.
- Protocols for students on appropriate fitting and use of PPE in a clinical setting and training on reduction of transmission of disease upon leaving clinical sites have been identified.
- Exceptions/waivers per guidance of national accreditors to clinical experiences such as use of simulations as an effective way to teach clinical skills without exposing students unnecessarily to the risk of COVID-19 infection are identified.
- Details on the [College of Health and Human Services](#) accommodations due to the COVID virus are posted in its webpage.

LABORATORY NEEDS

- Laboratory courses will operate under same class conditions as pre-COVID, which are consistent with the current State of Illinois guidelines. All students in laboratory classes are required to follow safety guidelines for a laboratory experience, which includes use of safety glasses. Any changes to this guidance will be posted in the laboratories.

PERFORMING ARTS COURSES

- Accommodations will be made for students who are vulnerable due to health conditions to continue participating in performing arts courses and programs.

EXPERIENTIAL LEARNING: STUDENT TEACHING & FIELD EXPERIENCES

- For AY23 the candidates will complete field experiences and internship/student teaching in accordance with the placement school. If the placement school is face-to-face, the candidates are expected to participate face-to-face.
- In consultation with [Access Services for Students with Disabilities \(ASSD\)](#), accommodations that must be made for students who are vulnerable due to health conditions to continue participating in teacher licensure field experiences are done through interactive software such as [ATLAS](#) which is sponsored by the National Board for Professional Teaching Standards and [IRIS Center](#) which is sponsored by Vanderbilt University via a Peabody grant.
- The process for apprising students of their roles and responsibilities regarding safety protocols when working in K-12 schools includes the following:
 - COVID notifications identified in the College of Education ([COE](#)) [website](#);
 - The EPP (school support included) created a field experience [COVID guide](#), which COE will continue to update throughout the AY; and
 - Will continue to hold information sessions as conditions warrant to keep all students apprised of conditions at field sites.
- The Division of Education will continue to post all COVID related materials in the MyGSU [Portal](#).

UNIVERSITY LIBRARY

- Library services will be available onsite and online. Consult the University Library website for posted times for onsite services: <https://www.govst.edu/library/>
- The use of any re-opened spaces may be modified depending upon Public Health Precaution Level.

GRADUATE STUDIES/GRADUATE ADVISING

- Graduate research needs are unique to each program. Graduate students are encouraged to work with their Academic Advisor and Program Coordinator to address degree completion requirements.

UNDERGRADUATE ACADEMIC ADVISING CENTER (UAAC)

The Undergraduate Academic Advising Center (UAAC) is currently offering remote and in-person advising sessions. In-person advising is by appointment only unless a day/time has been specifically designated as offering walk-in advising.

- Advising sessions can be scheduled via email at advising@govst.edu, phone, or [GSUStar](#).
- Please consult the [UAAC website](#) for additional information. The Center is located in the C wing of the main campus – C3385.

ACADEMIC RESOURCE CENTER

The University Academic Resource Center (ARC) provides students with the necessary tools for success. Services include tutoring, the Writing Center, disability services, pathways to academic recovery, and a GS2U Student Success workshop series.

- Services will be offered face-to-face and remotely.
- Writing Center and tutoring in mathematics, science, and business are available online via appointment at [mywconline](#).

CENTER FOR THE JUNIOR YEAR AND CAREER SERVICES

The Center for the Junior Year (CJY) engages and empowers students in exploring and clarifying their interests and goals, overcoming personal and academic challenges, and connecting to campus resources and opportunities.

- Hours of operation for Peer Mentors face-to-face and virtual sessions are posted in [CJY website](#).
- The Career Services Office provides pathways to personal and professional fulfillment.
- Most services and resources are accessible via [Career Services website](#).
- Hours of operation and details on accessing a virtual front desk assistant during the posted hours are provided [on their websites](#).

CAMPUS OPERATIONS

PUBLIC SPACE UTILIZATION

The following considerations guide plans to maintain social distancing where feasible, minimize touchpoints, and manage potential contamination of common areas:

- Instructional use of spaces is a priority. Requests for room reservations to host large events will require consultation with the [ERT co-chairs](#) before room reservation is approved. The co-chairs are Mushtaq Choudhary – Dean of Students and Carolyn Johnson – Director of Environmental Health and Safety. The event host should work with the ERT co-chairs to develop an event plan that will take into consideration the most current guidance to safely hold the event. This plan must be approved by the ERT co-chairs before the event request is approved and a room is assigned.
- When seeking to reserve a meeting or conference room for purposes other than a scheduled class, the capacity of the room should be considered **when under a Public Health Precaution Level of yellow or red**. The capacity of meeting and conference rooms is posted in [25Live](#). Software and hardware are available in many rooms to facilitate virtual attendance. Virtual attendance at meetings should be prioritized even when all participants are physically on campus.

STAFF

- Supervisors are to develop plans for cross-training staff in case of illness or absence to maintain consistent University operations and services.
- Monitor updates to the [Campus Safety Covid-19](#) Public Health Precaution Level.

STUDENTS

- Monitor communication sent via email from the Office of the Registrar regarding COVID-19 compliance.
- Follow posted directions when using campus services that include, but not limited to services such as Admissions, Financial Aid, the Cube, Library, and the Undergraduate Academic Resource Center.
- Monitor updates to the [Student page for COVID-19](#).

TRAVEL

- University-related domestic travel is permitted. Per usual practice, all University-sponsored domestic travel must be requested via use of the appropriate travel request form.
- University-sponsored international travel and/or international trips are contingent upon travel advisories; established travel approval protocols must be observed.

CAMPUS VISITORS

- Visitors are permitted in campus buildings. Safety protocols must be followed, including wearing a mask when the **Public Health Precaution Level is red**, and observing social distancing where feasible.
- The [Nathan Manilow Sculpture Park](#) is open to the public and the website has guidance on safely visiting under COVID-19 conditions.
- Students may host visitors or guests for overnight on-campus housing during the academic year.

CENTER FOR STUDENT ENGAGEMENT AND INTERCULTURAL PROGRAMS

- [The Center for Student Engagement and Intercultural Programs](#) (CSEIP) promotes a sense of belonging and connectedness through campus programming, leadership development, intercultural education and service learning as partners with all campus community members. Collectively this unit provides students with holistic programs and activities to enhance the collegiate experience of all students.
- CSEIP will provide guidance on how service-learning projects can be safely conducted following all local, state, and federal guidelines under COVID-19 health conditions.
- Academic Year 2022-2023 student programming will be adjusted based on the posted **Public Health Precaution Level**.
- Please engage in continuous monitoring of the [CSEIP website](#) and look for emails from CSEIP for current information on student events.

FOOD SERVICE OPERATIONS

- [Jaguar Dining Center](#) is open.
- Details on campus dining are available on its [website](#).

GSU FOOD PANTRY

- The [GSU Food Pantry](#) continues to operate.
- The GSU Food Pantry offers non-perishable and perishable food, including produce, meat, and dairy, as well as toiletries and over-the-counter medication to GSU students and their families.
- Consult the [pantry website](#) for service hours and for assistance in applying for SNAP benefits.

BOOKSTORE OPERATIONS

- [The Follett Bookstore](#) will be open during the 2022-2023 academic year.

- Retail regulations issued by the State of Illinois will be followed.
- Details regarding hours of operation and products available are posted on its [website](#).

UNIVERSITY HOUSING

- [Prairie Place](#) will be open for the academic year.
- Residents will be assigned [move in times](#) beginning the Friday, August 26, 2022 for fall semester and Sunday, January 15, 2023 for spring semester. Two guests will be allowed to help during the move-in process.
- Semi-suite rooms will be at full occupancy.
- Appropriate signage will be posted throughout the building to discourage students from congregating.
- All semi-suites and apartments will be provided with proper signage covering cleaning and hygiene.
- Masking requirements for shared kitchens, lounges, and lobby area will be based on the posted **Public Health Precaution Level**.
- Updates due to COVID-19 conditions will be posted on the [Prairie Place COVID-19 webpage](#).

ATHLETICS AND RECREATION

- Governors State University Athletics sports will occur in accordance with NAIA, CCAC, and CDC guidelines. For the latest, up to date information please visit <http://www.gsujaguars.com/athletic-training> where you will be able to download all health related documents linked at the bottom of that page.
- The [Campus Recreation and Fitness Center](#) has posted details regarding operating under COVID-19 conditions on its [website](#). Masking requirements will be based on the posted **Public Health Precaution Level**.

CENTER FOR PERFORMING ARTS

- The Center for Performing Arts (CPA), as one of the theaters in the Chicagoland Area, follows the protocols and guidelines set by the theater community. Complete Covid-19 instructions for patrons to the CPA are linked [here](#).

CAMPUS TRANSPORTATION

- GSU promotes safe and healthy ways to commute to and from the campus.
- We encourage you to check the [Metra Schedule](#) coming to University Park Station.

- The [GSU shuttle bus schedule](#) will follow its posted schedule; users are required to wear masks while on the shuttle, **while under yellow or red Public Health Precaution level**.
- The campus shuttle bus will be cleaned throughout the day by shuttle drivers.

CAMPUS SAFETY

- The [Department of Public Safety \(DPS\)](#) reiterates its commitment to its mission of protecting life and property; to identify and prevent any criminal activity that may occur; to apprehend and assist in the prosecution of any person who commits a crime on our campus; and to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community.
- The values of the [DPS](#) accomplish its mission which is to provide a safe environment in which the community can work and live; provide service to all in a manner that demonstrates respect and dignity for each person; recognize that we serve a diverse community; treat all persons fairly and equally; and provide a strong commitment for the development of our employee's knowledge, training, abilities, and professionalism.
- The DPS is located at C1375 in the main building. The department provides a full range of police services 24 hours a day, throughout the year.
- Campus alerts, changes to campus hours, and information on how to report an incident are posted on the [DPS website](#).

ACKNOWLEDGEMENTS

- Center for Active Engagement and Scholarship Office @GSU Document: CAES – A Professional Development Framework
- Facilities @GSU Document: COVID-19 Mitigation: Enhanced Cleaning and Disinfection Protocols
- Human Resources @GSU Document: Return to Campus Guideline Protocols
- [Illinois Board of Higher Education Covid-19 Guidance](#).
- State of Illinois Corona Virus Response website: [Restore Illinois](#)
- Governor of Illinois [Executive Orders](#)

COVID-19 MITIGATION: ENHANCED CLEANING AND DISINFECTION PROTOCOLS

1. ENHANCED CLEANING AND DISINFECTION PROTOCOL

A. General guidance:

Practice good hand hygiene after cleaning (and always!):

- i. Wash hands often with soap and warm water for at least 20 seconds.
- ii. If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

B. Safety guidelines during cleaning and disinfection:

- i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- ii. Wear eye protection when there is a potential for splash or splatter to the face.
- iii. Ensure adequate ventilation
- iv. Do not mix products or chemicals.
- v. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

C. Cleaning and disinfection of surfaces:

- i. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- ii. Use a disinfectant product from EPA List N that is effective against COVID-19. If products on EPA List N: Disinfectants for Coronavirus (COVID-19) are not available, bleach solutions can be used if appropriate for the surface.
- iii. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- iv. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.
- v. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
 - Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.

- Launder items (if possible) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
 - If you need to disinfect, use a product from EPA List N approved for use on soft surfaces.
- vi. If a COVID-19 case is confirmed in the GSU community, University units are required to follow the guidance *Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19* outlined in this document.

2. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in University spaces. If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the space(s) occupied will be cleaned and disinfected. This protocol follows [Cleaning and Disinfecting Your Facility | CDC](#)

After notification of a person with confirmed COVID-19 on GSU campus, the following cleaning and disinfecting protocol will be followed:

- A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the Emergency Response Team, in coordination with the impacted department and Facilities Development and Management.
- B. Environmental Health and Safety staff will do the following (as applicable):
 - i. Communicate in writing the scope of cleaning to GSU Facilities or other department responsible for cleaning.
 - ii. Identify areas that require restricted access during and immediately following enhanced cleaning.
 - iii. Communicate with impacted department(s).
 - iv. Coordinate with building coordinators/managers.
 - v. Notify the GSU Campus Community of all areas undergoing Enhanced Cleaning and Disinfection.
- C. When cleaning and disinfecting rooms with increased surface area due to a large number of desks, tables, and other furniture, and where a spray application of disinfectant is needed, FDM will notify the building occupants in advance if the spraying will occur during normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.
- D. The cleaning crew will:
 - i. Follow the *Enhanced Cleaning for Prevention* guidance outlined in this document.

- ii. Open windows to the outside to increase air circulation, if possible.
 - iii. If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.
 - iv. Use products from EPA List N according to the instructions on the product label.
 - v. Wear a mask and gloves while cleaning and disinfecting.
 - vi. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by Environmental Health and Safety prior to work commencing.
- E. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
- i. Mask.
 - ii. Disposable gloves, or a lab coat to protect contamination of clothing.
 - iii. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
 - iv. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.
- F. If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- G. If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

RESOURCES

- [Cleaning and Disinfecting Your Facility | CDC](#)
- [Safety Precautions When Using Electrostatic Sprayers, Foggers, Misters, or Vaporizers for Surface Disinfection During the COVID-19 Pandemic | CDC](#)
- [CDC response plans for Institutions of Higher Education](#)
- [CDC recommendations for confirmed or suspected cases of COVID-19 in healthcare settings](#)
- [CDC cleaning and disinfecting to slow spread of flu](#)

APPENDIX 2

ACADEMIC YEAR 2022-2023 WORKING PROTOCOLS AND GUIDELINES

1. INTRODUCTION

Governors State University is committed to the safety and well-being of each community member. The University has adopted the following protocols and guidelines to ensure a safe return to campus for those employees who have worked primarily on a remote basis during the pandemic (and a continued safe environment for those employees who have reported to campus throughout the pandemic). These protocols and guidelines are based on the most current public health information available and will be amended as needed as further guidance is received. To stay current or seek clarifications regarding the protocols and guidelines, visit the [GSU COVID-19 website](#) or contact Human Resources at 708-534-4100.

All employees are expected to stay informed of, and comply with, the protocols and guidelines outlined in this document, including but not limited to faculty, staff, administrative employees, and student workers. Failure to do so jeopardizes the safety and well-being of our students and colleagues and may result in corrective or disciplinary action.

2. EMPLOYEES' PERSONAL RESPONSIBILITIES

2.1. SCREEN FOR SYMPTOMS *BEFORE* ENTERING CAMPUS

Every employee is required to perform a self-check ([see CDC guidelines](#)) each day before coming to campus. People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19 ***and should not come to campus.***

- 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

See Section 3 for what to do if experiencing any of these symptoms or observing these symptoms in others.

Supervisors may request that employees exhibiting these symptoms leave campus and refrain from reporting to work until cleared to do so by a health care provider.

2.2. KEEP HANDS CLEAN/PRACTICE GOOD SNEEZE & COUGH ETIQUETTE

Employees should wash their hands frequently with soap and water for twenty seconds, particularly after coughing, sneezing, touching or removing their masks, using the restroom, or touching a high-traffic surface such as an elevator button or doorknob. Where it is impracticable to wash hands with soap and water, employees should disinfect their hands with hand sanitizer containing at least sixty percent (60%) alcohol. Employees should adopt the habit of coughing or sneezing into a tissue, disposing of it immediately, and washing their hands. Where a tissue is not available, employees should cough or sneeze into their elbow.

The University will provide hand sanitizer and disinfecting products (e.g., spray bottle with disinfectant and paper towels) for employees to self-clean their personal work areas. These products will be provided at no cost for General Revenue units/operations. Individual employees should work through their Unit Heads/Directors/Chairs to request supplies from ERT on a group (rather than individual) basis. Requests can be made to ERT via email to ERT@govst.edu.

For those units that need products beyond what the University carries, units should procure those items directly as they normally would procure any other office supplies.

Employees are encouraged to wipe down their personal workspaces regularly.

3. WHAT TO DO WHEN EXPOSED TO OR INFECTED WITH COVID-19

Employees should not come to campus if they test positive for COVID-19 or exhibit symptoms of COVID-19 (see Section 2.2 above for symptoms). Instead, they should follow the instructions below in Section 3.1. Employees who believe they may have had exposure to a confirmed case of COVID-19 should follow the instructions below:

The CDC [updated its guidance for isolation and quarantine periods](#) for the general population. The CDC provides a detailed description of [QUARANTINE](#) and when to move to it via their [website linked here](#).

The CDC provides a detailed description of [ISOLATION](#) and when to move to it via their website [linked here](#).

CDC guidance on when to [QUARANTINE](#):

- Action to take if you [were exposed to COVID-19](#) and are [NOT up-to-date on COVID-19 vaccinations](#)
- Action to take if you [were exposed to COVID-19](#) and [ARE up to date on COVID-19 vaccinations](#)
- Action to take if you [were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days](#) (you tested positive using a viral test)

CDC guidance on when to [ISOLATE](#):

- Action to take if you [tested positive for COVID-19 or have symptoms, regardless of vaccination status](#)

3.1. [EMPLOYEES WHO HAVE BEEN DIAGNOSED WITH COVID-19](#)

If an employee tests positive for COVID-19 (or is otherwise diagnosed as having it), that employee should notify the employee's supervisor that the employee cannot come to campus. If the employee is able to perform the employee's duties remotely and feels well enough to do so, the employee should work remotely and record their time as regular working hours. Employees should contact the Human Resources Department to explore benefits entitled to them, including COVID-19 Paid Administrative Leave in accordance with Public Act 102-0697 (available to eligible employees).

The employee also must self-report the employee's positive status immediately via the [Coronavirus \(COVID-19\) Self-Reporting Form](#).

GSU Human Resources and co-chairs of the Emergency Response Team will maintain confidentiality to the extent possible, while fulfilling public health reporting and tracing guidelines.

In addition, if an employee has no symptoms or symptoms are resolved for at least 24 hours, employees can return to work with either a Negative COVID-19 test taken on Day 5 of Quarantine (rapid or PCR) or a doctor's note on Day 5 of Quarantine that provides clearance to return to campus before returning to campus. Note – per CDC guideline linked above “Day 5” is defined as five days after Day Zero – which is the first day you exhibit symptoms. Employees should consult with Human Resources prior to their return to ensure that their medical clearance is sufficient.

3.2. EMPLOYEES EXHIBITING SYMPTOMS OF COVID-19

Employees who exhibit symptoms of COVID-19 should not come to campus. If an employee experiences symptoms of COVID-19, that employee should notify the employee's supervisor that the employee cannot come to campus due to experiencing COVID-19 symptoms. If the employee is able to perform the employee's duties remotely and feels well enough to do so, the employee should work remotely and record their time as regular working hours. If the employee is either (a) not able to perform the employee's duties remotely or (b) is not well enough to work remotely, the employee should use the term “COVID” to code their time away from the office when unable to work and confer with Human Resources about what payroll benefits may be available to them.

A supervisor and/or Human Resources is entitled to ask an employee calling in sick to work if they have tested positive for COVID-19 and/or is experiencing symptoms of COVID-19 and employees are expected to provide such information if applicable.

An employee who stays home or is sent home due to symptoms of COVID-19 shall provide a Negative COVID test taken on Day 5 of Quarantine (rapid or PCR) or a doctor note on Day 5 of Quarantine. Note – per CDC guideline linked above “Day 5” is defined as five days after Day Zero – which is the first day you exhibit symptoms.

3.3. IF AN EMPLOYEE IS EXPOSED TO COVID-19

Except as provided below, anyone who has had [close contact](#) (meaning within 6 feet for a cumulative total of 15 minutes or more during a 24 hour period) with someone with COVID-19 should stay home for 5 days **after their last exposure** to that person. If an employee has no symptoms or symptoms are resolved for at least 24 hours, employees can return to work with either a Negative COVID-19 test taken on Day 5 of Quarantine (rapid or PCR) or a doctor note on Day 5 of Quarantine that provides clearance to return to campus before returning to campus. Note – per

CDC guideline linked above “Day 5” is defined as five days after Day Zero – which is the first day you exhibit symptoms.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Someone who has been [fully vaccinated](#) and boosted and shows no symptoms of COVID-19. However, fully vaccinated and boosted people are asked to monitor their symptoms daily. Fully vaccinated and boosted people should get tested 3-5 days after their exposure, even they don't have symptoms, and wear a mask indoors in public for 10 days following exposure or until their test result is negative.



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