

TCSPP Policy

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COVID-19 Visitor Policy

Policy Statement

The COVID-19 Visitor Policy details the COVID-19 vaccination and testing requirements for Visitors at The Chicago School of Professional Psychology (TCSPP). All Visitors who access a TCSPP campus or attend a TCSPP-sponsored event will be required to submit proof of being fully vaccinated against COVID-19 or submit proof of a negative COVID-19 test dated within 72 hours of accessing campus or a TCSPP-sponsored event.

Visitors must also complete and submit a TCSPP COVID-19 Visitor Acknowledgement form prior to accessing campus.

Policy Purpose

This policy is intended to minimize outbreaks of COVID-19 among the TCSPP community; to prevent or reduce the risk of transmission of COVID-19 at TCSPP campuses and TCSPP-sponsored events; and to promote the public health of the community consistent with federal, state, and local efforts to stem the pandemic.

Applicability

This policy is applicable to all Visitors of a TCSPP campus or TCSPP-Sponsored event. This policy is subject to amendment, especially as the COVID-19 pandemic continues to evolve. In the event that a federal, state, or local governing agency imposes a requirement that conflicts with this policy, the applicable public health mandate shall govern and be implemented. Please refer to the TCSPP COVID-19 Resource Hub located either on the Employee Intranet or TCSPP Community Site for the most current version of this policy. If you do not

have access to these sites, a copy will be furnished to you by the TCSPP Employee hosting your visit. TCSPP complies with all guidance from the CDC, OSHA, and state and local public health authorities.

In addition to this policy, all Visitors are required to comply with any additional safety requirements outlined in the most current COVID-19 Campus Operations Plans, posted on the TCSPP COVID-19 Resource Hub located on the Employee Intranet or TCSPP Community Site, which may include wearing of a face covering, social distancing and other public health and safety requirements. Visitors of TCSPP at Xavier University of Louisiana (XULA) are required to comply with any additional safety requirements established by XULA.

Definitions

Acceptable COVID-19 Tests: TCSPP accepts PCR or rapid antigen tests. Antibody tests that indicate past infection will not be accepted. The report date, test type, and individual's name must be legible on the test. Visitors that are required to submit proof of a negative COVID-19 test must show a test dated within 72 hours before accessing a campus or attending the TCSPP-sponsored event.

COVID-19 Vaccine Series: A COVID-19 Vaccine Series satisfies the requirements of this policy if the U.S. Food and Drug Administration (FDA) has authorized use of the specific COVID-19 Vaccine, including approval through an [License or an Emergency Use Authorization](#) as indicated on the FDA website: License or an Emergency Use Authorization (EUA) or the World Health Organization has approved Emergency Use Listing (EUL).

Employees: TCSPP staff and faculty, including adjunct employees, contractors, volunteers, student employees, and interns except for those employees, contractors, volunteers, student employees and interns whose positions are fully remote.

Employees' final permission to be exempt from this policy based on remote work arrangements must be obtained through Human Resources (HR) who will work with appropriate University Leadership to make the determination.

HR maintains an official list of employees whose positions have been determined to be fully remote.

Fully Vaccinated: A person is considered "fully vaccinated" when two weeks have passed since they completed a COVID-19 Vaccine Series (for example, 1 dose of the Janssen/J&J vaccine, or 2 doses within no more than 12 weeks of the Moderna or Pfizer/BioNTech (Comirnaty)).

TCSPP anticipates that the Center for Disease Control (CDC) may update the definition of Fully Vaccinated once booster shots are available and, to continue to be classified as fully vaccinated, Employees and Students will be required to obtain the booster shot and to provide proof of vaccination. Employees and Students will be notified of the deadline for compliance once additional information about boosters is available.

Students: All TCSPP students, including students on practicum, internship, or completing any academic or degree requirement in any TCSPP educational program, except for those students whose complete course of study is entirely web-based, a fully online degree program, fully remote and requires no regular attendance on or regular attendance at any TCSPP-sponsored event, and/or who attend a ground program at the Dallas Campus location. Any student who has more than a single ad hoc need to return to campus before graduation should obtain permission from their Campus Dean to remain exempt from this policy due to the designation of being remote.

Proof of Vaccination: Proof of Vaccination that an individual is fully vaccinated against COVID-19 includes either of the following:

- A paper or electronic copy of a CDC COVID-19 vaccination card; and
- A medical record issued by a licensed health care provider indicating vaccine name and dates of

administration.

Proof of Vaccination against COVID-19 must legibly show:

1. Name of the individual vaccinated
2. Date of birth of the individual vaccinated
3. The manufacturer of the vaccine
4. The date(s) on which the vaccine was administered

TCSPP Campus locations: TCSPP Campus locations include:

- TCSPP Anaheim
- TCSPP Chicago
- TCSPP Dallas
- TCSPP Los Angeles
- TCSPP San Diego
- TCSPP Washington D.C.
- TCSPP @ XULA

TCSPP-sponsored event: Any TCSPP event (e.g., commencement, residency, team-based meeting or activity) that takes place at a location outside of a TCSPP campus location.

Visitors: Any individual who will be present on a TCSPP Campus or at a TCSPP-Sponsored event for more than 15 minutes does not meet the definition of a Student or Employee.

Procedures

A. Submitting Proof of Vaccination

Any Visitor who possesses TCSPP active directory credentials (either as a student or employee) should submit proof of vaccination using the protocols listed either on the TCSPP Employee Intranet (for those with employee credentials) or TCSPP Community Gateway (for those with student credentials). All others should follow the procedures below.

Visitors that do not have TCSPP active directory credentials should bring proof of vaccination to campus with them. The Visitor's host will be responsible for checking that acceptable proof is provided.

B. Submitting Proof of Negative COVID-19 Test

Any Visitor who possesses TCSPP active directory credentials (either as a student or employee) should submit proof of negative COVID-19 test using the protocols listed either on the TCSPP Employee Intranet (for those with employee credentials) or TCSPP Community Gateway (for those with student credentials). All others should follow the procedures below.

Visitors that do not have TCSPP active directory credentials should bring proof of a negative COVID-19 test to campus with them. The visitor's host will be responsible for checking that acceptable proof is provided.