

# THE CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY, CHICAGO CAMPUS

## COVID-19 CAMPUS OPERATIONS PLAN

Last Updated: 12/22/21

### Background

The Chicago School of Professional Psychology's (TCSPP) plan for operating on campus is rooted in safety for our faculty, staff, and students. It is aligned and consistent with local orders and ordinances of the City of Chicago, as well as the State of Illinois reopening guidelines. TCSPP's plan follows recommendations and guidelines from relevant federal, state, and local entities and [Centers for Disease Control and Prevention \(CDC\)](#).

You can always access the current version of this plan on the [community site in the COVID-19 Resource Hub](#). This plan will be updated as guidelines evolve and new information becomes available. To ensure you receive the most accurate and up to date information, please do not download or print a copy of this plan. You should periodically check the plan for the latest guidelines.

You are expected to comply with all policies, protocols, and guidelines outlined in this document, as well as those posted throughout campus and in buildings. Failure to do so may result in being asked to leave campus or in corrective action.

### Campus Operations

As announced on December 22, 2021, The Chicago School ground campuses will start the Spring 2022 semester with remote instruction and limited campus operations, with a target date for a full in-person return of January 24, 2022. Here's what you need to know:

- **For all ground campus students**, your ground campus location will be closed until January 24. All instruction will be remote. This does not apply to XULA students and Nursing students at the Dallas Campus. XULA students should follow the guidance of XULA and Dallas Nursing students should expect to continue in person.
- **For ground campus employees and student workers**, ground campuses will open on January 3, 2022 as scheduled with limited operating hours for essential operations and activities.
- **Ground campus employees, including student workers**, will be contacted by their supervisor if there is a need for them to be on campus between now and January 24.

**All ground campus employees and students should expect to resume their regular on-campus, in-person schedule beginning January 24, 2022, but should look for further guidance as that date approaches.**

**Entering and Exiting the Building:** To enter both the 325 N. Wells and Merchandise Mart buildings on the Chicago campus, employees and students will use their campus ID to "swipe" into the building. The "swipe" will record the individual's name, time of entry and department of employ or study. Visitors must sign-in when visiting campus. Everyone is required to comply with any restrictions required by the building in common areas such as elevators or the lobby.

**Visitors to Campus:** Visitors are subject to TCSPP's [COVID-19 Visitor Policy](#). Visitors must read and sign the current acknowledgement form and sign-in when visiting campus. Employees must meet visitors in the lobby at 325 North Wells and assist the visitor with signing the acknowledgement form. Employees are to leave the signed form at the front desk lobby, and the forms will be collected daily by the Facilities team.

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*Note on Alumni Access to the Library:* While we typically provide on-ground access for alumni at a physical library, we are unable to offer access at this time due to COVID-19 restrictions. We will notify alumni of changes to this policy as restrictions begin to ease. The Library provides a number of open access resources which are free to use and are available from the library's website. [Here is a list](#) of open access resources that we maintain that alumni can access.

**Signs/Symptoms, Exposure, and Managing Positive COVID-19 Cases:** If you are experiencing a medical emergency, call 911.

- If you are sick or think you might be sick (with [COVID-19](#) or otherwise) stay home and avoid public spaces except to get medical care. If you are on campus and begin to experience signs or symptoms of COVID-19 but are not in a medical emergency, leave the TCSPSP campus or TCSPSP-sponsored event immediately and minimize contact with other individuals.
- If you are diagnosed with COVID-19 and have recently been on a TCSPSP campus or at a TCSPSP-sponsored event, you are required to report this information as soon as possible through the [COVID-19 Positive Case Reporting Form](#), posted on the Community Site. You must follow the student-specific and employee-specific procedures for returning to campus, which are outlined on the [community site in the COVID-19 Resource Hub](#).

**Vaccination Requirement:** All employees and students, with limited exemptions, will be required to be fully vaccinated for COVID-19 by December 19, 2021. Access the full COVID-19 Vaccination Requirement policy and FAQ, as well as all COVID-19-related information and materials, on the [community site in the COVID-19 Resource Hub](#).

**Testing Requirement:** All Students and Employees who have not submitted proof of being fully vaccinated per TCSPSP's policy (including those with approved medical or religious accommodations) are required to submit proof of negative COVID-19 test on a weekly basis at a minimum to access campus. TCSPSP accepts PCR or Rapid-Antigen tests as proof. Test results must contain a legible name, type of test taken, and date results were received. Test results must have been received within 72 hours of submission. Tests must be uploaded each week on Tuesday by 1:00 pm Eastern / 12:00 pm Central / 10:00 am Pacific.

Test results dated within 72 hours of submission and uploaded on Tuesday by 1:00 pm Eastern / 12:00 pm Central / 10:00 am Pacific will be valid for one week. If a test is not uploaded by the specified date and time, then it must be brought to campus and have a date within 72 hours of arriving to campus.

- Students who do not meet the Tuesday deadline but that need to come to campus should contact their Student Support counselor to coordinate the delivery of their test prior to coming to campus.
- Employees who do not meet the Tuesday deadline but that need to come to campus should contact their HR representative to coordinate the delivery of their test prior to coming to campus.

**Face Coverings:** In accordance with the [July 27, 2021 guidance from the CDC](#) and [the guidance of the City of Chicago on July 30, 2021](#), TCSPSP will require masks when on campus in any public or shared space regardless of vaccination status. Masks may be removed when alone in a closed office or when

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employees can consistently maintain six feet of space at their workplace. Employees are expected to provide their own mask, although some masks will be available on campus if needed. Review [these CDC guidelines](#) on how to properly wear a face covering.

**Capacity Limitations:** Capacity limitations are lifted across campus, unless otherwise indicated by specific campus signage. This includes classrooms, common spaces, restrooms, elevators and stairwells, pantries and kitchens, and all other indoor and outdoor campus spaces.

**Social Distancing:** Face coverings are required for faculty, staff, and students when not alone in a private office. When face coverings are removed for eating or drinking, social distancing is recommended.

**Special Equipment:** Hand sanitizer will be available on campus and hand sanitizing wipes will be available on campus.

#### Additional Trainings and Resources

- [CDC COVID-19 Resource Center](#)
- [City of Chicago Reopening Guidelines](#)
- [City of Chicago COVID19 Presentations and Publications](#)
- [State of Illinois COVID19 Resources](#)