



Chicago
Return to Campus Plan
Students
Fall 2020

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Introduction

Guiding Principles

The Chicago School of Professional Psychology's (TCSP) plan for returning to campus is rooted in safety for our faculty, staff, and students. It is also aligned and consistent with local orders and ordinances of the [City of Chicago](#) as well as the [State of Illinois](#) reopening guidelines. TCSP's plan follows recommendations and guidelines from the federal government, and Centers for Disease Control and Prevention (CDC). The Chicago Campus has completed Business Self-Certification at <https://www.chicago.gov/city/en/sites/covid-19/home/reopening-business-portal/business-self-certification.html>.

When coming to campus, students must agree to follow all [public health guidelines](#) for keeping our community safe. Please remember that if students have traveled to Chicago from outside of the United States or from a state on this list <https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html> than the student must quarantine for two weeks before coming to campus.

As knowledge and understanding of the COVID-19 virus continues to evolve, TCSP's plan will be updated and redistributed as new information becomes available.

Campus Expectations and Guidelines

All students are expected to comply with all policies, protocols, and guidelines outlined in this document, posted on campus, and posted in the building. Failure to do so may result in being asked to exit campus or corrective action.

Fall 2020 Campus Operations

Campus Hours of Operation

325 N. Wells Building

Monday, August 31, 2020 – Wednesday, November 26, 2020. ***Campus will close after the Thanksgiving holiday for the remainder of the semester.***

The Merchandise Mart space will be closed to students during the Fall semester due to the high traffic, limited elevators, and access to the CTA trains.

325 N. Wells Building Hours

Monday – Wednesday	9:00am – 4:30pm
Thursdays	9:00am – 6:00pm
Fridays	CLOSED for deep cleaning
Saturdays (September 12, October 10, November 7, November 21)	8:00am – 5:00pm

Although campus hours of operation end November 26th, the actual end of the term is not until December 7, 2020 and remote learning will continue until that time. The rationale for this decision (which is being followed by many universities) is that students and employees may increase the frequency of social contact over the Thanksgiving break thereby increasing the chances of being exposed to COVID-19. Keeping instruction remote for the last week of the semester is intended to help support the safety and wellbeing of our students, staff, and faculty.

Students can go to the 4th floor reception desk if they have any questions or concerns and the Campus Compliance Monitor will be called to assist.

Fall Classes – Remote Instruction and On-Campus Options

Most classes will be delivered remotely during the Fall semester. Some course will have skill-based sessions on campus in large, socially distanced spaces. However, students will have the option to attend these sessions remotely as well.

Quiet Study Space for Students

For the Fall semester, four spaces will be available to students for quiet study on a first-come-first-serve basis by **appointment only***. The spaces that are available for this purpose and their capacity are listed in the table below. Signs will designate which seats may be used, and all social distancing, Personal Protective Equipment (PPE), and sanitization rules as described in this document and posted in the room must be adhered to. Failure to adhere to all rules may result in students being asked to leave the campus to ensure the safety of others.

*The procedures for students to make appointments can be found on p. 7 under “Scheduling Appointments.”

Room Number	Capacity
Fourth Floor cubicles (413)	2
Seventh Floor cubicles (715)	4

Designated Gathering Areas for Students

The following rooms have been arranged to accommodate small gatherings of students (10 or less) **by appointment only***. Signs will designate which seats may be used, and all social distancing, PPE, and sanitization rules as described in this document and posted in the room must be adhered to. Failure to adhere to all rules may result in students being asked to leave the campus to ensure the safety of others.

*The procedures for students to make appointments can be found on p. 7 under “Scheduling Appointments.”

Room Number	Capacity
5 th Floor Student Lounge (507)	10
Classrooms if available (see below)	TBA

Classrooms (prioritized use for formal classes)

Room Number	Current Capacity
407 – Classroom	12
412 - Classroom	12
511 – Classroom	2
513 – Classroom	7
515 – Classroom	7
518 – Classroom	2
718 – Classroom	4
719 – Classroom	7
720 – Classroom	7
721 – Classroom	4

Computer Lab

The computer labs listed in the table below will be available for use by students **by appointment only***. Signs will designate which seats may be used, and all social distancing, PPE, and sanitization rules as described in this document and posted in the room must be adhered to. Failure to adhere to all rules may result in students being asked to leave the campus to ensure the safety of others.

*The procedures for students to make appointments is as follows: *The procedures for students to make appointments can be found on p. 7 under “Scheduling Appointments.”

Room Number	Capacity
516	5
517 (only open if 516 is at capacity)	5

Library

The Library space will remain physically closed; however, there will be restricted access on Thursdays to facilitate item returns and checkouts of Test Kit materials necessary for class practicum only. This access will be **by appointment only***. No other library materials, or printing, will be available.

All other library resources and assistance will continue to be made accessible remotely. To access library resources or contact someone for assistance with accessing library resources, please navigate to the following URL:

https://tcsedsystem.libguides.com/thechicagoschool_library/contacts/directory.

*The procedures for students to make appointments can be found on p. 7 under “Scheduling Appointments.”

Restrooms

Use of restrooms will be limited based on size. Capacity limits will be posted on the door, and markings within will designate which stalls and sink stations may be used. If the bathroom is at capacity, students must remain outside of the bathroom until someone leaves and capacity is once again free. While outside of the bathroom, students must adhere to all social distancing and gathering rules. After use, wash hands thoroughly to reduce the potential transmission of the virus.

Student Support Services

Student support services will remain accessible via remote options only through the Fall 2020 semester. Specifically, the services described below remain available to students.

- As students’ single point of access, Student Support Counselors are available for virtual meetings (phone calls, GoToMeeting, Zoom, etc.) and/or guidance regarding university resources. To contact your Student Support Counselor, email CHISupport@thechicagoschool.edu or call us at 1-800-595-6938 Option #1
- The Chicago School’s partners at [Student Solutions](#) are continuing to provide mental health services as well as financial and legal counseling.
- The Primary DSO (Designated School Official) and campus DSOs are available for meetings for all students studying on F-1 visas. To contact a campus DSO, email idadiaz@thechicagoschool.edu or call 1-312-467-2352.

- The Chicago School's [Accommodations](#) department is fully functional and continues to assist students with new and altered accommodations to support learning in a virtual environment. To contact the Accommodations department, email accomodations@thechicagoschool.edu or call 312-488-6055
- The TCSPP campus [writing center](#) continues to assist students with a variety of academic supports. To reach the writing center, email the Chicago Writing Center at cwc@thechicagoschool.edu or call 312-467-2254.
- [Career Services](#) is available via phone at 800.595.6938, option 5, or via email at: careerservices@thechicagoschool.edu.

Academic Department and Faculty Advising

Except as specified otherwise by the department, all faculty advisors and department personnel will remain accessible via remote options only through the Fall 2020 semester. Students who are unsure how to contact an academic department or faculty advisor may contact their Student Support Counselor for assistance via email at CHIStudentSupport@thechicagoschool.edu

Admissions

All admissions support services will continue to be offered via remote options only through the Fall 2020 semester. To contact admissions email cholton@thechicagoschool.edu or call 312-488-6008

Preparing to Come to Campus

Scheduling Appointments

To ensure all local and state requirements regarding social gatherings are adhered to, all employees must schedule their time on campus using the Campus' appointment scheduling system. TCSPP has secured a partnership with Simply Book Me for making reservations. **An email notification will be coming out the week of August 21 which will explain how to establish a reservation account. This notification will also provide a link to where students can access the reservation system for making reservations when needed.**

Campus reservations can be made a week in advance. We are using Simplybook.me to facilitate the reservation process. To establish your reservation account, you will need to click your respective campus' link below and use your TCSPP email as your login. Once you have entered

your email, click on 'Remind Password'. Once this is complete, you are ready to make a reservation. The link to the scheduling software will also be available on the student portal.

<https://chicagocampus.thechicagoschoolreservations.enterpriseappointments.com/v2/#client/profile/1>

Please note the following:

- Reservations must be made 24 hours prior to the student's arrival on campus
- If total requests to be on campus from students, faculty, and staff exceeds the limits set by the City of Chicago per distancing regulations the management team reserves the right to make final determination of what requests are honored. A member of the management team will reach out when a request must be denied.

Symptom Monitoring Requirement

Students who are scheduled to be on campus must conduct self-symptom monitoring before arrival. This process must be followed each time the student is scheduled to be on campus. Students must be free of ANY signs or symptoms beyond headache and fatigue that are potentially related to COVID-19. If you believe you have contracted COVID-19 you may be asked to submit proof of an evaluation and clearance by a medical professional. This evaluation must be reviewed and approved by the Student Support Services department. A list of known signs and symptoms at this time is provided below or can be reviewed [here](#). Students may also review information on symptoms provided by the CDC, found [here](#), or utilize the CDC [Self-Checker tool](#). Medical clearance documentation may be submitted to Student Support Services at accommodations@thechicagoschool.edu

Currently, COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore Throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell
- Diarrhea

- Known close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days.

If any symptoms are present beyond fatigue and/or headache, or if the student has been in close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days, the student must not come to campus until:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
- Improvement in respiratory symptoms (e.g. cough, shortness of breath)
- At least 10 days have passed since symptoms first appeared

If a student has symptoms and has not cleared the criteria listed above, the student may not return to campus unless approved by a medical professional. Documentation of medical clearance may be submitted to the Student Support Services department at accommodations@thechicagoschool.edu

If a student is asymptomatic, but has been in close contact with a person who has been lab confirmed to have COVID-19, the student is not permitted to be on campus until the end of a 14-day self-quarantine period which starts from the last date of exposure.

COVID19 Testing Centers Near Campus

Physicians Immediate Care - 600 W Adams St, Chicago, IL 60661

COVID-19 testing center
 Appointment not required
 Referral not required
 Testing for all patients
 More

Hours:

Tuesday	8AM–4:30PM
Wednesday	8AM–4:30PM
Thursday	8AM–4:30PM
Friday	8AM–4:30PM
Saturday	Closed
Sunday	Closed
Monday	8AM–4:30PM

Phone: (312) 506-0900

Michigan Avenue Primary Care - 180 N Michigan Ave Suite 1720, Chicago, IL 60601

Hours:

Tuesday 8AM–6PM
Wednesday 8AM–4PM
Thursday 8AM–4PM
Friday 8AM–4PM
Saturday 9AM–1PM
Sunday Closed
Monday 8AM–4PM

Phone: (312) 994-3000

For students who may be uninsured, free testing under the Cares Act, can be found [here](#).

Public Transportation/Parking

If a student must take public transportation, the individual should follow the suggested CTA and Metra guidelines for personal safety; which include, but are not limited to, practicing social distancing, wearing a facemask prior to entering the bus or train, avoiding touching surfaces with their hands, and using hand sanitizer with at least 60% alcohol or washing hands as soon as possible after disembarking and prior to removing the mask.

Additional information regarding contactless payment, passenger seating/capacity limits, frequency of trains and buses, cleaning protocol, and all other updates for travelling on CTA and Metra public transportation during COVID-19 is provided on the CTA and Metra website links listed below.

Central Transit Authority (CTA):
[Returning to CTA Customer Guide](#)

Metra:
<https://metrarail.com/coronavirus>

Parking validation will continue during campus hours of operations at the 4th floor reception desk.

Entry and Exit of the Building

Lobby and Elevator Guidelines and Expectations

Students coming to campus should enter the 325 N. Wells Building and may be required to sign in at the lobby security desk.

All employees and students will need to have their ID badge visible when entering the building. Employees will need to meet delivery people in the lobby to collect items.

The building ownership is responsible for establishing guidelines and expectations for navigating the building's lobby and elevators. Guidance and expectations will be posted and can be reviewed when arriving to campus. All students are expected to adhere to posted guidance and expectations, as well as any instructions provided by building security or front desk staff.

If in the lobby or using the elevator, students should wear their mask or face-covering and limit touching surfaces with their exposed hand/fingers as much as possible. Student should wash their hands or use hand sanitizer with at least 60% alcohol upon departing the lobby and/or elevator.

Stairwells are available for traveling between floors and are marked to be used for going up or going down only to maintain the 6 feet social distancing requirement. An ID is required to exit the stairwell on all floors except on the 1st floor lobby.

Campus Policies, Procedures, and Rules

Gatherings

Gatherings of any kind outside of the campus' Designated Gathering Areas are prohibited. This includes gathering in hallways or other open campus spaces. Social distancing and personal safety hygiene practices should always be used when navigating campus facilities.

Social Distancing

Social distancing, also called "physical distancing," means keeping space between oneself and other people. When on campus, students are required to:

- Stay at least 6 feet (about 2 arms' length) from other people

- Not gather in groups
- Stay out of crowded places and avoid gatherings

Keeping space between oneself and others is one of the best tools to avoid being exposed to the virus and slowing its spread. Limit close contact with others. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if none are exhibiting symptoms.

Use and Care of Face Coverings

Face-coverings or masks must be worn by all students while in the campus facility. Appropriate use of face-coverings or masks is critical to minimizing risks to others. A mask or face-covering is not a substitute for social distancing.

When putting on masks or face coverings, the following steps should be followed:

- Wash hands thoroughly or use hand sanitizer prior to handling the face-covering/mask.
- Ensure the face-covering /mask fits over the nose and under the chin.
- Situate the face-covering/mask properly with nose wire snug against the nose.
- Tie straps behind the head and neck, or loop around the ears.
- Throughout the process, avoid touching the front of the face-covering/mask.

When taking the face-covering/mask off, the following steps should be followed:

- Do not touch your eyes, nose, or mouth.
- Loop your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.

When caring for, storing, or laundering the face-covering mask, the following steps should be followed:

- Keep face-coverings/masks stored in a paper bag when not in use.
- Cloth face-coverings may not be used more than one day at a time and must be washed after use. Cloth face-coverings should be properly laundered with regular clothing detergent before first use, and after each subsequent use.
- Cloth face-coverings/masks should be replaced immediately if soiled, damaged, or visibly contaminated.
- Disposable masks must not be used more than one day and should be placed in the trash after use or if soiled, damaged, or visibly contaminated.

Hand Washing

Wash hands often and thoroughly with soap and water for at least 20 seconds. This is especially important after being in a common space, using tissue, coughing, sneezing, or touching your face.

If soap and water is not available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of both hands and rub them together until they feel dry.

Sanitizing Spaces and Equipment

While custodial personnel will continue to clean all campus spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before leaving any room in which work has been done, students must wipe down all work areas with provided cleaners in each room. This includes any shared-space equipment such as copiers, printers, computers, IT equipment, desks, and tables.

Coughing/Sneezing Hygiene

If a student is in a private setting that does not require a face-covering/mask and must cough or sneeze, the student should cover their mouth and nose with a tissue. If the student does not have a tissue, they should use the inside of their elbow. If they use a tissue, it should be thrown in the trash immediately following use, at which time, they should wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, students should clean their hands with sanitizer that contains at least 60% alcohol.

Return from Travel outside of the United States

Faculty, staff and students who have left the United States or from states listed on the Chicago Travel Quarantine List [here](#) are required to self-quarantine and not return to campus for 14 days after their return in accordance with CDC and Illinois Department of Human Service guidelines.

Accessing Help

If Symptoms Arise on Campus	If a student or employee starts to experience any signs or symptoms of COVID-19 while on campus and are not in medical distress as defined below, then they should safely leave campus minimizing any contact with other individuals. Once off campus and able to do so, they should call a member of the Campus COVID-19 management team and report the symptoms for which they left campus. The
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	<p>COVID-19 Management Team will gather necessary information and follow up as needed per campus procedure.</p> <p>If a student or employee feels that they may be in medical distress as defined by fever symptoms combined with shortness of breath or difficulty breathing, the student or employee should call 911 and, if able, immediately isolate themselves by moving to the campus designated isolation room 716. If they need assistance accessing or locating the room, any faculty or staff can assist in doing so. When there, they should contact the campus COVID-19 Management team by calling the COVID-19 Management Team member on duty. The COVID-19 Management Team member on duty will confirm 911 has been contacted for assistance. The number for the COVID-19 Management Team Member can be found in the COVID-19 Management Team section of this document. The name and number will also be posted in 716 and at the Reception Desk on the 4th floor of 325 N. Wells.</p>
Facilities	<p>If a student has facilities related questions or needs, they should contact the facilities department by email at Chifacilities@thechicagoschool.edu or phone at 312-329-6600 during open campus hours.</p>
IT	<p>If a student has IT related questions or needs, they should contact the IT department by email at helpdesk@thechicagoschool.edu or phone at 1-800-747-8367</p>
Student Support	<p>If a student has Student Support Services related questions or needs, they should contact the Student Support department by email at DCStudentSupport@thechicagoschool.edu or call 1-800-595-6938 option 1</p>
Academic Department or Faculty Advising	<p>If a student has academic department or faculty advising related questions or needs, they should contact their Faculty Advisor. If they do not have the needed contact information, they should contact Student Support Services at ChiStudentSupport@thechicagoschool.edu Student Support Services will assist the student with making contact.</p>

Taking Care of Your Emotional Well-Being

Although the policies and procedures listed in this document are primarily meant to keep faculty, staff and students *physically* safe from the threat of COVID-19, The Chicago School of Professional Psychology is also committed to supporting the emotional well-being of everyone who shares our campus. Toward that end, listed below are resources from the MDAC (Multicultural and Diversity Advisory Committee) members that might be useful to you.

Student Solutions www.guidanceresources.com or call 855-460-6668 a free, confidential, around-the-clock counseling service. Student Solutions is a partnership between TCSP and ComPsych, one of the world's largest providers of student assistance programs.

Urban Youth Trauma Center <https://www.facebook.com/UrbanYouthTraumaCenter>

Psychotherapy Action Network <https://psian.org/>

The Psychotherapy Action Network is a global community of mental health professionals and stakeholders dedicated to promoting psychotherapies of depth, insight, and relationship. PsiAN is an excellent resource for multiple issues associated with tele-mental health needs during this time of crisis. It is also a resource that challenges insurance denials and restrictions for needed psychological care, promoting through policies and legislative initiatives the imperative value for psychologies of depth and relationality. Important resource for our times.

ResearchGate <https://www.researchgate.net/community/COVID-19>

COVID Research Community page featuring researchers making their work open-source.

Call 4 Calm: A free Illinois emotional support text line where anyone can speak with a mental health professional. Text "TALK" to 552020 or "HABLAR" for service in Spanish to the same number 552020.

The State of Illinois Department of Public Health

<https://www.dph.illinois.gov/covid19/daily-communications>

Papa Organization - <https://www.joinpapa.com/>

Papa pairs older adults and families with Papa Pals for companionship and assistance with everyday tasks; including services, companionship, transportation, house tasks, errand runs, technology lessons and virtual connections. Papa offers programs to health plans, providers, employers, and consumers. For information and services in Illinois and other states, call 1-800-348-7951.

COMMON CAUSE <https://www.commoncause.org/illinois/about-us/>

Common Cause Illinois believes the ultimate power in democracy is in the people; therefore, they support working together to build a democracy where everyone participates, all voices and votes are counted equally, common-sense rules are followed, and those who break the rules are held accountable.

The Center for Personal Development (312) 755-7000

<https://www.chicagotherapist.com/blog/mental-health-covid19/>