



**Dallas  
Return to Campus Plan  
Students  
Fall 2020**

# Table of Contents

## [Introduction](#)

- Guiding Principles
- Campus Expectations and Guidelines

## [Fall 2020 Campus Operations](#)

- Campus Hours of Operation
- Fall Classes - Remote Instruction and On-Campus Options
- Facilities Related
  - Quiet Study Space
  - Designated Gathering Areas
  - Designated E-learning Spaces
  - Computer Labs
  - Library
  - Restrooms
- Services
  - Student Support Services
  - Academic Departments and Faculty Advising
  - Admissions

## [Preparing to Come to Campus](#)

- Scheduling Appointments
- Symptom Monitoring Requirement
- Public Transportation

## [Entering and Exiting Campus](#)

- Lobby and Elevator Guidelines and Expectations

## [Campus Policies, Procedures, and Rules](#)

- Gatherings
- Social Distancing
- Use and Care of Face Coverings
- Washing Hands
- Sanitizing Spaces and Equipment
- Coughing/Sneezing Hygiene
- How to Access Help
  - If Symptomatic
  - Facilities
  - IT
  - Student Support
  - Academic Support

# Introduction

## Guiding Principles

The Chicago School of Professional Psychology’s (TCSPP) 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 Richardson, as well as the State of Texas phased re-opening model. TCSPP’s plan follows recommendations and guidelines from the federal government, and Centers for Disease Control and Prevention (CDC).

Because knowledge and understanding of the COVID-19 virus continue to evolve, TCSPP’s plan will be updated and redistributed as new information becomes available.

## Campus Expectations and Guidelines

All students are expected 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

Starting on 08/17/2020, the campus will be open from 8:30am to 4:00pm, Monday through Friday. The facility will be available Monday through Thursday and Saturday for some evening and weekend classes as necessary.

## Fall Classes – Remote Instruction and On-Campus Options

With the exception of required on campus nursing activities, all instruction will be provided remotely for the Fall semester.

### Nursing

Course	Faculty
All Nursing courses and activities assigned for onsite or offsite clinical activity by the Nursing Education Department Chairs or the Associate Dean of Nursing	

## Quiet Study Space for Students

For the Fall semester, one classroom will be available to students for quiet study on a first-come-first-serve basis and by appointment only. The classrooms that are available for this purpose and their capacity are listed in the table below. Furniture will be arranged to facilitate 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 making appointments is as follows: Request access to the room from the front desk personnel.

Room Number	Capacity
125	6

## Designated E-learning Spaces for Students

The rooms in the table below have been reserved to permit students to engage in e-learning activities. Note that there are no requirements restricting talking or use of computer audio in these rooms. If multiple students are in the room engaged in E-learning for different classes, the students who decide to use the room do so at the risk of noise distractions being present during use.

Furniture will be arranged to facilitate 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.

Room Number	Capacity
121/123	14
Other classrooms and skills labs as designated by nursing faculty.	

## Computer Labs

The computer labs listed in the table below will be available for use by students by appointment only. Furniture will be arranged to facilitate 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.

Room Number	Capacity
108	11
114	11

## Library

Library space will remain closed for the duration of the Fall semester. While the space may be made available for quiet study, 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](https://tcsedsystem.libguides.com/thechicagoschool_library/contacts/directory).

## 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, employees must remain outside of the bathroom until someone leaves and capacity is once again free. While outside of the bathroom, employees 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 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 [jhostutler@thechicagoschool.edu](mailto:jhostutler@thechicagoschool.edu) or call 469-941-8322.
- 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 and campus DSOs are available for meetings for all students studying on F-1 visas. To contact a campus DSO, email [bmattix@thechicagoschool.edu](mailto:bmattix@thechicagoschool.edu) or call 469-941-8304.
- 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 [jhostutler@thechicagoschool.edu](mailto:jhostutler@thechicagoschool.edu) or call 469-941-8322.
- The campus writing center continues to assist students with a variety of academic supports. To reach the writing center, email [Onlinewritingcenter@thechicagoschool.edu](mailto:Onlinewritingcenter@thechicagoschool.edu)
- [Career Services](#) is available via phone at 800.595.6938, option 5, or via email at: [careerservices@thechicagoschool.edu](mailto: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 semester. Students who are unsure how to contact an academic department or faculty advisor may contact the campus Student Support Counselor for assistance via email [jhostutler@thechicagoschool.edu](mailto:jhostutler@thechicagoschool.edu) or call 469-941-8322 and she will assist you with making contact.

## Admissions

All admissions support services will continue to be offered via remote options only through the Fall semester. To contact admissions email [jbyrd@thechicagoschool.edu](mailto:jbyrd@thechicagoschool.edu) or call 469-941-8300.

## Preparing to Come to Campus

### Scheduling Appointments

In order to ensure all local and state requirements regarding social gatherings are adhered to, students who are not otherwise scheduled to be on campus by their instructors must schedule their time on campus. Students wishing to schedule one of the approved campus spaces must take the following steps:

- Contact the Campus Dean via email to request a reservation:  
[lgarrison@thechicagoschool.edu](mailto:lgarrison@thechicagoschool.edu)

### Symptom Monitoring Requirement

- Students who are scheduled to be on campus must conduct 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 or submit proof of an evaluation and clearance by a medical professional that is 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 [here](#) or utilize the Self-Checker tool provided by the CDC [here](#). Medical clearance documentation may be submitted to Student Support Services at [jhostutler@thechicagoschool.edu](mailto:jhostutler@thechicagoschool.edu).
- At this time, 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); and,
- Improvement in respiratory symptoms (e.g. cough, shortness of breath); and
- 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 [jhostutler@thechicagoschool.edu](mailto:jhostutler@thechicagoschool.edu).

If a student is not symptomatic, 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.

## **Public Transportation**

If a student must take public transportation, the student should wear a mask before entering the bus or train and avoid touching surfaces with your hands. Upon disembarking, the student should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.

## **Entry and Exit of the Building**

### **Lobby Guidelines and Expectations**

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, 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.

## **Campus Policies, Procedures, and Rules**

### **Gatherings**

Unsanctioned gatherings of any kind on facility property are prohibited. This includes gathering in hallways or other open campus spaces. Social distancing and personal safety hygiene practices should be used at all times 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 one's eyes, nose, or mouth.
- Loop one's 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 especially 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.

## Accessing Help

<b>If Symptoms Arise on Campus</b>	<p>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 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 101. 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 contact 911 for assistance. The number for the COVID-19 Management Team Member can be found in the COVID-19 Management Team section of</p>
------------------------------------	---

	this document. The name and number will also be posted in the room.
<b>Facilities</b>	If a student has facilities related questions or needs, they should contact the facilities department by email at <a href="mailto:dalfacilities@thechicagoschool.edu">dalfacilities@thechicagoschool.edu</a> or phone at 469-941-8367
<b>IT</b>	If a student has IT related questions or needs, they should contact the IT department by email at <a href="mailto:servicedesk@tcsedsystem.edu">servicedesk@tcsedsystem.edu</a> or phone at 800-747-8367
<b>Student Support</b>	If a student has Student Support Services related questions or needs, they should contact the Student Support department by email at <a href="mailto:servicedesk@tcsedsystem.edu">servicedesk@tcsedsystem.edu</a> or phone at 800-747-8367
<b>Academic Department or Faculty Advising</b>	If a student has academic department or faculty advising related questions or needs, they should contact their Department Manager or Faculty Advisor. If they do not have the needed contact information, they should contact Student Support Services at <a href="mailto:jhostutler@thechicagoschool.edu">jhostutler@thechicagoschool.edu</a> or call 469-941-8322 and Student Support Services will assist the student with making contact.