



**Irvine Campus
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 Irvine, the County of Orange, as well as the State of California's phased re-opening model. TCSP's plan follows recommendations and guidelines from the federal government, and Centers for Disease Control and Prevention (CDC).

- City of Irvine: <https://www.cityofirvine.org/covid-19-resources>
- Orange County: <https://occovid19.ochealthinfo.com/>
- State of California: <https://covid19.ca.gov/>
- U.S. Department of State: <https://www.state.gov/coronavirus/>
- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Because knowledge and understanding of the COVID-19 virus continue 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. Any time a student is in a common area on campus, e.g., hallways, elevators, etc, masks must be worn.

Fall 2020 Campus Operations

Campus Hours of Operation

Given the patterns of COVID spread and positivity rates, the governor has not released education institutions to resume operations on campus. For this reason, we will not have established hours of operation until restrictions are lifted. Students can, however, make appointments to come to campus for specific and brief educational purposes. Instructions for making an appointment can be found in the Scheduling Appointments section of this plan.

Fall Classes

All instruction will be provided remotely until further notice.

Quiet Study Space

Quiet study spaces on campus are not available until further notice.

Designated Gathering Areas

Designated gathering areas are closed until further notice.

Designated E-learning Spaces

Designated e-learning spaces are not available until further notice.

Computer Lab

The computer lab is available to students by appointment only. Appointments to use the computer lab cannot exceed two hours in length. To schedule an appointment to use the computer lab, please see the Scheduling Appointments section of this plan.

Library

All 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.

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. 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 CAstudentsupport@thechicagoschool.edu or call (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 and campus DSOs are available for meetings for all students studying on F-1 visas. To contact a campus DSO, email ntran1@thechicagoschool.edu or call (949) 769-7726.
- 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 you're the Accommodations department, email CAstudentsupport@thechicagoschool.edu or call (800) 595-6938 (option 1).
- The campus writing center continues to assist students with a variety of academic supports. To reach the writing center, email CAWritingCenter@thechicagoschool.edu.
- [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 through the fall 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 CAstudentsupport@thechicagoschool.edu or by phone at (800) 595-6938 (option 1) and they will assist you with making contact.

Admissions

All admissions support services will continue to be offered via remote options. To contact admissions email sharkins@thechicagoschool.edu or call (949) 769-7702.

Preparing to Come to Campus

Scheduling Appointments

All students must get pre-approval to come to campus from their department chair. Once approval is obtained, any student who intends to come to campus must make a reservation using the Campus' appointment scheduling system, SimplyBook.me.

To make a reservation, please following these steps (see step 6 below if you are logging into the reservation system for the first time):

- 1) Click on this link:
<https://irvinecampus.thechicagoschoolreservations.enterpriseappointments.com/v2/#>
- 2) Select "Book Now," and then select "For Student."
- 3) Select the room you would like to reserve among the available times. You can make multiple reservations in the same room for longer reservations. If the purpose of your visit to campus is not captured among the options, please email irfacilities@thechicagoschool.edu with your request.
- 4) Confirm your selections and you will receive a message that states: "Your data was successfully saved. You will receive confirmation when an administrator confirms your booking." NOTE: The confirmation email is not generated automatically, therefore, the administrator will be confirming all reservations throughout the day. If you have questions about a reservation or the system, please contact Rfacilities@thechicagoschool.edu.
- 5) When you arrive to campus for your reservation, you must get your temperature taken in the lobby and answer three health questions before you enter the Campus. Please make sure you have your mask, practice social distancing in the lobby and elevators, and follow

the policies and procedures of the building as well as those outlined in the Return to Campus Document.

If you are logging into the system for the first time, or you experience any difficulties logging in, please follow these steps:

- 6) Select **“Remind password”** which is located toward the bottom of the sign-in page. A pop-up box will appear. Input your email and select REMIND. The system will send an email with another link to the email address you indicated. When you click on that link, you will be asked to update your profile: name, email, phone number and create a password. Add your information and hit SAVE. When you have saved, a message at the bottom of the pop-up box will indicate in green **“Profile Successfully Saved”**.



The screenshot shows a sign-in interface with the following elements:

- Title: Please sign in to continue
- Section: Existing clients: please sign in here
- Fields: Email, Password (with a visibility toggle icon)
- Link: Remind password (highlighted in yellow)
- Button: Sign in and continue

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 must be submitted to Student Support Services at CAstudentsupport@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 gastro intestinal 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 must be submitted to the Student Support Services department at CAstudentsupport@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 and Elevator Guidelines and Expectations

The building ownership is responsible for establishing guidelines and expectations for navigating the building's lobby and elevators. Guidance and expectations will be posted on campus 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.

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 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. See these links for more information:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- <https://www.osha.gov/SLTC/covid-19/covid-19-faq.html>

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.

Vulnerable Students

Students who have an existing health condition that makes them susceptible to contracting COVID-19 should not come to campus.

Accessing Help

If Symptoms Arise on Campus	<p>If a student 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 feels that they may be in medical distress as defined by fever symptoms combined with shortness of breath or difficulty breathing, the student should immediately call 911 and, if able, isolate</p>
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	<p>themselves by moving to the campus designated isolation room (420). 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 the room.</p>
Facilities	<p>If a student has facilities related questions or needs, they can contact the facilities department by email at irfacilities@thechicagoschool.edu.</p>
IT	<p>If a student has IT related questions or needs, they should contact the IT department by email at servicedesk@tcsedsystem.edu or by phone at (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 CAstudentsupport@thechicagoschool.edu or call (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 Department Manager or Faculty Advisor. If they do not have the needed contact information, they should contact Student Support Services at CAstudentsupport@thechicagoschool.edu or call (800) 595-6938 (option 1) and Student Support Services will assist the student with making contact.</p>