



Los Angeles Return to Campus Plan Students

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Record of Changes

Date Reviewed	Change Number	Date of Change	Sections Updated
1/4/21	2.0	1/4/21	Added "Record of Changes" section
1/4/21	3.0	1/4/21	Symptom monitoring requirement and Cough/Sneeze Hygiene
2/13/21	4.0	2/13/21	Changed fall semester reference to Spring and Summer
2/13/21	5.0	2/13/21	Changed fall to summer on page 4, under Quiet Study Space
2/13/21	6.0	2/13/21	Specified that library visits for the spring and summer semesters are only for test kit checkout purposes. Added a link to the student reservation system.
2/13/21	7.0	2/13/21	Added instructions for making appointments on page 7

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 Los Angeles, as well as the State of California 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 August 24, 2020, the campus will be open from 9am to 4pm on Mondays through Thursdays.

Spring and Summer Classes – Remote Instruction, E-Learning, and Quiet Study Space

For students enrolled in the Los Angeles Campus, all instruction will be provided remotely for the Spring and Summer semesters. Although direct instruction is in an online format, we recognize that for some students, it is preferable and more productive to study on campus. Therefore, our modified return to campus plan includes provisions for quiet study space and small groupings, once we have local permissions to gather in small and socially distanced groups.

Quiet Study Space

For the Summer semester, 3 classrooms in addition to the Library will be available 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. 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 your being asked to leave the campus to ensure the safety of others.

To make an appointment, refer to the section on “Scheduling Appointments” below.

Room Number	Capacity
6014	4
6042	4
6059	3

Designated Gathering Areas

The following rooms have been arranged to accommodate small gatherings of 8 students 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 your being asked to leave the campus to ensure the safety of others.

Room Number	Capacity
6026	6
6028	6

Designated E-learning Spaces

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 individuals 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.

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 your being asked to leave the campus to ensure the safety of others.

Room Number	Capacity
6040	6

Library

For the Spring and Summer semesters, The Library space will be open on an appointment basis only for the purpose of checking out a test kit. Please use the Campus Reservation system to request a Library visit, available here: [Student Reservations](#)

While the space may be made available for limited functions, 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.

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, you must remain outside of the bathroom until someone leaves and capacity is once again free. While outside of the bathroom, you 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 you.

- 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 mmarshall@thechicagoschool.edu or call 213-283-4232
- Our partners at [CommPsych](#) 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 your DSO, email ntran1@thechicagoschool.edu or call 949-769-7726
- Our Accommodations department is fully functional and continues to assist students with new and altered accommodations to support learning in a virtual environment. To contact your DSO, email jdodrigue@thechicagoschool.edu or call 312-467-2540.
- Our Campus Writing Center continues to assist students with a variety of academic supports. To reach the writing center, email showard5@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 only through the fall semester. If you are unsure how to contact your academic department or faculty advisor, please contact your Student Support Counselor for assistance via email mmarshal@thechicagoschool.edu or phone 213-283-4232 and they 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, contact admissionscomm@tcseds.edu or call 213-615-7250

Preparing to Come to Campus

Scheduling Appointments

In order to ensure all local and state requirements regarding social gatherings are adhered to, students must schedule their time on campus using the Campus' appointment scheduling system. Students wishing to schedule one of the approved campus spaces must take the following steps:

- 1) Follow the Community Site Link [HERE](#)
- 2) Click on the blue "Student Reservation Button in the upper left-hand corner
- 3) Follow the steps as prompted to select a 30 minute campus visit window

Symptom Monitoring Requirement

Students who are scheduled to be on campus must conduct symptom monitoring before arrival. This process must be followed each time you are scheduled to be on campus. Students must be free of ANY signs or symptoms 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. A list of known signs and symptoms at this time is provided below or can be reviewed [here](#). You 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 mmarshall@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 lab confirmed within the past 14 days to have COVID-19.

If any symptoms are present, the student must not come to campus until:

- Improvement in respiratory symptoms (e.g. cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared
- Known close contact with a person who has been diagnosed by a medical professional as having COVID-19 within the past 14 days.

If you have symptoms and have not cleared the criteria listed above, you 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 jdodrigal@thechicagoschool.edu.

If you are not symptomatic, but have been in close contact with a person who has been lab confirmed to have COVID-19, you are 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 you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your 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 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, wear your mask or face covering and limit touching surfaces with your exposed hand/fingers as much as possible. Wash your 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 yourself and other people. When on campus, you 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 you 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 you—or they—have no 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 near you. 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 your hands 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 your hands often with soap and water for at least 20 seconds especially after being in a common space, blowing your nose, 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 your 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 you leave any room in which you have been working, you must wipe down all work areas with provided cleaners in each room. This includes any share-space equipment such as copiers, printers, computers, IT equipment, desks, and tables.

Coughing/Sneezing Hygiene

If you are alone in a private setting and do not have on your face-covering/mask, always cover your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, use the inside of your elbow. If you use a tissue, throw it away in the trash immediately following use, and then wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with sanitizer that contains at least 60% alcohol.

Accessing Help

<p>If Symptoms Arise on Campus</p>	<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 their student support counselor. The student support counselor will connect the student with a member of the Campus COVID-19 management team so the student may 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 in medical distress as defined by fever symptoms combined with shortness of breath or difficulty breathing, the student should immediately isolate themselves by moving to the campus designated isolation room 6080. 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 phone number will be posted in the room. The COVID-19 Management Team member on duty will contact 911 for assistance.</p>
<p>Facilities</p>	<p>If you have facilities related questions or needs, you can contact the facilities department by email at facilitiesmgmtteam@tcs.edu or phone at 323-574-6424</p>
<p>IT</p>	<p>If you have IT related questions or needs, you may contact the IT department by email at servicedesk@tcdsystem.edu or phone at 800-747-8367</p>

Student Support	If you have Student Support Services related questions or needs, please contact the Student Support department by email at mmarshal@thechicagoschool.edu or phone at 213-283-4232.
Academic Department or Faculty Advising	If you have academic department or faculty advising related questions or needs, please contact your Department Manager or Faculty Advisor. If you do not have the needed contact information, please contact Student Support Services at mmarshal@thechicagoschool.edu or phone at 213-283-4232 and they will assist you with making contact.