

CHICAGO  
STATE  
UNIVERSITY

Fall 2020 Semester  
Operating Plan

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To the Chicago State University Campus Community,

Our plans are to open the campus for in-person and remote instruction in the fall.

Over the last several weeks, CSU faculty, staff, and administrators have been considering plans and recommendations for our safe return to campus this fall. While many questions remain, I am confident we can open as planned as a residential university and operate in a way that reduces the risks to our community's health, while continuing to offer quality educational experiences for our students.

CSU's Fall 2020 Semester Working Groups, using a set of agreed upon Guiding Principles, have worked through challenges and opportunities that are presented by our community's return to campus. The groups have met separately and in subgroups, with the goal of aligning the groups' recommendations with the important work of the University and with the directives of the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), and other public health bodies.

Critical to our planning are the decisions of Governor JB Pritzker and the reopening guidelines set forth in Restore Illinois as well as the Illinois Board of Higher Education (IBHE) Safely Launching Academic Year 2020 guidelines. In recent days, both the State of Illinois and the City of Chicago have been opening industry segments and businesses as COVID-19 infection rates have fallen. However, that does not mean Chicago State University will resume normal operations in response to the announced phased approach. CSU will be following the movement through Restore Illinois phases to guide the changes to operations.

To help the campus adhere to a consistent framework throughout, Chicago State University has prepared a Fall 2020 Semester Operating Plan, which is outlined below. Accompanying this plan will be a complete Return-to-Work Toolkit that will serve as a guide and will contain more detailed health and safety information. Throughout this unprecedented situation, we have all learned to be patient, flexible, and nimble in order to preserve the health and safety of our community.

I appreciate the work and dedication of our working groups in framing the recommendations for this plan, and I appreciate the patience and flexibility demonstrated by our students and our campus community during these challenging times. I was gratified to see the commitment to a strong and vibrant Chicago State University. I recognize that over the months ahead, our plans may change, but that we have made recommendations based on the information and science available to us now. Thank you for your unwavering support of our mission and values.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zaldwaynaka Scott'. The signature is fluid and cursive, written over a light grey background.

Zaldwaynaka Scott, Esq.



## Introduction

A global pandemic has created extraordinary challenges for our world and has altered the way institutions of higher education serve students. This document, the Chicago State University Fall 2020 Semester Operating Plan, provides an overview of important requirements, guidance, and expectations to consider in preparation for our University community to return to campus. All members of the University community, students, staff, faculty and visitors to campus, are expected to follow the University policies, protocols, and guidelines outlined in this document and detailed in the accompanying appendix. The University must remain flexible to address ongoing uncertainties and changing risks for students, faculty, and staff.

## Guiding Principles

Chicago State University has come together to develop a set of principles to preserve the interests of our students, faculty and staff and help guide the development of these operational decisions. At all times, our focus is on ensuring the health and safety of our students, faculty, and staff, as well as the communities that we serve, while staying true to our vision, mission, and values. As we look towards the future, our decision-making was guided by a set of principles that are outlined below:

- Our core mission includes the transformation of the lives of our students. We will continue to work to maintain a learning and living environment that conforms to the health and safety recommendations of global, national, and regional public health organizations. In doing so, we will continue to do our best to support students to achieve their academic and professional goals.
- We will endeavor to develop a campus life experience that enriches the academic promise and economic mobility that flows from a college education and the attainment of a college degree, while providing our students with the best collegiate experience that is possible under the current circumstances. We will continue to do our best to implement and support student success strategies that will facilitate the education completion of our students.
- We will work to promote a safe work environment for CSU employees that includes reasonable consideration for the professional and physical needs of our employees and organizational needs of our campus.
- Taking into account city, state and federal law, we pledge to adjust our operations and to educate our campus and surrounding communities to ensure that safe protocols and important physical limitations are implemented.
- We will examine our fiscal operations, as well as our financial and capital assets, to ensure that our business operations can be sustained under the current circumstances.
- We are united in our commitment to the honor and glory that is represented in our students, staff, faculty, and community.



# Operational requirements, guidance, and expectations for Fall 2020 semester

## 1. Communications

- a. Provide on-going, clear messaging regarding the status of University operations emphasizing safety, cohort-building, and student support.
- b. Represent the University's operating framework through a chart that aligns with the State of Illinois' Restore Illinois plan.
- c. Will implement a multi-modal approach to inform all constituencies of plans and updates.
- d. Will develop a crisis communication plan to address health and safety issues.

## 2. Events

- a. Events meeting the Restore Illinois guidelines for gatherings in Phase 4 (currently 50 people or fewer) may occur on-campus, using current CDC and IDPH guidance for face coverings, hand hygiene, social distancing and receiving prior approval. All on campus events, designed for both internal and external constituencies, must secure prior approval from the Office of Meetings and Events at the following email: [ddeener@csu.edu](mailto:ddeener@csu.edu).
- b. Encourage student engagement through virtual activities that promote career and professional development, cohort building, and student leadership.

## 3. Safeguards

- a. Ensure that all campus ventilation systems operate properly.
- b. Offer hand sanitizer throughout campus buildings.
- c. Limit access to communal spaces adhering to social distancing guidelines, i.e., game room and lounges. Some spaces, such as the Jacoby Dickens Center for recreation, are closed.
- d. Limit people gathering in waiting areas by shifting from a walk-in service model to scheduling appointments in advance.
- e. Students, faculty, and staff will be required to have campus ID's visible while on campus.
  - i. All campus guests arriving via vehicle will receive visitor credentials upon arriving to campus and checking in at the parking booth.

## 4. Space Usage

- a. Classrooms:
  - i. Class size and recommended social distancing guidelines will be utilized when assigning classrooms and seating arrangements.
  - ii. Faculty will be able to access offices and laboratories in coordination with their College Dean, University facilities management, and campus police.
  - iii. Staff will be able to access offices and work spaces in coordination with their supervisor, University facilities management, and campus police.
  - iv. To maintain safety and required sanitation standards, lab schedules will be coordinated and consolidated into as few classrooms/labs as needed to address the requirement for student access to specialty software and equipment.
- b. Library services will remain remote with scheduled times for access to in-person circulation services (i.e. text reserves).
- c. Evaluate stairways, elevators, and other passageways to develop directional signage and other methods to encourage social distancing.

## 5. Travel & Shuttles

- a. All University-sponsored domestic travel will be highly restricted, with few exceptions to be evaluated based on current CDC and IDPH health and safety guidelines.
- b. All University-sponsored international travel will be restricted.
- c. CSU will continue to offer shuttle bus service to and from designated stops, including the Ride Line Stop, while adhering to Chicago Transit Authority safety guidelines.

## 6. Cleaning

- a. Cleaning personnel will perform increased disinfecting and sanitation on a regularly scheduled basis with assignments to designated buildings or areas. These increased cleanings will additionally utilize disinfectants or general purpose cleaning products during routine cleaning procedures. These increased cleaning/sanitizing tasks include, but are not limited to:
  - i. Sweeping, mopping, and/or vacuuming floors
  - ii. Dusting, sweeping, and/or vacuuming main stairwells and elevators
  - iii. Emptying trash
- b. Cleaning personnel will additionally perform enhanced cleaning by cleaning and disinfecting high traffic areas (restrooms, lobbies, Bursar, Cashier, Enrollment Management, Financial Aid, etc.) and high touch surfaces (door handles, elevator buttons, etc.) multiple times per day. Disinfectant cleaning products are utilized during enhanced cleaning procedures.
- c. Cleaning personnel will follow CDC guidelines for cleaning and sanitization in high touch areas.
- d. Cleaning schedules will be managed by facilities management and coordinated with unit supervisors.
- e. The campus community is encouraged to keep their personal workspace clean throughout the day. Work practices such as cleaning and disinfecting high touch surfaces and objects (desk, phone, keyboard, etc.) help reduce the spread of germs on campus.
  - i. Cleaning products will be provided for personal workspaces. Requests for cleaning products will be managed by Facilities Management.
    1. We ask that employees collectively request cleaning products for their immediate work areas as a whole.
- f. Classroom cleaning: thirty (30) minutes will be scheduled between in-person classes to allow for classroom cleaning.
  - i. Faculty and students should vacate the rooms directly after the lecture to allow for the cleaning to occur.
  - ii. Use of shared objects should be limited and cleaned between each use (e.g. computers in

- computer labs, lab equipment, desks, etc.). The University will provide cleaning resources in computer labs and classrooms for students who want to clean their area.
- g. For usage of University-fleet vehicles, individuals, groups, and/or teams will be responsible for cleaning and disinfecting vehicles after each use. Cleaning instructions and supplies will be provided for this purpose.

## 7. Course Delivery

- a. Course offerings:
- The majority of scheduled fall courses will be offered remotely and the remaining of the courses will be in-person for the semester.
  - Courses identified as courses that can substantially benefit from in-person instruction such as clinical and lab-based courses, courses that promote cohort building, etc. will meet in-person.
  - The scheduling of on campus offerings will be prioritized based on accreditation standards, required performance demonstrations, and opportunities for cohort building among new students.
  - All in-person campus class sessions and visits will be scheduled prior to the Thanksgiving break. The remainder of the semester will be remote.
- b. Student resources and support
- CSU remains committed to supporting students' technological needs as we continue to operate in a remote learning environment.
  - Students can contact the IT Help Desk for assistance accessing equipment and the internet, and the Center for Teaching and Research Excellence for help with e-learning methods.
- c. Faculty resources and support
- Faculty will be supported in the remote learning process through continued training and skill development through CTRE, Distance Education Committee, and University IT.
  - The University will coordinate access to available resources and training, for both faculty and staff, to facilitate remote education and work.
  - IT will examine the variety of platforms and equipment available for remote learning and work to provide additional resources.

## 8. Dining

- The University will provide a dining experience that will be efficient and portable.
- Campus dining options will be restricted to closed containers and pre-packaged options.
- Buffet style and self service options will be eliminated.
- Access to dining facilities will be coordinated to maintain social distancing and controlled access to the space will be utilized.
- The University will evaluate the use of a cashless pay system.
- All furnishings (i.e. the use of table and chairs) will be spaced according to social distancing guidelines.

## 9. Health and Well-Being

- All students, faculty, staff, and visitors must wear masks while on campus or at any CSU facility (unless restricted due to documented medical concerns and/or ADA compliance).
- All students, faculty, staff, and visitors must adhere to CDC social distancing guidelines.
- All students, faculty and staff will need to complete health education training, which will be offered by the University.
- All students, faculty, staff, and visitors will be required to self-assess and monitor their health each day before coming to campus.

- e. Any student, staff or faculty member who is sick, or suspect they may be getting sick, must inform their supervisor or instructor(s) and not come to campus or any CSU facility.
- f. Any student, staff or faculty member who has been exposed to a person with COVID-19, or suspect that they have been exposed to COVID-19, need to self-quarantine for a minimum of fourteen (14) days.
- g. Any student, staff or faculty member who has been exposed to a person with COVID-19, or suspect they have been exposed to COVID-19, must present a written notice (e.g. email, doctor's note, etc.) to your supervisor and/or instructor(s) to verify the excused absence.
- h. The University encourages all students, staff and faculty to have up-to-date immunizations when ever possible and with consideration for populations that cannot do so.
- i. The University encourages all students, staff and faculty to have influenza vaccinations as appropriate.
- j. The public health protocols and guidelines that are outlined here are designed to promote the health and safety of the members of the campus community. To protect our community, all students and employees are expected to comply with the protocols and guidelines articulated in this document. Failure to do so jeopardizes the safety and well-being of our students and colleagues.

## **10. Protocols for Response and Review of Operating Plan**

- a. The FY21 COVID-19 Response Team will meet at least monthly to continuously review public health-related guidelines and propose updates to the Fall 2020 Operating Plan.
- b. The University will follow the safety guidelines outlined by the CDC and the State of Illinois.



## **I 1. Residence Hall**

- a. The University will create a move-in policy that minimizes interactions (e.g. limit building occupancy, control flow, extended schedule, etc.).
- b. Residence hall occupancy will be reduced to single occupancy rooms.
- c. Residence hall bathroom facility usage will be limited to two (2) students per bathroom.
- d. The University will designate an area in the Residence Hall for student isolation, if needed.
- e. The University will provide students with training on maintaining clean spaces, safe social distancing practices, and other health-related practices.
- f. Access to the residence hall will be restricted to residents only.
- g. Students should use face masks and follow social distancing guidelines in common areas like shared kitchen lounges, computer labs, laundry and game rooms.
- h. Internal events and social activities will be limited, must be approved by the Dean of Students, and conducted according to social distancing guidelines.
- i. The residence hall term will reflect the academic schedule for the Fall 2020 semester, with in-person/on-campus activity ending by Thanksgiving 2020. All residence hall students are expected to depart the building by Thanksgiving, and residence hall staff will work with students to ensure a safe return to their permanent residence.

## **I 2. Returning to Work on Campus for Faculty**

- a. Faculty are encouraged to continue working remotely until August 16, 2020.
- b. Faculty should discuss with their academic chairs and college deans arrival return dates to campus in order to safeguard the well-being of returning faculty.
- c. Faculty who have returned to the workplace must conduct self-symptom monitoring every day before reporting to campus. Faculty must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a licensed healthcare professional to be eligible to return to campus.
- d. Faculty are strongly encouraged to use virtual tools such as GoToMeeting for meetings, even when all meeting participants are on campus. If meetings are held in person, social distancing and gathering size guidelines as outlined by the State of Illinois must be followed.
- e. Other guidelines, such as the “Health and Well-Being” guidelines on social distancing, etc. outlined above remain in effect.

## **I 3. Returning to Work on Campus for Staff**

- a. Supervisors will determine their department/office staffing needs and reporting scheduling.
- b. For staff who need to return to campus to work, supervisors are encouraged to consider a rotating reporting schedule.
- c. Supervisors are encouraged to cross-train staff in case of illness or absence to maintain consistent University operations and services.
- d. Staff who have been instructed to return to the workplace must conduct self-symptom monitoring every day before reporting to work. Staff must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a licensed healthcare professional to be eligible to report to work.
- e. Staff will continue using virtual tools such as GoToMeeting for meetings, even when all meeting participants are working on campus. If meetings are held in-person, social distancing and gathering size guidelines as outlined by the State of Illinois must be followed.
- f. Other guidelines, such as the “Health and Well-Being” guidelines on social distancing, etc. outlined above remain in effect.



## 14. Student Success

- a. The University will support our students with e-learning training during orientation and prior to the start of classes, which includes remote learning etiquette, health precautions, usage of e-learning tools, and how to engage in student activities and supports.
- b. Our athletic and sports training programs will comply with University, CDC, federal, state and NCAA health and wellness guidelines.
- c. Incoming freshmen will be scheduled into one or two block-schedule courses to promote cohort building.
- d. The University will continue to provide technology resources for students to facilitate e-learning, including loaner laptops.
- e. Student support services, to the greatest extent practicable, will be delivered remotely, such as counseling, academic advising, and career development.



## Acknowledgements

We would like to thank the many faculty, staff, and administrators, those named and unnamed that assisted with the working groups and sub-working groups to create this guiding principle campus plan.

1. President's University-wide considerations - developed cabinet-level recommendations related to University-wide operations.

**Chair: Zaldwaynaka Scott, Esq., President**

Members:

- Aspen Clemons, Deputy Chief of Staff, Office of the President
- Carolyn Theard-Griggs, Ph.D., Associate Professor and Dean, College of Education
- Derrick K. Collins, Dean, College of Business
- David Kanis, Ph.D., Interim Associate Vice President, Office of Grants and Research, Professor of Chemistry
- Deborah Lynch, Ph.D., Professor of Graduate Programs in Education, President of Chicago State University - UPI 4100 Chapter
- Elliott Charles, Director of Intercollegiate Athletics
- Erin Steva, MPP, Senior Director of External Affairs
- Eddie Welch III, Chief of Police
- Jimell Byrd-Reno, Special Assistant, Office of the President
- Kim Tran, Chief of Staff, Office of the President
- Lillian Kay Dawson, MFA, Interim Associate Dean of Art and Design, Associate Professor of Art and Design
- Latrice E. Eggleston Williams, Ph.D., Interim Vice President of Enrollment Management, Director, Office of Institutional Effectiveness and Research
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- LeRoy Jones II, Ph.D., Dean and Professor, College of Arts and Sciences
- Larry Owens, Interim Vice President of Financial Affairs, Chief Financial Officer
- Leslie Roundtree, DHS, MBA, OTR/L, Interim Provost and Senior Vice President of Academic and Student Affairs
- Lisa A. Young, DNP, APRN, FNP-BC, Wellness Center Director
- Mary Daniels, Ph.D., Associate Provost for Academic Innovation and Strategic Initiatives, Office of the Provost
- Matthew G. Fete, Ph.D., Professor and Dean, College of Pharmacy
- Michael Holmes, Interim Vice President of Administrative Services
- Mark Las, Chief Information Officer
- Nelly Maynard, Ph.D., Dean, College of Continuing Education
- Patrice Boyles, Ph.D., Director of Center for Teaching and Research Excellence, Associate Professor of Secondary Education
- Patricia Steinhaus, Ph.D., Professor, Early Childhood-Primary and Bilingual Education Department, President of the CSU Faculty Senate
- Richard Darga, Ed.D., Dean, Library and Instruction Services
- Robin M. Hawkins, Esq., Associate Vice President and Senior Associate General Counsel
- Reg Motley, Ph.D., Dean, Student Affairs
- Stephanie Seay Kelly, Esq., Vice President, General Counsel and Chief Compliance Officer
- Steven Rowe, Ph.D., Assistant Professor and Interim Dean, Honors College
- Tyra Dean-Ousley, EdD, APRN, FNP-BC, Acting Dean, College of Health Sciences, Chairperson, Nursing Department

- Thomas Rowan III, Ph.D., Associate Provost, Contract Administration, Office of the Provost, Professor of Political Science

2. Academic Continuity and Planning - developed recommendations related to academic affairs and programming, faculty and student academic plans, and enrollment management.

**Chair: Provost Dr. Leslie Roundtree**

**Co-Chairs: Associate Provost Dr. Mary Daniels and CTRE Director Dr. Patrice Boyles**

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- Derrick K. Collins, Dean, College of Business
- Richard Darga, Ed.D., Dean, Library and Instruction Services
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- Patricia Steinhaus, Ph.D., Professor, Early Childhood-Primary and Bilingual Education Department, President of the CSU Faculty Senate
- Carolyn Theard-Griggs, Ph.D., Associate Professor and Dean, College of Education

3. Campus Life and Campus Wellness - developed recommendations related to student affairs and student services.

**Chair: Dean Reginald Motley**

**Co-Chair: Athletics Director Elliot Charles**

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- Shenay Bridges-Carter, Ph.D., Director of Counseling, Abilities and the Women's Resource Center
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- Michelle Ozuruigbo, Esq., Associate General Counsel and Title IX Coordinator
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- Eddie Welch III, Chief of Police
- Lisa A. Young, DNP, APRN, FNP-BC, Wellness Center Director

4. Capital Assets and Infrastructure - developed recommendations related to campus physical spaces.

**Chair: Vice President Michael Holmes**

**Co-Chairs: Dean Dr. LeRoy Jones II and Associate Vice President Dr. David Kanis**

Members:

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- Mark Las, Chief Information Officer
- Barbara Trybula, Risk Manager and Contract Specialist
- Candies Warren, Course Scheduling, Office of the Registrar
- Eddie Welch III, Chief of Police

5. University Communications and Marketing - developed recommendations related to internal and external communications with relevant stakeholders.

**Chair: Erin Steva, MPP, Senior Director of External Affairs**

**Co-Chair: Mark Las, Chief Information Officer**

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