



2020 Re-entry Plan

Table of Contents

<u>Re-entry Guiding Principles</u>	3
<u>Phases</u>	4
<u>Milestones</u>	7
<u>University Guidelines</u>	8
<u>Student Guidelines</u>	10
<u>Faculty and Staff Guidelines</u>	14
<u>Manager Guidelines</u>	17
<u>Asymptomatic Testing</u>	22
<u>Classroom Diagrams</u>	25

University Re-entry Guiding Principles:

The New Normal

- 1** All activities and behaviors will be **in the best interest of the health and safety of students, staff, faculty, and patients**; and consistent with ICARE Values
- 2** Our commitment to **Learn, Discover, Thrive** will be fulfilled by high quality education, research, community engagement, and an ongoing commitment to strategic growth in support of our vibrant university community, regardless of the modality or platform utilized
- 3** The success of Rush University students, the quality of education delivered, and the overall student experience remain **our top priorities**
- 4** **Innovative and equitable** solutions will be utilized to the best of our ability to assure responsivity to issues in real time. Nimble, interprofessional, and virtual approaches will contribute to these solutions
- 5** The University will remain in **lockstep with RUSH** to assure consistency and coordination. Attention will be paid to mission critical functions, including fiscal stability in uncertain times
- 6** **We will respect each other**, understanding that the University is part of a larger organization that we consistently benefit from
- 7** **Frequent and transparent communication** with students, faculty and staff will occur at regular intervals in order to assure that information is timely and accurate
- 8** Rush University **policy and decisions** will be made consistent with city, state and federal guidelines, restrictions and recommendations, with attention to the CDC and WHO guidelines; and in compliance with university and program accreditation requirements
- 9** We will utilize a **blueprint for pandemic and crisis readiness** that will be updated periodically to assure the sustainability of the academy, and our commitment to training the next generation of health care providers and researchers

Phases Overview

Rush University re-entry plans follow the State of Illinois phased approach to reopening. If the State of Illinois reverts to a previous phase, the University will also revert. A key guideline for each phase is to keep activities virtual whenever possible to maintain social distancing.

Phase 1

Rapid spread

AAC restricted. Core University functions continued. All instruction migrated to remote platform.

Phase 2

Flattening

Courses remote. Measured re-entry and preparation for clinical rotations. Some labs open. Time sensitive or COVID research. Leaders on site only as essential.

Phase 3

Recovery

Courses remain remote. Some clinical rotation and lab students on campus. Non-essential research resumes. Leaders or staff on site only for essential program needs. Most staff remote. Gatherings of 10 people or less. Meetings should remain virtual.



Current Phase

Phase 4

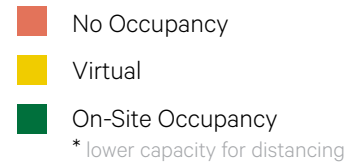
Revitalization

Courses, labs and clinical rotations are blended virtual and on campus. Most facilities open with restricted schedules and capacity for social distancing. Leaders and staff needed to physically support students and faculty return as social distancing allows. Other leaders and staff continue to work from home. Meetings should remain virtual when possible. Students must have an academic reason to be in the building.

Phase 5

Restored

Continuation of the new normal.



Phases Detail

	Phase 2 (March - May)	Phase 3 (June)	Phase 4 (September)
Classes	Virtual	Virtual	Blended online and in person
Clinical Rotations	Virtual	Spring completion and summer rotations	On-site and virtual rotations
Student Organizations	Virtual	Virtual	Virtual
Faculty/Staff Events	Virtual	Virtual	Virtual
Classrooms	Virtual	Virtual	Restricted schedule*
Multi-Disciplinary Labs	Clinical training only – RC & VAS	Clinical training only – MLS, RC, SLP, VAS, Perfusion, OT, AuD	*
Nursing Training Labs	No Occupancy	Possible for clinical training after July 1	*
Research Labs	Time sensitive or COVID labs open	Gradual restarting with approval	*
Clinical Research	Essential labs open	Non-essential research labs open with approval	*
Library	Virtual	7th Floor study space open. Other services virtual.	Restricted schedule*
Center for Academic Excellence	Virtual	Virtual	*
4th and 5th fl. Hubs	No Occupancy	Clinical Rotation and MDL students	Restricted schedule*
Quiet study space – rm. 787	No Occupancy	Clinical Rotation and MDL students	Restricted schedule*
Academic Testing Center	No Occupancy	No Occupancy	*
METC Lab	No Occupancy	No Occupancy	*
Student Union	No Occupancy	No Occupancy	No Occupancy
Student Lounge (9th fl. AAC)	No Occupancy	Restricted schedule *	Restricted schedule*
AAC Student Lockers	No Occupancy	No Occupancy	On-Site Occupancy
Simulation Center	Virtual	Gradual restarting with lower capacity for distancing	*
Human Anatomy Lab	No Occupancy	Gradual restarting *	*
Cafeteria	No Occupancy	Two vendors, Take away with limited seating	More vendors, more seating
Bookstore	Virtual	Virtual	Restricted schedule*
Fitness Center	No Occupancy	Mid-July*	*

■	No Occupancy
■	Virtual
■	On-Site Occupancy * lower capacity for distancing

Phases Detail

	Phase 2 (March - May)	Phase 3 (June)	Phase 4 (September)
Leaders	Essential only	Essential only	Rotating physical presence and on campus as needed
Faculty	Essential only	Essential only	On campus as needed
Students	On campus only related to clinical rotations or completing labs	On campus only related to clinical rotations or completing labs	Limited on campus for classes, labs, clinical rotations and studying
Research Faculty and Staff	Time sensitive or COVID related only	On campus per approved plan	On campus per approved plan
Student Affairs Staff			Limited rotating physical staffing
Other Staff		Some on campus to support clinical rotation students.	Some on campus to support students.
Visitors			Highly restricted
Student/Staff/Faculty Health	Employee Health open	Employee Health open	Employee Health open
Student registration and orientation			
Transcripts			
Financial Aid			Mix of virtual and onsite appointments
International Students			Mix of virtual and onsite appointments
Tutoring			Mix of virtual and onsite appointments
Counseling			Mix of virtual and onsite appointments
General Education Resources	On site assisting with surge	On site supporting MDLs and Cohn building	Enhanced safety
Faculty Continuing Education			
Accessibility and Accommodations			Mix of virtual and onsite appointments
Parking	Free	Available for a fee	Available for a fee
Shuttle	Modified schedules	Regular schedule	Regular schedule

2020 Milestones

- June 3** Sim Center opens for students needing clinical supplement
- June 5** Finalize principles, phases, guidelines. Communicate to summer on-site students
- June 8** DNP, M3, OT, IS RC, SLP, VAS re-enter for clinicals, study spaces open for clinical students
- June 12** Plan for summer staff presence on campus complete
- June 12** Summer re-entry communication to staff
- June 12** Course modalities finalized
- June 15** Doors installed at entrance to AAC building on floor 4
- June 22** GEM term 5 and 6 students return to campus
- June 19** Classroom assignments finalized
- June 29** M3 limited on-site CRASH events
- June 29** PA 3rd years on campus
-
- July 1** AuD, CVP, OCC, RC, Vas in labs
- July 6** New M3 and M4 Students on-site
- July 13** Fall registration begins
-
- Aug. 3** PA 2nd years on campus
- Aug. 3** M1 Students return to campus
- Aug. 25** M2 Students return to campus
- Aug. 31** Classes begin for RMC students
-
- Sept. 8** Classes begin for CON, CHS, GC students



University Guidelines for Re-entry to Campus

When considering the re-entry of students, faculty and staff to campus, safety is the top priority for all. The following guidelines were established by the Rush University Re-Entry Task Force to provide a framework for re-entry. These guidelines will adhere to CDC guidelines and follow recommendations of state and local health officials.

Before Arriving to Campus

Before arriving to campus students, faculty and staff need to follow the university protocol to stay at home if experiencing COVID-19 symptoms or if diagnosed as COVID-19 positive. In addition, all who experience such symptoms or tested positive for COVID-19 are to report it to Rush Employee Health.

While on Campus

General Guidelines

- Enter the campus only at designated points of entry. The designated entrance to the Armour Academic Center is from the 4th floor near the bridge from the parking garage.
- All entry points on the Rush campus have a thermal scanner that will take the temperature of anyone entering.
- Face masks will be provided upon entry.
- Appropriate hand washing is mandatory.
- Use only the designated elevators while adhering to the social distancing signage.
- Maintain 6 feet social distancing whenever possible.

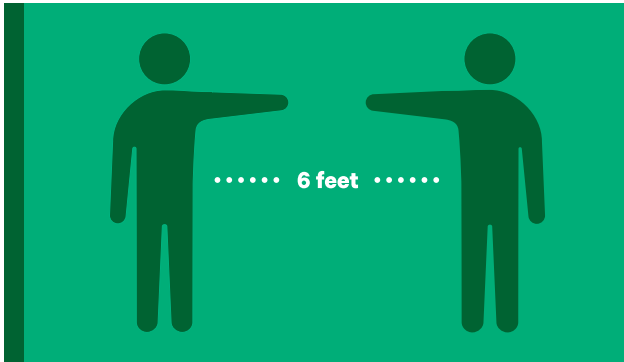


Classrooms

- Whenever possible remote instruction will be utilized.
- For on campus classes make sure 6 feet social distancing is maintained in the classroom, follow universal masking guidance, and perform hand hygiene before and after class.

Labs

- Make sure 6 feet social distancing is maintained in the lab setting, follow universal COVID specific PPE guidelines, and perform hand hygiene before and after labs.



Educational Conferences and Administrative Meetings

- Use Zoom, WebEx, or phone for meetings including Grand Rounds, Noon Conferences, etc. Keep social distancing if multiple people are gathering around a computer or screen to watch.
- For educational conferences, plan for asynchronous participation if feasible (recording sessions to be viewed later) or a synchronous online presentation.
- Assess if an in-person meeting is truly necessary. If so, maintain 6 feet of distance, follow universal masking guidance, and perform hand hygiene before and after the meeting.

Common Areas

- Whenever possible, limit elevator use to four individuals at a time. If the elevator is full, wait for the next one or take the stairs if practical.
- Follow signage for appropriate flow of foot traffic.
- Because masks or face shields cannot be worn during eating and drinking, maintain physical distancing of 6 feet in cafeterias, patios, or break rooms. Perform hand hygiene before and after eating.

Conference Rooms

- Reduce crowding of conference rooms with a goal of keeping people 6 feet apart.
- Maintain universal masking at all times when in shared spaces.
- Perform hand hygiene before entering and after exiting the space.
- Minimize personal items in the shared spaces whenever possible (backpacks, purses).
- Minimize use of printed material. Dispose of printed items after use rather than leaving it in the conference room or in common areas.
- All conference rooms are equipped with disinfectant wipes and hand sanitizer to clean table/computer areas.
- Food should not be brought in by team members for sharing (e.g. donuts, bagels).

Shared Office Spaces

- Reduce crowding of shared offices with a goal of keeping people 6 feet apart.
- Consider repurposing vacant conference rooms to facilitate physical distancing.
- Continue remote work/telecommuting opportunities for employees who can do so effectively to ensure 6 feet of distancing in office spaces.
- Utilize alterations in work schedules to reduce crowding.
- Use caution with shared refrigerators, microwave ovens, coffee makers and other appliances. If use is unavoidable, perform hand hygiene before and after.
- High-touch surfaces in common areas should be disinfected at least daily.
- Users are responsible for cleaning their own high-use items (i.e. wipe down computer keyboard before and after use, wipe down workspace, etc.).
- Staff should have access to an EPA-registered disinfectant that is proven effective against coronaviruses. Ensure products are not past the expiration date.
- Use caution with shared phones, desks, and office equipment (copiers, fax machines). If use of such equipment is unavoidable, perform hand hygiene with soap and water or hand sanitizer, before and after.

Beginning August 2020

Student

Guidelines for University Re-entry

The COVID-19 pandemic has changed Rush University in countless ways in the last few months. With appropriate social distancing, signage, masks, handwashing, and guidance, we will return to campus in a planned manner. When considering returning to campus, safety remains the top priority for everyone. The following guidelines were established by the Rush University Re-Entry Task Force to provide a framework to prepare students to return to campus for fall 2020.

Please review and follow these guidelines as well as the resources provided as appropriate. The following does not serve as an exhaustive list, but instead as a guideline; colleges and programs may supplement items listed, based on specific needs.

University Safety Measures

- **Phased re-entry**
The University is re-entering in phases that match the State of Illinois phases. Phase IV for the University will start in September with some students, staff and faculty returning to campus for the 2020 Fall term beginning in August and September.
- **Limited number of people**
In adherence to the State of Illinois phases, gatherings will be limited to 10 people or less in Phase III. Although Illinois limited gatherings to 50 people or less in Phase IV, the university may lower this number to assure student, faculty, and staff safety according to the university guiding principles.
- **Monitored building entrance**
Anyone entering a Rush building will pass through a thermal scanner. A University ID is required for entrance.
- **Universal masks**
Everyone entering campus will be provided with a mask that must be worn at all times.
- **Virtual mode**
The safest mode is virtual and will be encouraged whenever possible.
- **Social distancing**
Elevators, hallways and offices will be configured to ensure social distancing of at least 6 feet whenever possible.
- **Cleaning**
Enhanced cleaning processes have been instituted by our vendor including advanced cleaning solutions, training for new procedures to address COVID-19 and doubling cleaning of high use areas.
- **Hygiene procedures**
Hand sanitizer will be provided in every classroom, lab, and study area.
- **Rush Shuttle** – The shuttle is running on a normal schedule with enhanced cleaning procedures. Drivers and riders must wear masks.

Student Safety Procedures

- Everyone is required to wear hospital-approved facemasks, not homemade or cloth masks.
- Universal masking (using hospital-approved masks) is required while inside any Rush building, which means you must wear a hospital-approved facemask at all times.
(Learn how to extend the use of your mask.)
- Use hand sanitizer and wash hands frequently following infection control guidance and communicated safety practices and expectations:

Wash your hands often with soap and water for at least 20 seconds. This practice is especially important after blowing your nose, coughing, or sneezing, going to the bathroom, and before eating or preparing food.

If soap and water are not available, use a hospital-approved alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

- The **Rush Wellness Assistance Program** has an abundance of resources available to students.
- Students who have needs (health or otherwise) that would preclude them from participating in on campus activities should engage the Office of Student Accessibility Services to discuss the accommodation process, please **visit this site** to learn more and to complete the Request for Accommodation form. Questions regarding accommodations/accessibility should be sent to Marie Lusk, Director of the Office of Student Accessibility Services, at **Marie_Lusk@rush.edu**.

COVID Symptomatic Students

- **Do not come to campus** if you have a cough, sore throat, fever, or any other symptoms of a viral illness.

If you have symptoms, self-isolate at home and call Nurse Triage at 312-942-5878, #1.

If you develop symptoms while on campus, immediately self-isolate and call Nurse Triage at 2-5878, #1

If you are completing a clinical rotation in an external site (other than Rush or Stroger) you need to adhere to the safety guidelines of your site.

- **If you were recently diagnosed as COVID-19 positive**, you will need clearance to return to campus. Email **EmployeeCOVIDTesting@rush.edu** to begin the return to campus process.
- If Nurse Triage determines that symptoms merit testing, a referral for testing will be ordered and you will be asked to self-quarantine until receipt of results.
- **If you had your testing at Rush**, your test results will be released to you via MyChart. You will only receive a call if you do not have MyChart or to provide follow up guidance for a positive result.
- **If your test results are negative**, you are still required to stay home for a minimum of 3 days from the onset of symptoms and may return to campus 72 hours after resolution of fever without fever reducing medications and improvement of other symptoms. If symptoms are severe or worsen, please consult with your health care provider for follow-up care. No return to campus clearance is required.
- **If your test results are positive**, you will need to continue to self-isolate at home for a minimum of 10 days. The Rush Employee Exposure Team (EET) will call you upon test result and again at day 10 to assess symptoms for return to campus clearance. If you do not receive a call from the EET, please email them at EmployeeCOVIDTesting@rush.edu.

- **If you continue to have symptoms after day 10** that prevent return to campus clearance, you will be instructed to contact your healthcare provider for follow-up care.
- **Once cleared to return to campus by your health care provider**, you will bring proof of provider clearance to Employee Health (ECHS) for return to campus clearance documentation.

Armour Academic Center (AAC)

- Enter the campus only at designated points of entry. The designated entrance to the Armour Academic Center is from the 4th floor near the bridge from the parking garage.
- A thermal scanner has been installed on the 4th floor bridge entrance from the parking lot. The attendant at the information desk will be monitoring everyone entering the building. If it is determined that you have a fever, you will be asked to go home and to contact your instructor and Employee Health.
- If you are arriving via public transportation, the Rush shuttle or on foot use either the Atrium, Professional Building, or parking garage elevators to access the 4th floor.
- You must bring your ID to gain entrance.
- When you need to use an elevator, please enter only if there is enough space as indicated by the signage at the elevator. If the elevator is full, consider waiting for the next one or taking the stairs if practical.
- Signage has been installed to indicate social distancing requirements.
- Drinking fountains should not be used. Bring water from home or use the filtered water dispenser in the student lounge on the 9th floor.

AAC Classrooms

- Classrooms will be reconfigured to adhere to social distancing requirements and are being upgraded with equipment to support virtual and on-site learning.

AAC Labs

- Lab schedules and capacity will be modified to ensure that 6 feet of social distancing is maintained. Follow universal COVID specific PPE guidelines, and perform hand hygiene before and after labs.

AAC Library, Study Spaces, Hubs and Other Shared Spaces

- The Hubs on the 4th and 5th floor, library study areas on the 5th and 7th floors and the quiet study space (room 787) on the 7th floor will be open on a restricted schedule with lower capacity.
- The library will be staffed on a restricted schedule.
- Maintain universal masking when in shared spaces. Perform hand hygiene before entering and after exiting the space.
- Maintain 6 feet of physical distancing.
- Minimize personal items in shared spaces whenever possible (backpacks, purses).
- Minimize use of printed material. Dispose of printed items after use rather than leaving it in the common areas.
- Food should not be brought in for sharing (e.g. donuts, bagels).

Research Labs and Clinical Labs

- The Lab Research Normalization Task Force and the Clinical Research Normalization Task Force have outlined the procedures for a phased reopening of research. Please see details on the [COVID-19 Research page](#).

Campus Services

- The Student Lounge on the 9th floor will be open.
- The Student Union on the 2nd floor will be closed until further notice.
- ATC and METC will be open with lower capacity for distancing.
- The Bookstore will be open on a restricted schedule with lower capacity.
- The cafeteria will be open on a limited basis. There will be widely spaced tables and meals packaged for take away.
- The [Rush Shuttle and the parking garage](#) will operate with their normal processes.
 - Student Affairs Services such as registration, transcripts, financial aid, and international student services will provide a mix of virtual and on-site appointments. Contact information and hours for each office can be found on the [Division of Student Affairs page](#). If you reach voicemail, please leave a message. Voicemail is being checked frequently.

Student Organizations

- Student organization activities will remain virtual during the fall term.

Student Responsibilities while on campus

- Adhere to all safety procedures.
- Familiarize yourself with proper social distancing expectations.
- Adhere to the capacity requirements of shared spaces based on social distancing requirements.
- After using shared spaces, wipe down tables and any surfaces/equipment that was touched. The facility cleaning service will clean shared spaces daily.
- Lunches, snacks, etc. will either be brought from home and stored in the Student Lounge refrigerator or purchased from local places or the cafeteria.
- Because masks or face shields cannot be worn during eating and drinking, maintain physical distancing of 6 feet in cafeterias, patios, or study areas while eating. Perform hand hygiene before and after eating.

Faculty and Staff

Guidelines for University Re-entry

The COVID-19 pandemic has changed our workplace and the need for distance learning and working from home. With appropriate social distancing, signage, masks, handwashing, and guidance, we will slowly begin to return to campus in a planned manner. When considering returning to campus, safety remains the top priority for everyone. The following guidelines were established by the Rush University Re-Entry Task Force to provide a framework for re-entry.

Please review and follow these guidelines as well as the resources provided as appropriate. The following does not serve as an exhaustive list, but instead as a guideline; managing leaders may supplement items listed, based on departmental needs.

While on Campus

- **Phased re-entry**
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- **Limited number of people**
In adherence to the State of Illinois phases, gatherings will be limited to 10 people or less in Phase III and to 50 people or less in Phase IV.
- **Monitored building entrance**
Anyone entering a Rush building will pass through a thermal scanner. A University ID is required for entrance.
- **Universal masks**
Everyone entering campus will be provided with a mask that must be worn at all times.
- **Virtual mode**
The safest mode is virtual and will be encouraged when possible.
- **Social distancing**
Elevators, hallways and offices will be configured to ensure social distancing of at least 6 feet whenever possible.
- **Cleaning**
Enhanced cleaning processes have been instituted by our vendor DFS including advanced cleaning solutions, training for new procedures to address COVID-19 and doubling cleaning of high use areas.
- **Hygiene procedures**
Hand sanitizer and cleaning supplies will be provided in every work area.
- **Rush Shuttle** – The shuttle is running on a normal schedule with enhanced cleaning procedures. Drivers and riders must wear masks.

Faculty and Staff Safety Procedures

- Everyone is required to wear hospital-approved facemasks, not homemade or cloth masks.
- Universal masking (using hospital-approved masks) is required while inside any Rush building, which means you must wear a hospital-approved facemask at all times in public areas.
- The Rush issued facemask may be removed when working in a private office with a door or alone in a work area and can consistently maintain a six-foot distance from others.

[\(Learn how to extend the use of your mask.\)](#)

- Use hand sanitizer and wash hands frequently following infection control guidance and communicated safety practices and expectations:

Wash your hands often with soap and water for at least 20 seconds. This practice is especially important after blowing your nose, coughing, or sneezing, going to the bathroom, and before eating or preparing food.

If soap and water are not available, use a hospital-approved alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

- Stay home when you are sick.
- If you are feeling unwell and/or are experiencing symptoms such as fever, chills, cough, shortness of breath, rhinorrhea (runny nose), myalgia (body aches), sore throat and loss of taste or smell, you should immediately contact the Employee Health Nurse Triage at **(312) 942-5878, #1**. Contact your manager, as you would for any illness-related issues.
- The [Rush Wellness Assistance Program](#) has an abundance of resources available to all Rush faculty and staff.

Armour Academic Center (AAC)

- Enter the campus only at designated points of entry. The designated entrance to the Armour Academic Center is from the 4th floor near the bridge from the parking garage.
- A thermal scanner has been installed on the 4th floor bridge entrance from the parking lot. The attendant at the information desk will be monitoring everyone entering the building. If it is determined that you have a fever, you will be asked to go home and to contact your manager and Employee Health.
- If you are arriving via public transportation, the Rush shuttle or on foot use either the Atrium, Professional Building, or parking garage elevators to access the 4th floor.
- You must bring your ID to gain entrance.
- When you need to use an elevator, please enter only if there is enough space as indicated by the signage at the elevator. If the elevator is full, consider waiting for the next one or taking the stairs if practical.
- Signage has been installed to indicate social distancing requirements.
- Drinking fountains should not be used. Bring water from home or use department water dispensers.

Research Labs and Clinical Labs

- The Lab Research Normalization Task Force and the Clinical Research Normalization Task Force have outlined the procedures for a phased reopening of research. Please see details on the [COVID-19 Research page](#).

Campus Services

- The cafeteria will be open on a limited basis during the summer. There will be a few widely spaced tables and meals packaged for take away. More tables and vendors will be available in the fall.
- The [Rush Shuttle and the parking garage](#) will operate with their normal processes and schedules.

Work Schedule & Availability

- During Phase III (Summer 2020) courses will be remote, and a minimum number of people will be allowed on campus. Most staff will work remotely during the summer.
- It is likely more staff will return to campus in the fall (Phase IV), but it will depend on the exact nature of your work.
- In order to reduce crowding at elevators and the 4th floor entry to the Armour Academic Center, you may be asked to stagger starting times or work on a rotating schedule.
- Supervisors will initiate discussions with you regarding your exact return to work date and associated work schedule (your schedule will be based upon departmental needs to implement safe plans for your return and to ensure that social distancing rules and regulations are followed).
- Revisit [Rush's Flexible Work Arrangement policy](#). Supervisors will initiate a discussion with you regarding your established work from home arrangement to determine whether this will continue as well as to verify that you have signed a WFH Attestation form.
- Clarify your vulnerability status (if applicable) with your managing leader. If you previously identified as a high risk/vulnerable employee and received an email in relation to this designation, review your Rush email for further details regarding the return to work process. For more information, review [this document](#) or email vulnerable_employees@rush.edu.
- Feel free to proactively discuss with your supervisor the department's "new normal" practices and requirements of staff, addressing performance expectations, safety compliance, re-imagined outcomes, etc.

Faculty and Staff Responsibilities while on campus

- Adhere to all safety procedures.
- Familiarize yourself with proper social distancing expectations and proactively identify for your manager any concerns you have about your working space/area.
- Reconfigure workspace if required to enable social distancing.
- Evaluate your needs for video/audio conferencing. A webcam is not needed to view documents on a WebEx or Zoom call and the audio can be connected by phone. Make your supervisor aware if you have any systems concerns.
- Adhere to the capacity requirements of the conference rooms based on social distancing requirements.
- You are responsible for cleaning/sanitizing your own high-use items (i.e. wipe down computer keyboard before and after use, wipe down workspace, etc.).
- Discuss the cleaning supplies you will need with your supervisor and where they can be obtained.
- After using AAC conference rooms, wipe down tables and any surfaces/equipment that were touched. The facility's cleaning service will clean conferences rooms daily.
- Lunches, snacks, etc. will either be brought from home and stored at your desk or purchased from local places, the cafeteria or Room 500.
- All food will be eaten at your desk or in the cafeteria.
- Because masks or face shields cannot be worn during eating and drinking, maintain physical distancing of 6 feet in cafeterias, patios, or break rooms. Perform hand hygiene before and after eating.
- Use caution with shared refrigerators, microwave ovens, coffee makers and office equipment (copiers, fax machines). If use is unavoidable, perform hand hygiene before and after.

Manager

Guidelines for University Faculty and Staff Re-entry

The COVID-19 pandemic has changed our workplace and the need for distance learning and working from home. With appropriate social distancing, signage, masks, handwashing, and guidance, we will slowly begin to return to campus in a planned manner. When considering returning to campus, safety remains the top priority for everyone. The following guidelines were established by the Rush University Re-Entry Task Force to provide a framework for re-entry for managers. As managers, it is vital that you familiarize yourselves with these guidelines and seek clarification if there are questions from employees or others that create concern.

Please review and follow these guidelines as well as the resources provided as appropriate. The following does not serve as an exhaustive list, but instead as a guideline; it is expected that managing leaders will supplement items listed, based on departmental needs.

University Safety Measures

- **Phased re-entry**
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- **Monitored building entrance**
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- **Universal masks**
Everyone entering campus will be provided with a mask that must be worn at all times.
- **Virtual mode**
The safest mode is virtual and will be encouraged when possible.
- **Social distancing**
Elevators, hallways and offices will be configured to ensure social distancing of at least 6 feet whenever possible.
- **Cleaning**
Enhanced cleaning processes have been instituted by our vendor DFS including advanced cleaning solutions, training for new procedures to address COVID-19 and doubling cleaning of high use areas.
- **Hygiene procedures**
Hand sanitizer and cleaning supplies will be provided in every work area.
- **Rush Shuttle**
The shuttle is running on a normal schedule with enhanced cleaning procedures. Drivers and riders must wear masks.

Faculty and Staff Safety Procedures

- Everyone is required to wear hospital-approved facemasks, not homemade or cloth masks.
- Universal masking (using hospital-approved masks) is required while inside any Rush building, which means you must wear a hospital-approved facemask at all times in public areas.
- The Rush issued facemask may be removed when working in a private office with a door or alone in a work area and can consistently maintain a six-foot distance from others.
[\(Learn how to extend the use of your mask.\)](#)
- Use hand sanitizer and wash hands frequently following infection control guidance and communicated safety practices and expectations:

Wash your hands often with soap and water for at least 20 seconds. This practice is especially important after blowing your nose, coughing, or sneezing, going to the bathroom, and before eating or preparing food.

If soap and water are not available, use a hospital-approved alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

- Stay home when you are sick.
- If you are feeling unwell and/or are experiencing symptoms such as fever, chills, cough, shortness of breath, rhinorrhea (runny nose), myalgia (body aches), sore throat and loss of taste or smell, you should immediately contact the Employee Health Nurse Triage at **(312) 942-5878, #1**. Contact your manager, as you would for any illness-related issues.
- The [Rush Wellness Assistance Program](#) has an abundance of resources available to all Rush faculty and staff.

Manager Safety Procedures

- Ensure that you have appropriate supply of hand sanitizer and sanitizing wipes for cleaning in your department. Please contact the office of General Education Resources (GER) at **ext. 2-8609** before placing orders for these supplies.
- Please ensure that posters describing Extended Mask Use and Social Distancing are placed in break rooms in your department and give them to members of your team. General Education Resources (GER) has a supply of these posters.
- Advise employees to stay home when they are sick or return home if they are feeling unwell.
- Employees who are at work and feel sick and/or are experiencing symptoms such as fever, chills, cough, shortness of breath, rhinorrhea (runny nose), myalgia (body aches), sore throat and loss of taste or smell should immediately contact the Employee Health Nurse Triage at **(312) 942-5878, #1**.
- The Rush Wellness Assistance Program has [tips for managers](#) and an abundance of resources available to all Rush employees and providers. Please review and share with staff as needed. For urgent needs, contact the Wellness Consult Service (on-site) at **pager 2323**.

Armour Academic Center (AAC)

- Enter the campus only at designated points of entry. The designated entrance to the Armour Academic Center is from the 4th floor near the bridge from the parking garage.
- A thermal scanner has been installed on the 4th floor bridge entrance from the parking lot. The attendant at the information desk will be monitoring everyone entering the building. If it is determined that you have a fever, you will be asked to go home and to contact your manager and Employee Health.
- If you are arriving via public transportation, the Rush shuttle or on foot use either the Atrium, Professional Building, or parking garage elevators to access the 4th floor.
- You must bring your ID to gain entrance.
- When you need to use an elevator, please enter only if there is enough space as indicated by the signage at the elevator. If the elevator is full, consider waiting for the next one or taking the stairs if practical.
- Signage has been installed to indicate social distancing requirements.
- Drinking fountains should not be used. Bring water from home or use department water dispensers.

Research Labs and Clinical Labs

- The Lab Research Normalization Task Force and the Clinical Research Normalization Task Force have outlined the procedures for a phased reopening of research. Please see details on the [COVID-19 Research page](#).

Campus Services

- The cafeteria will be open on a limited basis during the summer. There will be a few widely spaced tables and meals packaged for take away. More tables and vendors will be available in the fall.
- The [Rush Shuttle and the parking garage](#) will operate with their normal processes and schedules.

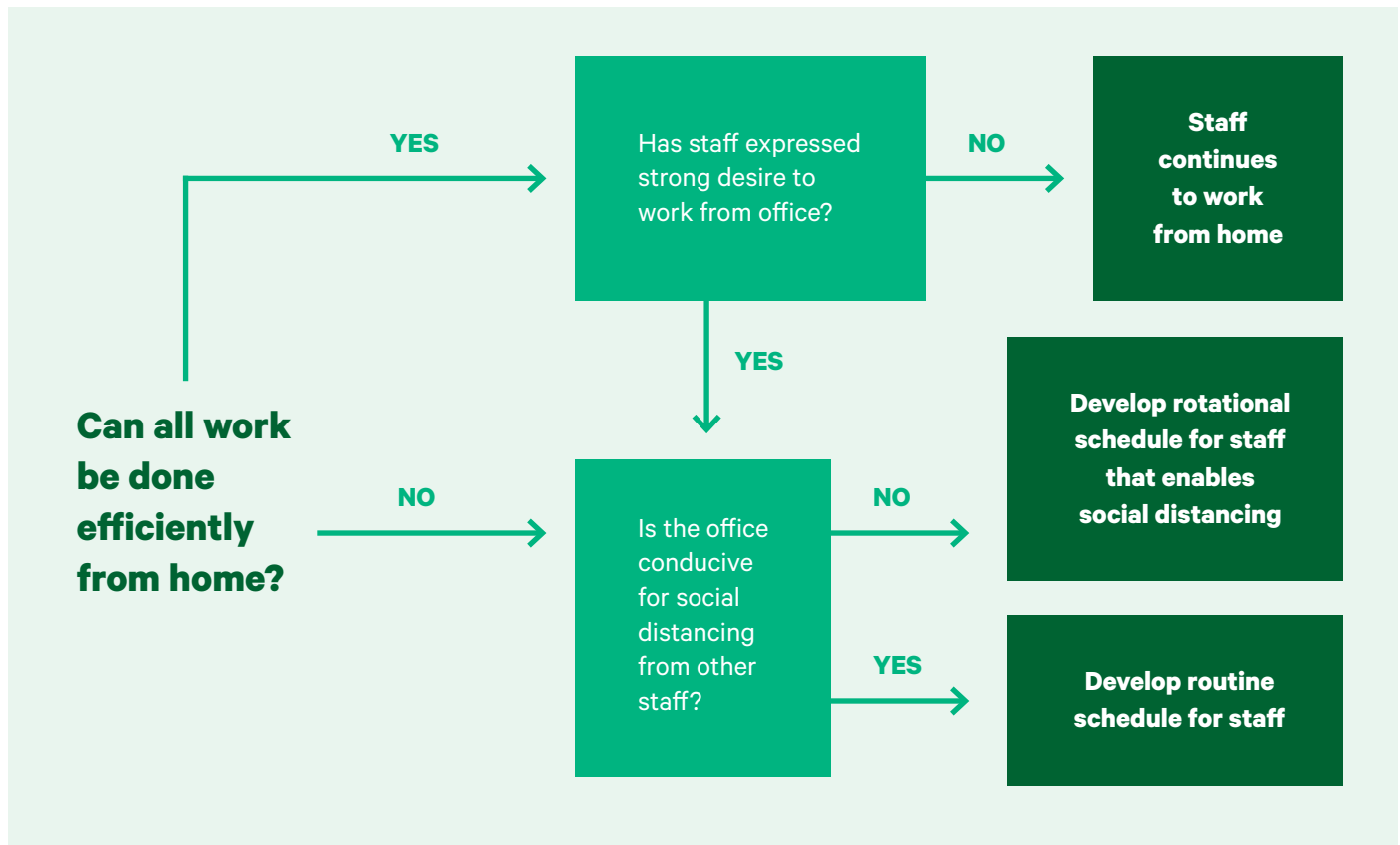
Department Physical Space Considerations

- Reinforce personal space cleaning/sanitizing expectations.
- Ensure the onsite department workspace has been assessed, and you have an identified plan for consistent and regularly scheduled cleaning.
- Staff should be responsible for cleaning their own high-use items (i.e. wipe down computer keyboard before and after use, wipe down workspace, etc.).
- Ensure employee workspace and break room set up follows social distancing and proper spacing rules.
- Any conference room that does not allow for the six-foot rule should not be used by multiple people.
- Infection Control or Occupational Safety will assess spaces as needed and assist with ensuring your space is set up appropriately. Contact **Infection_Prevention_Team@rush.edu** or **ext. 2-3060**.
- Mark areas with Rush-approved visible signage reminding employees of the six-feet of social distancing designation.
- Review with employees the approved building access areas and any changes surrounding entrance and exit points.
- Ensure employee badges are properly activated and working for staff to return.

Department Schedule

- Establish a comprehensive and documented plan outlining your department scheduling needs based on operational needs and/or required work deliverables (work with your immediate supervisor as needed/appropriate). See the flowchart below as a decision-making guide.
- Consider scheduling options that are flexible and allow for compliance of 6 feet spacing and safe work practices.
- In some areas, alternative work schedules are highly likely in addition to staggered days, start, and stop times that may be needed.

Flowchart to Determine Schedule and Work Location for Staff



- Revisit previously established work from home practices and department philosophy.
- Identify what your plans are to continue or discontinue this practice, specifying dates.
- Plan to connect with the [Rush Leave Administrator](#) for clarification of when any employee on an approved Personal Leave (not FMLA and/or RML) of Absence is due to return.
- Ensure you and the employee have read/reviewed the [Flexible Work Arrangement](#) policy, documented the schedule, and that there is a signed attestation form on record.
- If you have employees who will continue to have a work from home schedule, please document performance expectations and the work from home duration.

Connecting and Communication

- Develop a communication process/plan for all employees in your area and other relevant stakeholders.
- In-person meetings should not include more than 10 people.
- All participants in in-person meetings should be wearing face masks and allow for social distancing.
- In place of in-person meetings, as much as possible, continue to utilize virtual tools including WebEx. For more information on WebEx, go to [Inside Rush](#).
- Follow up with employees who have identified themselves as part of high risk/vulnerable population to clarify employment intentions as well as answer any questions they may have and reiterate options for re-entry.
- Regularly communicate the department's "new normal" practices and requirements of staff, addressing performance expectations, safety compliance, etc.

Faculty and Staff Responsibilities while on campus

- Adhere to all safety procedures.
- Familiarize yourself with proper social distancing expectations and proactively identify for your manager any concerns you have about your working space/area.
- Reconfigure workspace if required to enable social distancing.
- Evaluate your needs for video/audio conferencing. A webcam is not needed to view documents on a WebEx or Zoom call and the audio can be connected by phone. Make your supervisor aware if you have any systems concerns.
- Adhere to the capacity requirements of the conference rooms based on social distancing requirements.
- You are responsible for cleaning/sanitizing your own high-use items (i.e. wipe down computer keyboard before and after use, wipe down workspace, etc.).
- Discuss the cleaning supplies you will need with your supervisor and where they can be obtained.
- After using AAC conference rooms, wipe down tables and any surfaces/equipment that were touched. The facility's cleaning service will clean conferences rooms daily.
- Lunches, snacks, etc. will either be brought from home and stored at your desk or purchased from local places, the cafeteria or Room 500.
- All food will be eaten at your desk or in the cafeteria.
- Because masks or face shields cannot be worn during eating and drinking, maintain physical distancing of 6 feet in cafeterias, patios, or break rooms. Perform hand hygiene before and after eating.
- Use caution with shared refrigerators, microwave ovens, coffee makers and office equipment (copiers, fax machines). If use is unavoidable, perform hand hygiene before and after.

Asymptomatic Covid-19 testing appointments

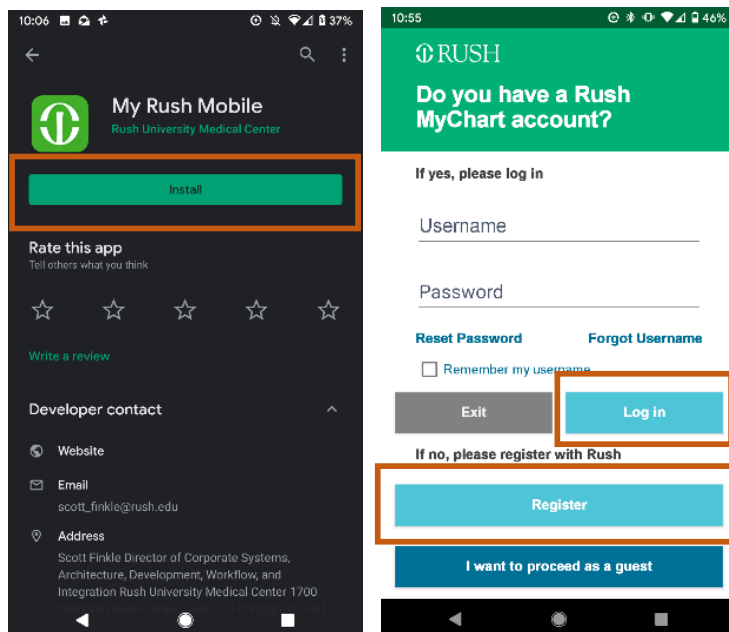
Rush University System for Health will begin to offer COVID testing to asymptomatic Rush employed healthcare workers and Rush University students.

Asymptomatic employees awaiting results will be able to work without interruption. For any positive results employees are instructed to self-isolate at home and not come to work until cleared to do so. The Employee Exposure Team will reach out via phone to all employees with a positive test result to provide further details on results and next steps for required return to work clearance.

Make your appointment

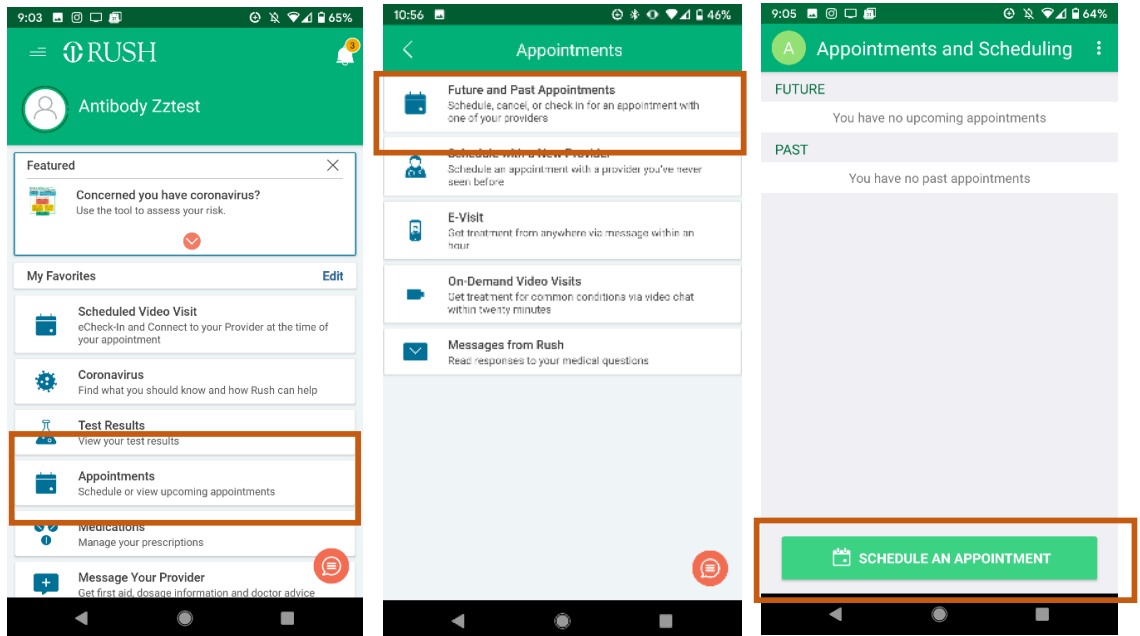
Step 1

Download the My Rush app from the App Store or Google Play. Login with your MyChart credentials. You can create an account for free if you don't have one.



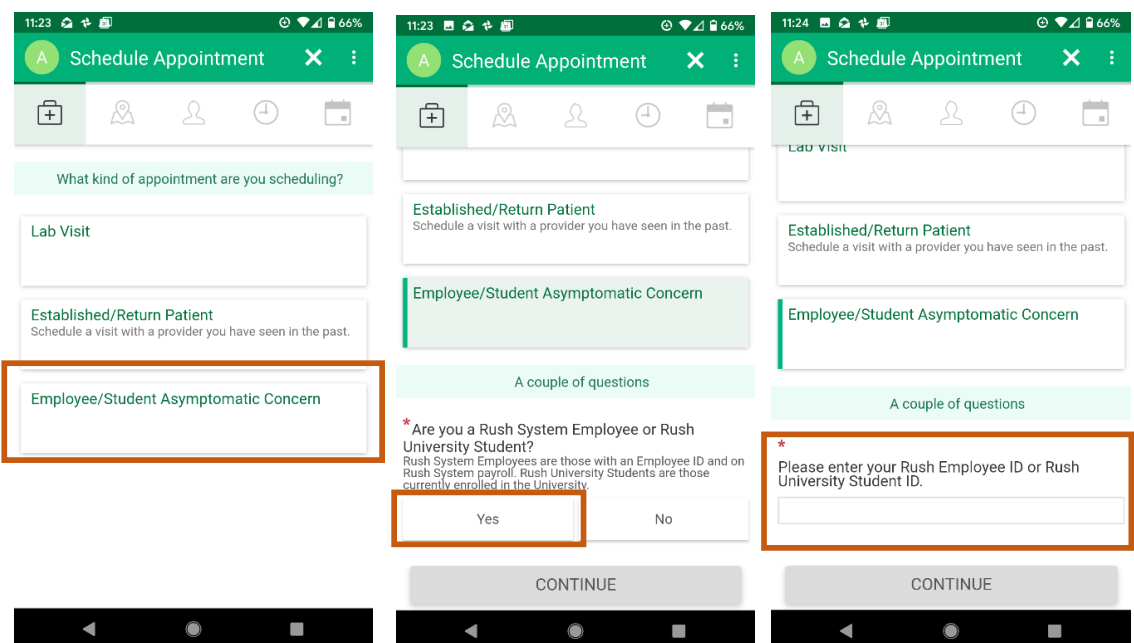
Step 2

Once logged in, go to the Appointment menu then Future and Past Appointment. Select Schedule an Appointment.



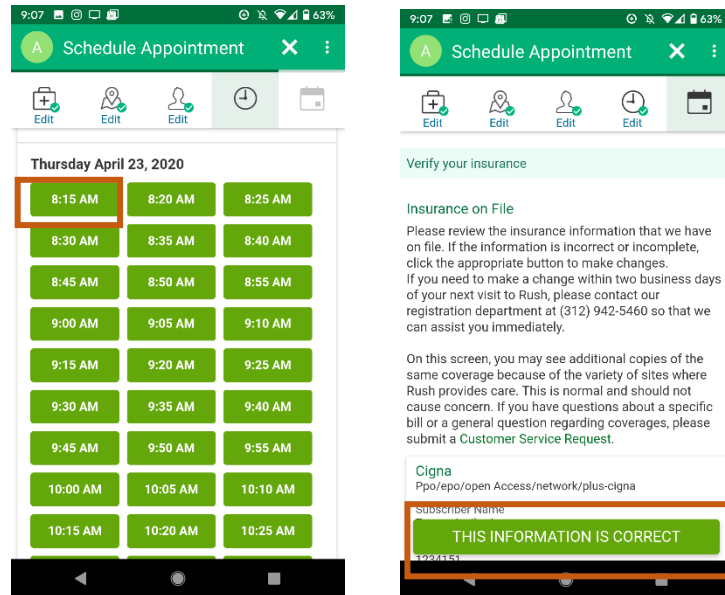
Step 3

For appointment type, indicate Employee Asymptomatic Concern. Select yes. Enter your employee ID or student ID.



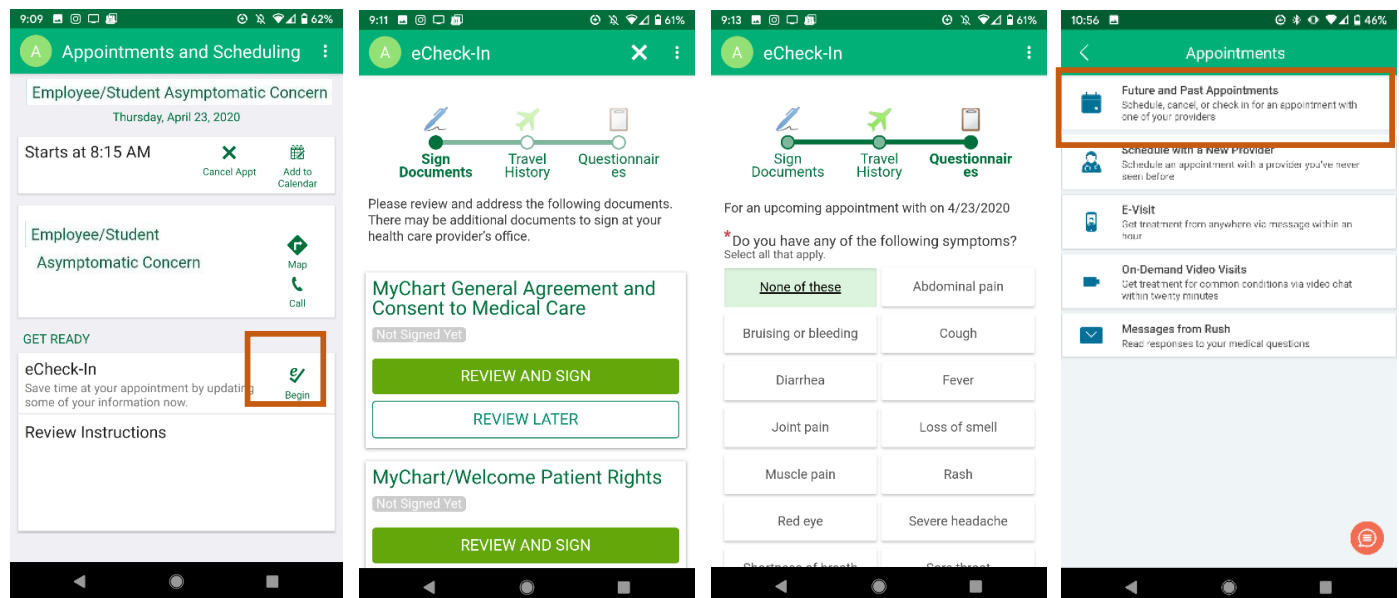
Step 4

Select an appointment and confirm your insurance.



Step 5

Complete eCheck-In. You can complete eCheck-In later from the Future and Past Appointments menu. During eCheck-In, you'll confirm your information and COVID-19 risk factors, as well as consent to care.



University Classroom Diagrams



AAC 450 Classroom

Option #1

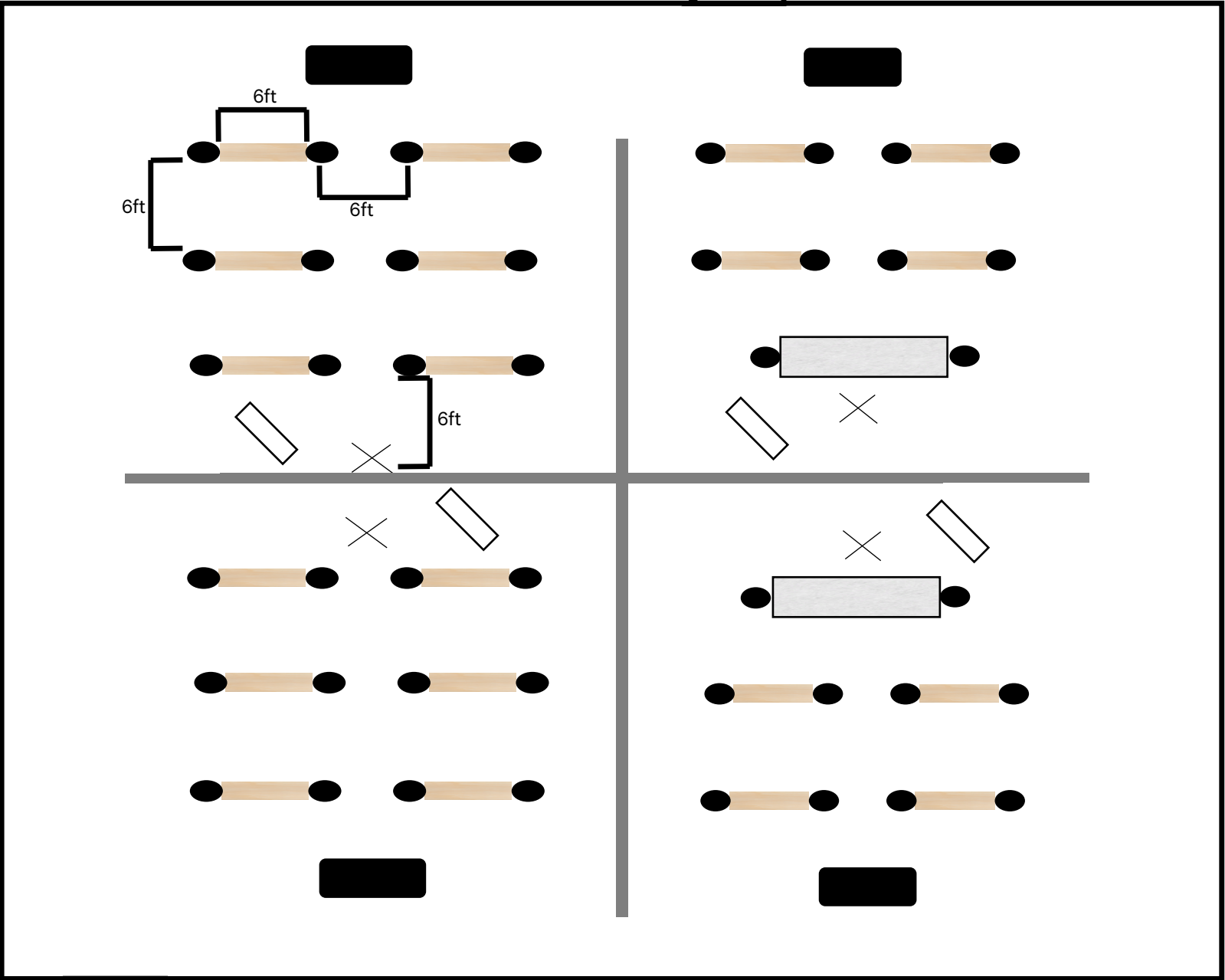
Max Occupancy (50%): 45 Seats*

AAC Room 450

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

- Legend:
- Video Cart
 - Brown Tables
 - White Tables
 - Chairs
 - Air Wall
 - Portable Walls
 - White Boards



AAC 550 Classroom

Option #1

Max Occupancy (50%): 90 Seats

A/B/Combined: Combined

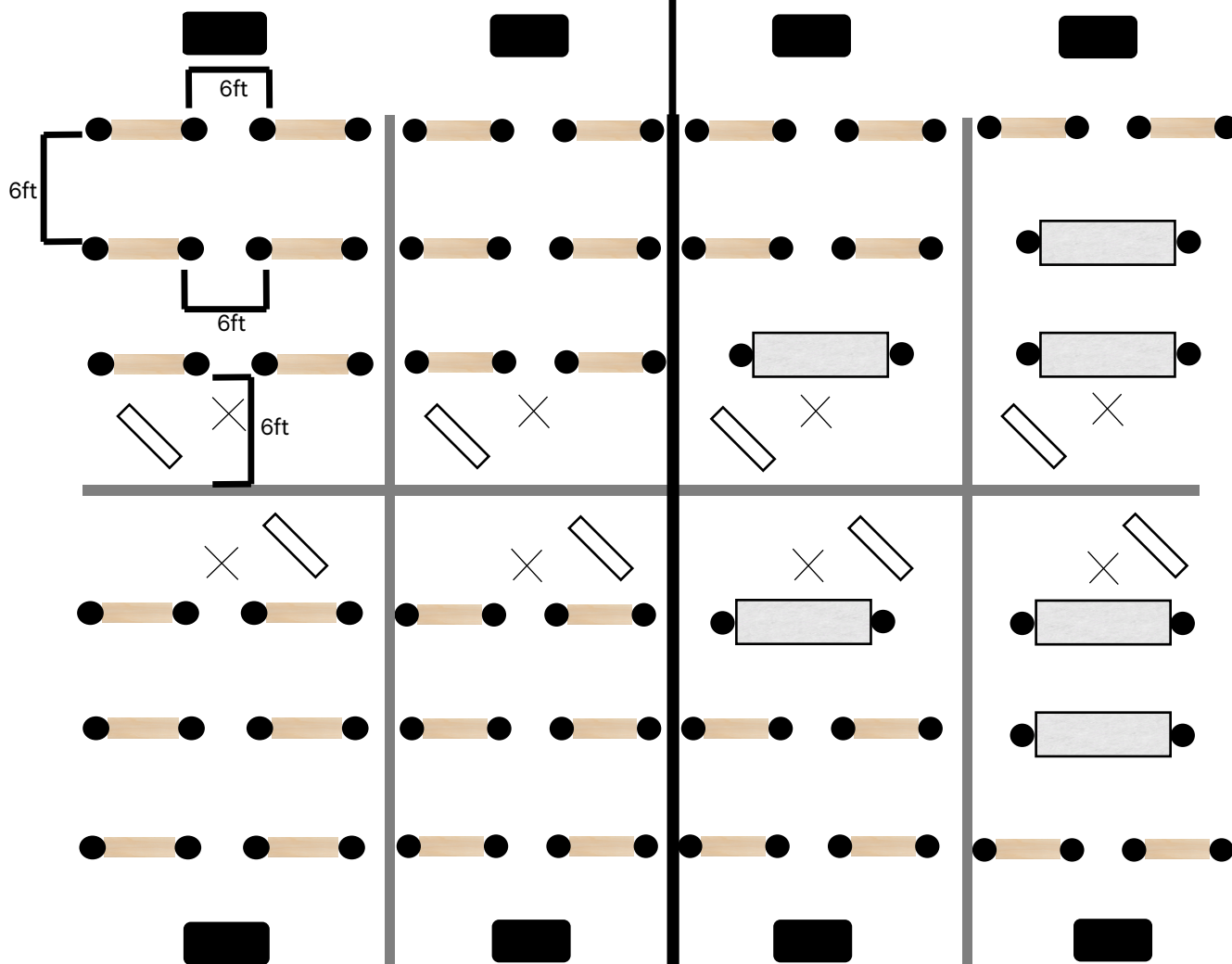
Air Wall: Closed 75%

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

Legend:

- Video Cart
- Brown Tables
- White Tables
- Chairs
- Air Wall
- Portable Walls
- White Boards

*Occupancy dependent on maintain distance of 6ft as illustrated.



AAC 550B Classroom

Option #1

Max Occupancy (50%): 45 Seats

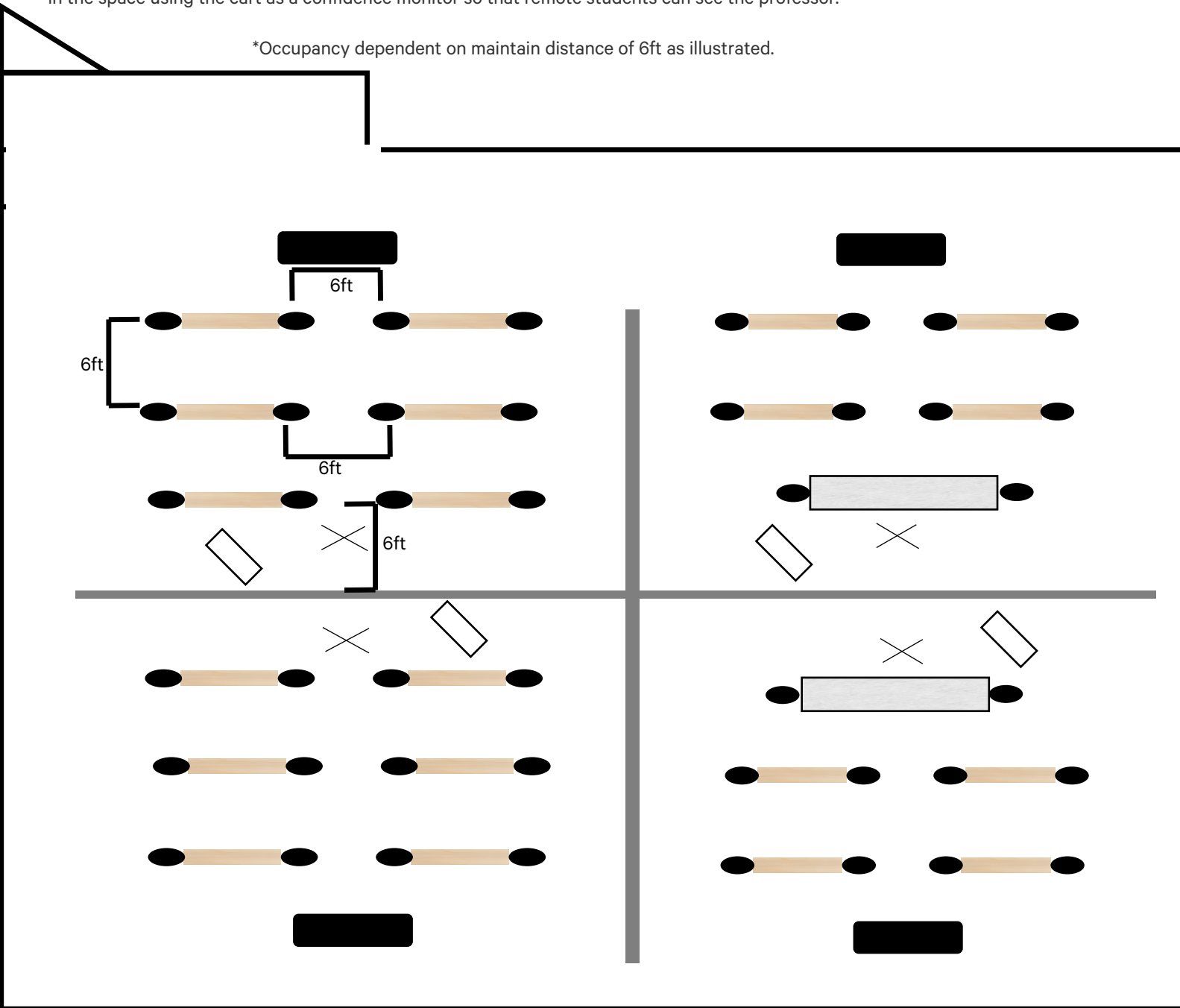
A/B/Combined: B

Air Wall: Closed 100%

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

- Legend:
- Video Cart
 - Brown Tables
 - White Tables
 - Chairs
 - Air Wall
 - Portable Walls
 - White Boards

*Occupancy dependent on maintain distance of 6ft as illustrated.



AAC 550A Classroom

Option #1

Max Occupancy (50%): 45 Seats

A/B/Combined: A

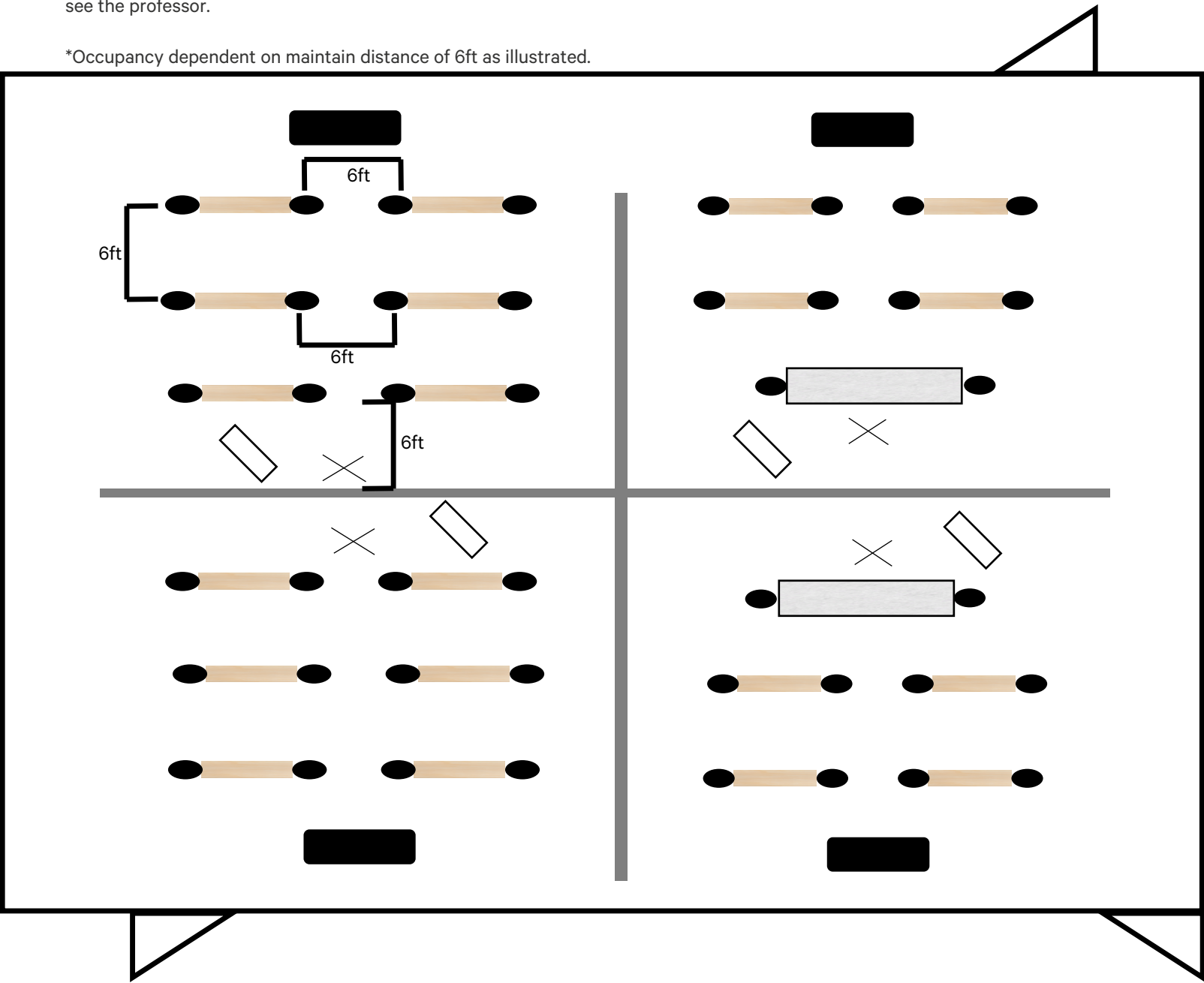
Air Wall: Closed 100%

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

Legend:

- Video Cart
- Brown Tables
- White Tables
- Chairs
- Air Wall
- Portable Walls
- White Boards



AAC 550A Classroom

Option #1

Max Occupancy (50%): 45 Seats

A/B/Combined: A

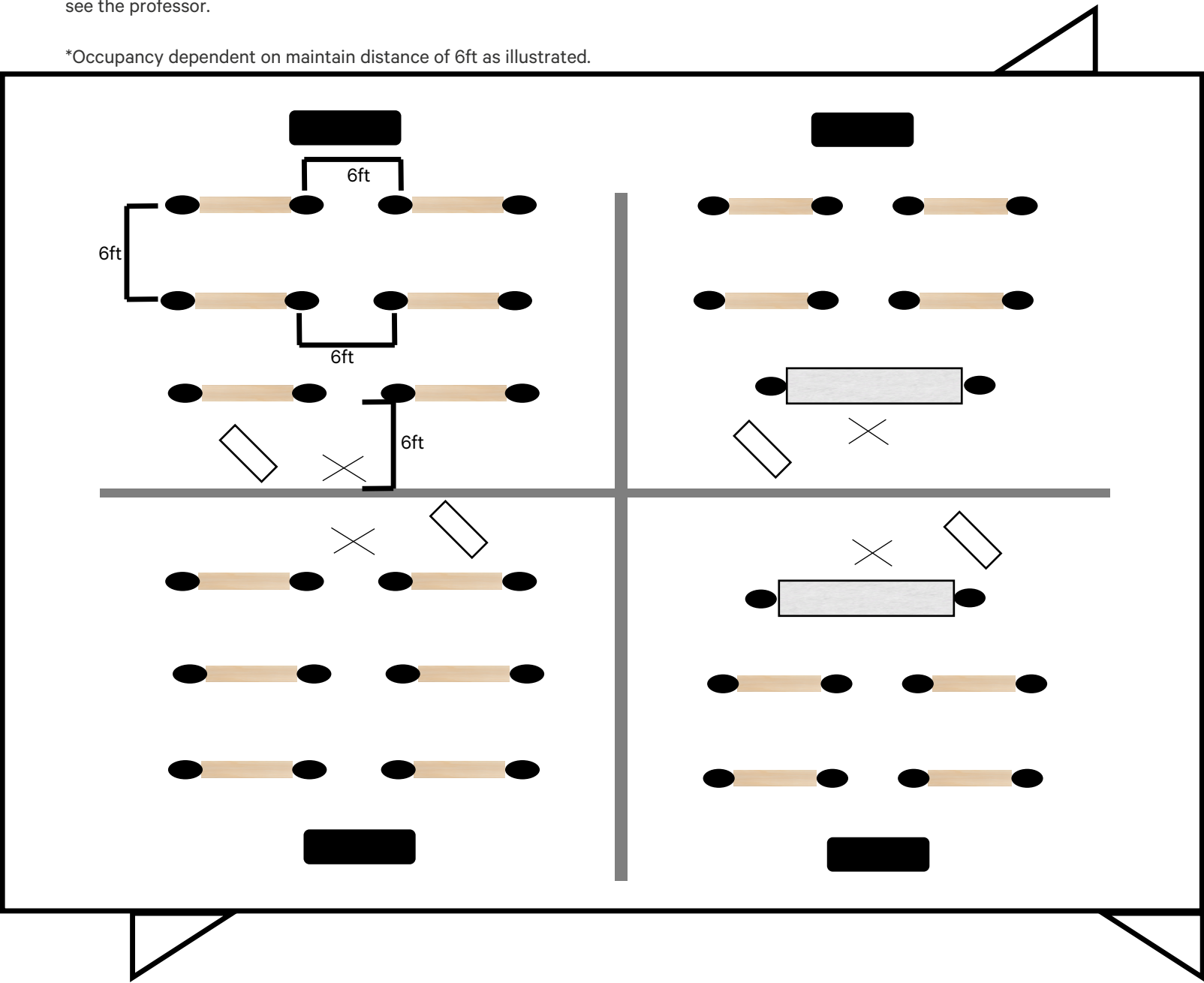
Air Wall: Closed 100%

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

Legend:

- Video Cart
- Brown Tables
- White Tables
- Chairs
- Air Wall
- Portable Walls
- White Boards



AAC 994A Classroom

Option #1

Max Occupancy (50%): 36 Seats

AAC Room 994A

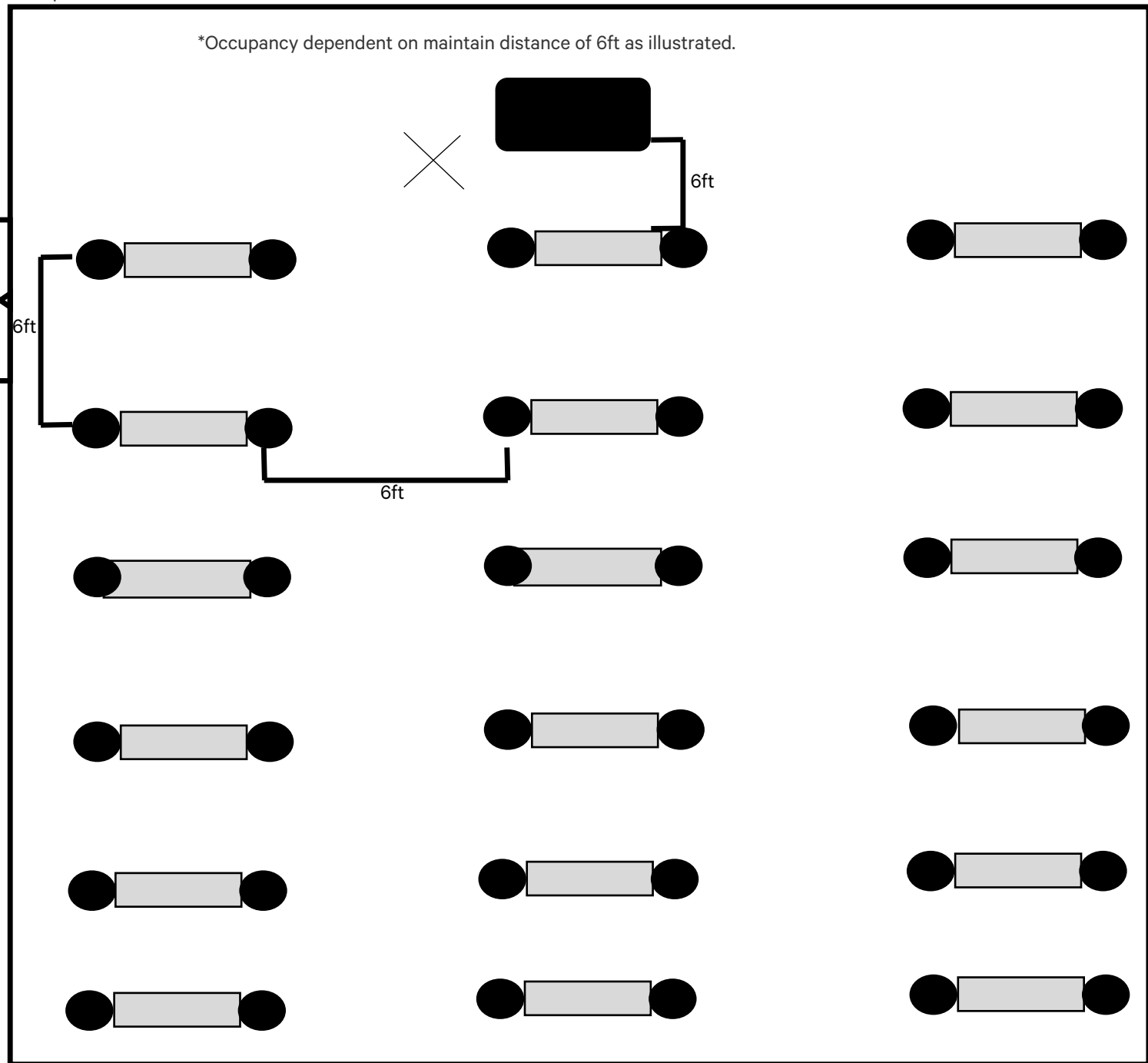
All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

Legend:

-Screen/Webcam

-White Tables

-Chairs



TOB 135 Classroom

Option #1

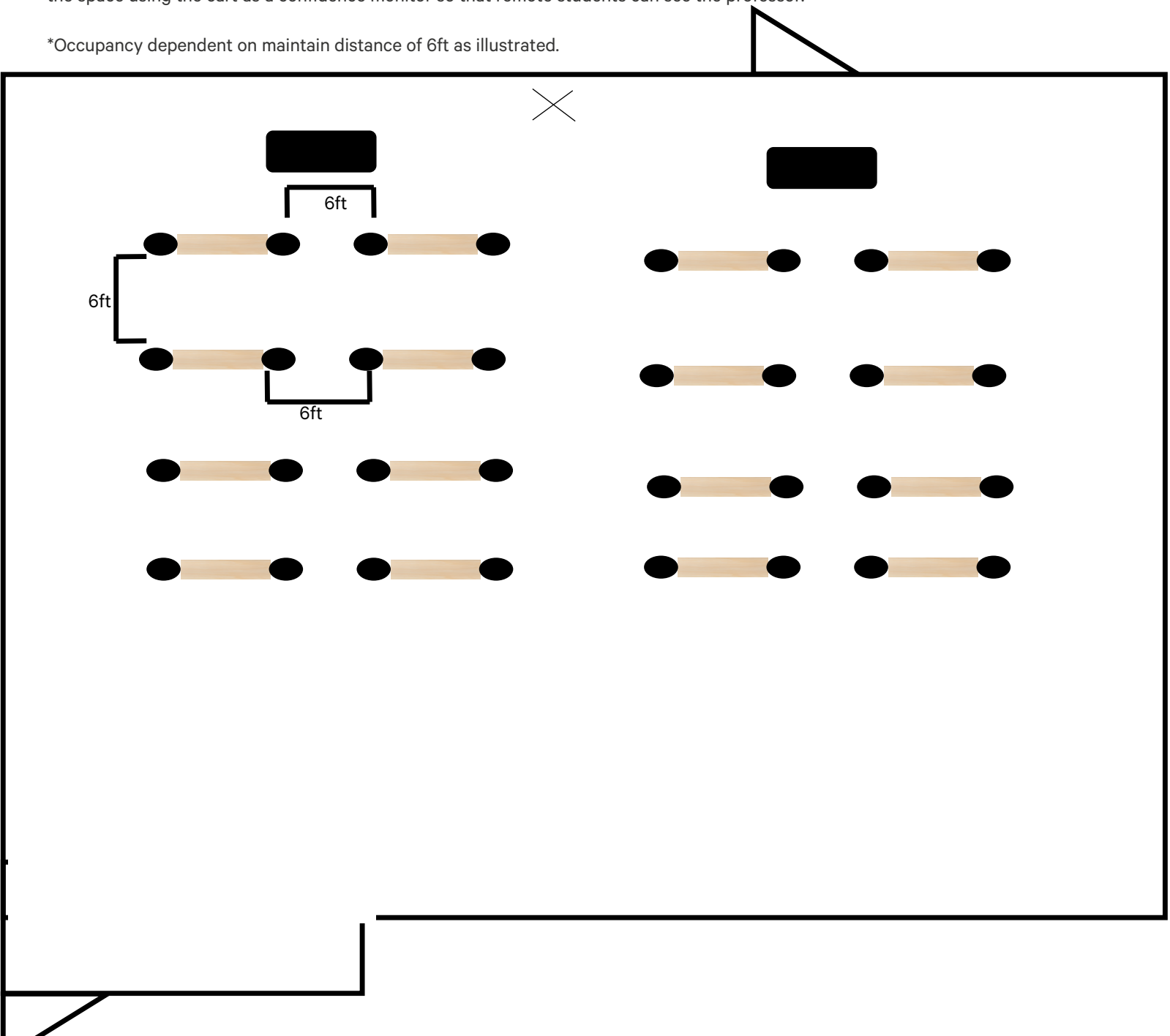
Max Occupancy (50%): 30 Seats

TOB 135

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

- Legend:
- Projector
 - Screen
 - Brown
 - Tables
 - Chairs



AAC 1046 Classroom

Option #1

Max Occupancy (50%): 24 Seats

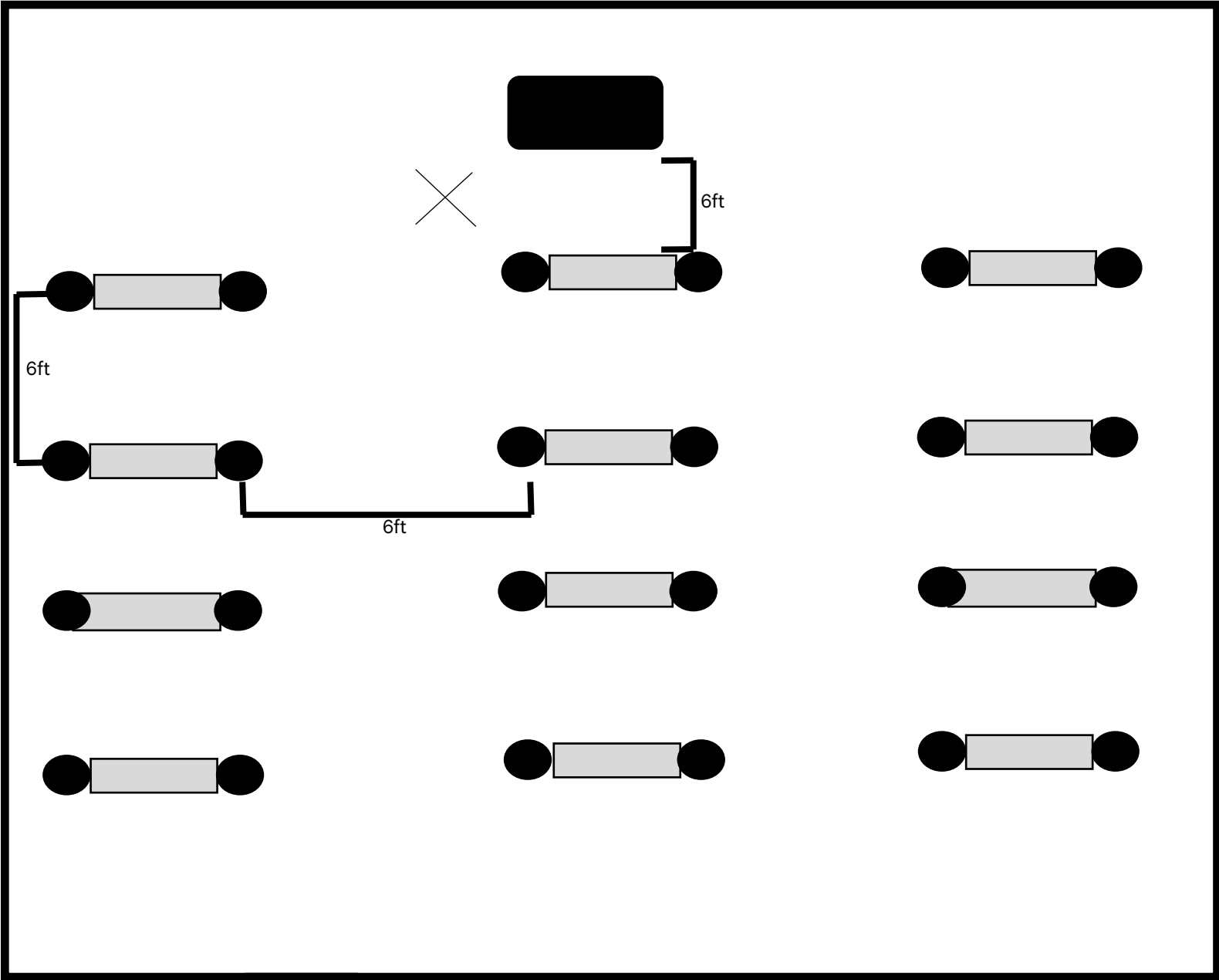
AAC Room 1046

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

Legend:

- Screen/Webcam
- White Tables
- Chairs



AAC 1098 Classroom

Option #1

Max Occupancy (50%): 24 Seats

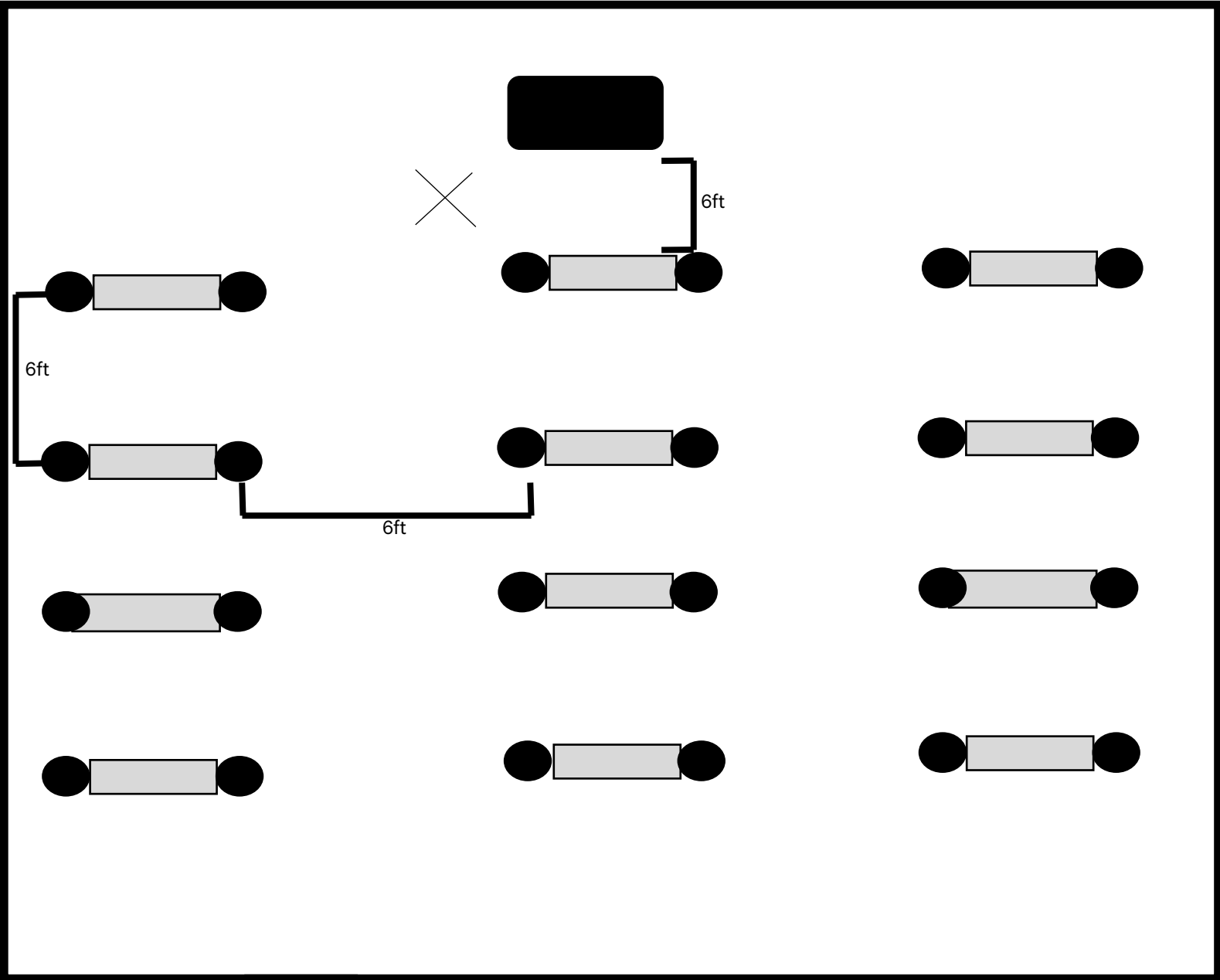
AAC Room 1098

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

Legend:

- Screen/Webcam
- White Tables
- Chairs



Medium Classroom

Option #1




Max Occupancy (50%): 24 Seats

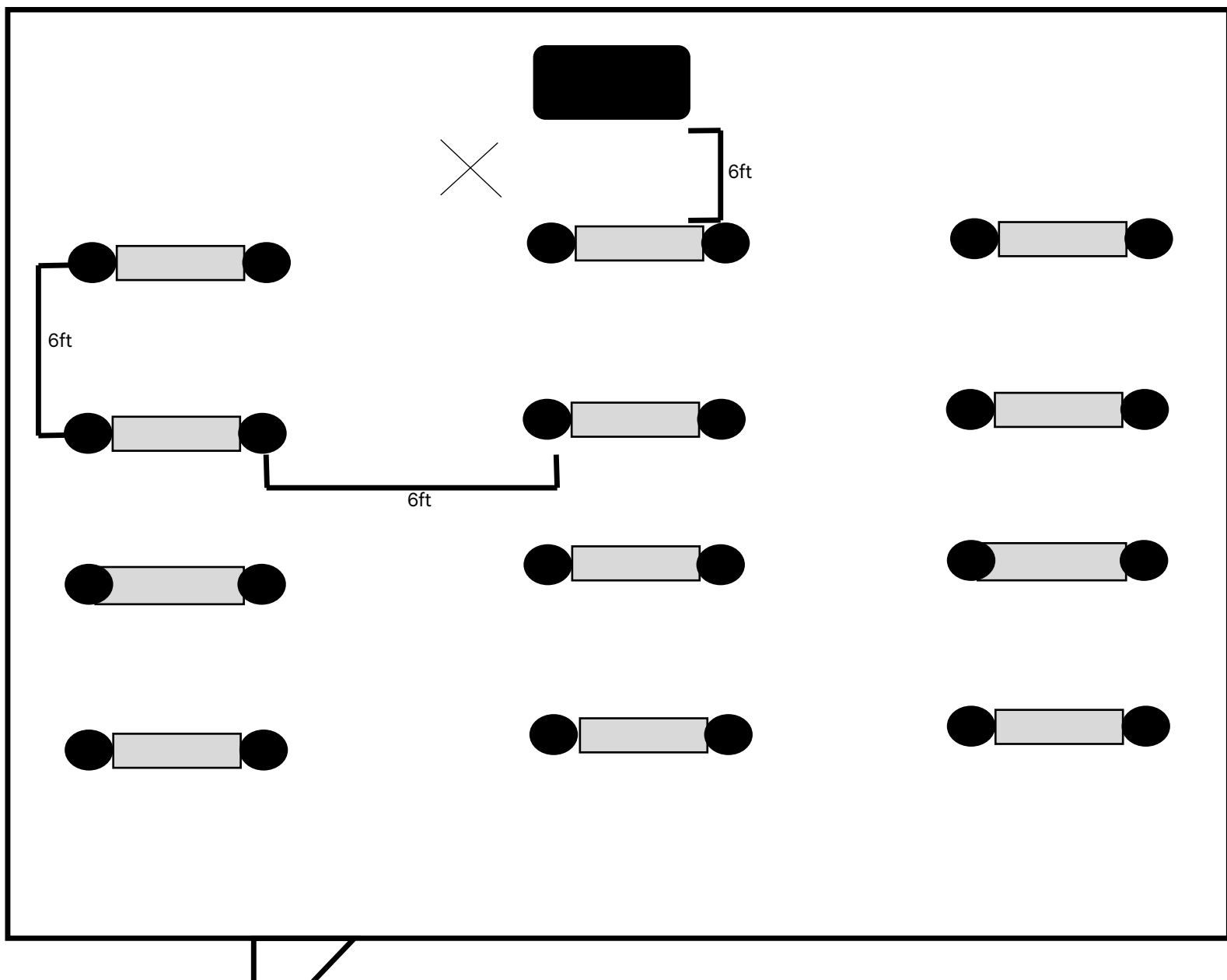
AAC Rooms: 710, 711, 712, 713, 950, 952, 960, 969, 971, 975, 985, 994B
(Small Side)

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

Legend:

-  -Screen/Webcam
-  -White Tables
-  -Chairs



Small Classroom Option

Legend:

- Screen/Webcam
- White Tables
- Chairs

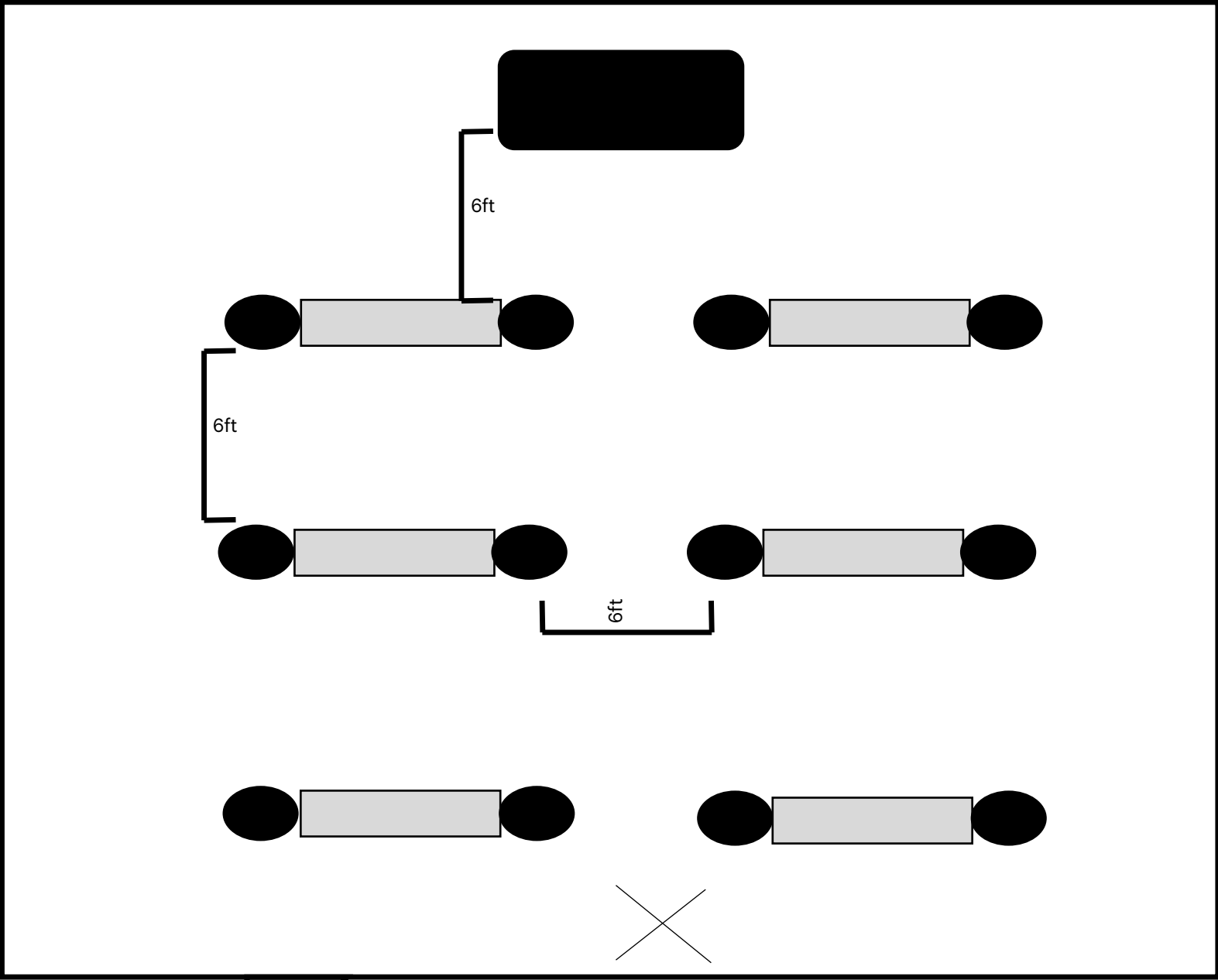
#1

Max Occupancy (50%): 8 Seats

AAC Rooms: 927, 968, 1048

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.



Small Group Room

Classroom Option #1



Max Occupancy (50%): 8 Seats

AAC Rooms: 904, 909, 911, 916, 918, 929, 935, 937, 965, 981

All setups must follow guidelines as follows where 6ft of space is present between each student/chair. More white boards available upon request. All chairs face toward the X. The teacher teaches from the X in the space using the cart as a confidence monitor so that remote students can see the professor.

*Occupancy dependent on maintain distance of 6ft as illustrated.

Legend:

-  -Screen/Webcam
-  -White Tables
-  -Chairs

