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1-2022

### Governors State University Operating Plan - Academic Year 2021-2022

Governors State University

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# ACADEMIC YEAR 2021-2022 OPERATING PLAN

Revised: January 2022

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## INTRODUCTION

Throughout the pandemic, Governors State University (the “University” or “GSU”) has prioritized the health and safety of the GSU community while focusing on providing high-quality instruction and advising, no matter the delivery platform. It will continue to do so for Academic Year 2021-22 (AY22) as outlined in this plan. The times are unprecedented, and the campus has drawn on its history of innovation and flexibility to construct the Academic Year 2021-2022 Operating Plan (the “Operating Plan”) with its models of working and learning that meet campus needs. The University has been monitoring current public health conditions, including the recent rise of the Omicron variant, and has taken those conditions into account when updating this plan for Spring Semester 2022.

Recently, Governor Pritzker re-issued an [Executive Order](#) permitting the full reopening of educational institutions, including endorsing many the same mitigation efforts the University already had adopted voluntarily. A full list of GSU’s overlapping mitigation strategies can be found in this Operating Plan in Appendix 1. A strong component of our ability to continue to operate in person is fully implementing the mandatory vaccination plan for universities as set forth in Executive Order 202-23, which the GSU has adopted via its Interim Policy Covid-19 Executive Order posted on the [campus policy page of the website](#). The mandatory vaccination policy requires all community members learning or working on campus to submit proof that they are fully vaccinated, unless they obtain an exemption due to medical or religious reasons. Furthermore, the mandatory policy requires all on-campus learners and workers to submit proof of a negative COVID-19 test on a weekly basis until proof of full vaccination is submitted to GSU. There is no exemption or exception to the mandatory testing policy for medical or religious reasons.

Important updates have been made to GSU’s mandatory vaccination/testing policy since Fall 2021, which are intended to enhance our response to COVID-19 and will impact all on-campus students:

- Residents of Prairie Place will not be permitted to move in, or remain in residence, unless they show proof of vaccination pursuant to the deadlines explained via email communication to Prairie Place residents and posted in the [Housing webpages](#);
- *All* on-campus students subject to the mandatory testing requirement will be subject to fines for any two-week period they fail to timely submit a negative test result as explained in the [Student Resources during COVID-19 webpage](#).

Furthermore, with recent enhancements to our database and communications systems, all on-campus employees and students subject to the testing requirement should expect more frequent and earlier notices if they fail to timely submit proof of a negative COVID-19 test. Employees who are in “willful noncompliance” as defined in the Interim Policy should expect that they will be promptly prohibited from work, without pay, as outlined in the Interim Policy.

At this time, the University is following Illinois mandates, which do not require testing for all regardless of vaccination status. However, GSU strongly encourages **all** community members to test before returning to campus after travel or being around large crowds, regardless of vaccination status. GSU also strongly urges all community members who are eligible to receive a vaccine booster to get one as soon as possible. The University will continue to monitor conditions and may update its testing policy if conditions change. And, of course, all members of the community are expected to monitor their health conditions on a daily basis and refrain from coming to campus if they exhibit symptoms of COVID-19. You can perform a [self-assessment health check](#) each day before coming to campus using the [LiveSafe form linked here](#). This tool is for your use only; results of the self-assessment are sent only to you.

While the CDC has recently changed its recommendations regarding shortening the quarantine period when a positive COVID-19 diagnosis has been made, due to the unique nature of our predominantly commuter campus, we will continue to recommend **students** self-isolate for 10 days. Changes to **employee** quarantine period are detailed in Appendix 2 of this Operating Plan.

This Operating Plan represents the framework within which decisions were made for Fall 2021 and Spring 2022 Semester, updated to reflect current conditions. It identifies needs met for the campus to function safely. The sections of the document include embedded links to units of university operations; click on the links for details of current operational guidelines, sources of assistance, and enforcement measures in place. Given the fluid nature of the pandemic and the potential for changing guidance from local, state, and federal agencies, the University needs a clear, flexible framework within which decisions are made to meet campus needs. As such, this Operating Plan is subject to future revision. Please monitor our [campus website main COVID-19 page](#) as it will reflect our most current response to COVID-19.

## GUIDING PRINCIPLES

- People First – GSU places the highest importance on the mental and physical health of our community members.
- Uphold GSU’s Core Values: *Investing in Student Success; Providing Opportunity and Access to a first-class public education; Serving as an Economic Catalyst to the region; Preparing Stewards of our Future; Demonstrating Inclusiveness and Diversity; and Promoting Quality of Life.*
- Recognize that flexibility is essential in the planning and delivering of a first-class education under COVID-19 conditions.
- Follow mandatory protocols as established by University Park, Will County, the State of Illinois, and federal agencies, and apply discretionary guidance when in the best interests of our campus community.

## CONSISTENT COMMUNICATION

- Timely, accurate, and pertinent communication is essential to engaging our community in combatting the effects of COVID-19 on our campus and continuing the academic, research, and service mission of our institution. The [campus website main COVID-19 page](#) will provide the most current information in response to COVID-19.
- Creating a sense of safety and security for our community is a key component of maintaining an open campus. All campus stakeholders, including University administration, students, faculty, and staff share some responsibility for productive communication. Stakeholders must work together to understand existing and new protocols that impact the way people arrive at, move through, work/learn/research in, and utilize the spaces and amenities in and around the campus.
- GSU continues to maintain its [COVID-19 webpage](#), providing updates as conditions change.

## HEALTH AND SAFETY

### CLEANING AND DISINFECTING PROCEDURES

In alignment with public health recommendations and CDC response plans for [Institutions of Higher Education](#) where everyone is not fully vaccinated, GSU is taking measures to mitigate the effect of COVID-19. [The Emergency Response Team](#) has developed enhanced cleaning and disinfection procedures for University units to follow until further notice. Their guidelines include:

- Enhanced Cleaning for **mitigation**.
- Enhanced Cleaning and Disinfection **after notification** of a confirmed case of COVID-19.

Details of this plan are found in the [GSU Campus Update FAQ](#) section and in [Appendix 1](#) of this Operating Plan.

### COUNSELING AND WELLNESS CENTER

The [Counseling and Wellness Center](#) at GSU empowers students, faculty, and staff with the tools, resources, and skills necessary to support healthy decision-making and promote mental health and wellbeing for our student body. The Counseling and Wellness Center is currently providing virtual health and wellness sessions via phone and/or video conferencing. Details on scheduling appointments and any changes to current operations will be posted on the [Center's website](#).

### EMPLOYEE ASSISTANCE

In addition to services offered through the Counseling and Wellness Center, employee assistance is available through ComPsych. Resources are available 24/7 every day of the year to help you cope with COVID or any time you may need it:

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

- Call: 1-833-955-3400 24/7/365
- Employees qualify for 5 free counseling sessions

- Log on: <https://www.compsych.com> to find your company type in “State of Illinois Employee Assistance Program”
- Find services, articles, webinars, and encouragement

### **NATIONAL SUICIDE PREVENTION LIFELINE**

- Call: 1-800-273-8255 24/7/365
- Log on: <https://suicidepreventionlifeline.org/>
- A variety of services are available including for survivors of suicide and disasters, veterans, and the LGBTQ+ community.

### **BE WELL ILLINOIS**

- The State of Illinois’ comprehensive wellness program designed to help you be well, live well and stay well.
- The Be Well website is:  
<https://www2.illinois.gov/cms/benefits/StateEmployee/BeWell/Pages/default.aspx>
- <https://www.facebook.com/BeWellIllinois>

All services are strictly confidential and no individuals or departments affiliated with Governors State University will have access to care you seek.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The University has developed guidelines for returning to campus consistent with CDC guidelines for campuses in which everyone is not fully vaccinated. These guidelines include the following protocols for use of PPE:

- Employees will be required to wear masks which cover the nose and mouth at all times when they are in any indoor shared space (e.g., break rooms, corridors, kitchens, restrooms, open offices, classrooms, Hall of Governors), ***regardless of vaccination status.***
- Students, vendors, visitors, and others conducting business on University property will be required to wear masks which cover the nose and mouth at all times when they are in any indoor shared space (e.g., restrooms, open offices, corridors, classrooms, Hall of Governors), ***regardless of vaccination status.***
- Posted signage at entrances to campus buildings illustrates proper usage of PPE.
- Masks will be provided through offices across campus for those in need of one while on campus.

### **VACCINATION AND TESTING - STUDENTS**

The University has posted an *Interim Policy Covid-19 Executive Order* that explains the vaccination requirement. According to the CDC, screening individuals for the COVID virus helps to identify unknown cases so that measures can be taken to prevent further transmission. As a preventive measure, the University has developed the following guidelines regarding COVID Vaccinations and COVID Testing for Students:

- Students shall submit proof that they are fully vaccinated against COVID-19 via [MedProctor](#) as soon as possible, and are expected to be fully vaccinated no later than March 17. “Fully vaccinated” means that two weeks have passed since the final COVID-19 vaccine dose required was administered.



- To demonstrate proof of full vaccination, each student is required to upload an image of their COVID-19 vaccination card to [MedProctor](#). A student will not be considered “fully vaccinated” until two weeks have passed since their last required shot (i.e., two weeks after the single dose of a one-dose vaccine or two weeks after the second dose of a two-dose vaccine).
- Until a student submits proof of full vaccination, the student must take a mandatory COVID-19 test weekly and submit proof of a negative test result weekly.
- Free testing is available on campus; on-campus test results will be delivered directly to the University.
- If a student chooses to test off campus, the student must upload the negative test result weekly via [MedProctor](#). The University is not responsible for the cost of off-campus testing.

## VACCINATION AND TESTING - EMPLOYEES

According to the CDC, screening individuals for the COVID virus helps to identify unknown cases so that measures can be taken to prevent further transmission. As a preventive measure, the University has developed the following guidelines regarding COVID Vaccinations and COVID Testing:

- Employees are required to be fully vaccinated and will be subject to COVID testing unless they submit proof of COVID vaccination. The University urges all employees who are eligible to obtain a booster vaccine as soon as possible.
- Employees who have voluntarily uploaded their COVID immunization card to the immunization portal ([MedProctor](#)) or submitted proof of full vaccination to Human Resources are exempt from weekly testing. Employees are required to submit their immunization record as soon as possible.
- Due to the rapid spread of the Omicron variant of the COVID-19 virus, employees are strongly encouraged to produce a negative COVID test prior to returning to campus for Spring semester.

## ACADEMICS AND INSTRUCTIONAL DELIVERY

GSU has prioritized the health and safety of our students, faculty, and staff in developing guidance for Academics and Instructional Delivery. Illinois Department of Public Health and the Center for Disease Control resources as well as advice from the Illinois Board of Higher Education have informed our decisions.

## COURSE OFFERINGS

- Continuing with AY21 practice, Program Coordinators/Chairs will continue working with ERT in developing specialized plans for courses and instruction where close contact among students is required to meet course learning outcomes and/or involve activities of higher risk. Examples include dance, theater, performing arts, and health professions.
- Course modality is dependent upon existing approval through regular curricular processes.
- Face-to-face courses, to the extent possible, will be assigned a classroom that will accommodate social distancing within the classroom. Classrooms will be sanitized after each

class has ended. Students and faculty are encouraged to quickly leave the assigned classroom at the posted end-time for the course so that facilities staff will have adequate time to sanitize in between classroom use. Additionally, hand sanitizer and cleaning products will be available in each classroom.

### MODIFICATIONS TO INSTRUCTIONAL DELIVERY

- Consideration was given to address how students with underlying health conditions can be protected, and how the needs of students diagnosed with COVID-19 during the semester can be addressed.
- Resources are offered through the Center for Active Engagement and Scholarship (CAES) for planning online and face-to-face courses.
- A variety of online tools and strategies for course delivery (see [CAES](#) online readiness tutorials) and assessment are available. CAES has test proctoring software available inside of Blackboard via [Respondus LockDown Browser and Monitor](#). The [Testing Center](#) has test proctoring software via Proctor360 for use outside of the learning management system (Blackboard).
- The Computer Connection Central ([The CUBE](#) - this includes the open lab areas and nine computer classrooms found on the second floor of D Building, adjacent to the Library) will be fully operational during the Spring 2022 semester.
- Mobile hot spots are accessible in West Parking Lot 1.

### CHHS - PRACTICUM/FIELDWORK/CLINICAL EXPERIENCES

- Specialized plans for students who are at increased risk due to the occupational nature of their studies have been developed. Examples include health professional students and students engaged in out-of-classroom or community-based instruction. Reasonable steps to assist students with maintaining adequate PPE, supervision, and other protections based on their risk, have been implemented.
- Protocols for students on appropriate fitting and use of PPE in a clinical setting and training on reduction of transmission of disease upon leaving clinical sites have been identified.
- Exceptions/waivers per guidance of national accreditors to clinical experiences such as use of simulations as an effective way to teach clinical skills without exposing students unnecessarily to the risk of COVID-19 infection are identified.
- Details on the [College of Health and Human Services](#) accommodations due to the COVID virus are posted in its webpage.

### LABORATORY NEEDS

- Laboratory courses will operate under same class conditions as pre-COVID, which are consistent with the current State of Illinois guidelines. All students in laboratory classes are

required to follow safety guidelines for a laboratory experience, which includes use of safety glasses. Face masks will be required per Illinois and CDC guidelines.

## PERFORMING ARTS

- Accommodations will be made for students who are vulnerable due to health conditions to continue participating in performing arts courses and programs.

## EXPERIENTIAL LEARNING: STUDENT TEACHING & FIELD EXPERIENCES

- During Spring Semester 2022, the candidates will complete field experiences and internship/student teaching in accordance with the placement school. If the placement school is face-to-face, the candidates are expected to participate face-to-face.
- In consultation with [Access Services for Students with Disabilities \(ASSD\)](#), accommodations that must be made for students who are vulnerable due to health conditions to continue participating in teacher licensure field experiences are done through interactive software such as [ATLAS](#) which is sponsored by the National Board for Professional Teaching Standards and [IRIS Center](#) which is sponsored by Vanderbilt University via a Peabody grant.
- The process for apprising students of their roles and responsibilities regarding safety protocols when working in K-12 schools includes the following:
  - Designated location at the middle of the College of Education ([COE](#)) [website](#) for COVID notifications
  - The EPP (school support included) created a field experience [COVID guide](#), which COE will continue to update throughout the semester; and
  - Will continue to hold information sessions as conditions warrant to keep all students apprised of conditions at field sites.
- The Division of Education will continue to post all COVID related materials in the MyGSU [Portal](#).

## UNIVERSITY LIBRARY

- Library services will be available onsite and online. Consult the University Library website for posted times for onsite services: <https://www.govst.edu/library/>
- The use of any re-opened spaces may be modified following recommendations of the State and CDC.

## GRADUATE STUDIES/GRADUATE ADVISING

- Graduate research needs are unique to each program. Graduate students are encouraged to work with their Academic Advisor and Program Coordinator to address degree completion requirements.

## UNDERGRADUATE ACADEMIC ADVISING CENTER (UAAC)

The Undergraduate Academic Advising Center (UAAC) is currently offering remote and in-person advising sessions. In-person advising is by appointment only unless a day/time has been specifically designated as offering walk-in advising.

- Advising sessions can be scheduled via email at [advising@govst.edu](mailto:advising@govst.edu), phone, or [GSUStar](#).
- Please consult the [UAAC website](#) for additional information. The Center is located in the C wing of the main campus – C3385.

## ACADEMIC RESOURCE CENTER

The University Academic Resource Center (ARC) provides students with the necessary tools for success. Services include tutoring, the Writing Center, disability services, pathways to academic recovery, and a GS2U Student Success workshop series.

- Services will be offered face-to-face and remotely.
- Writing Center and tutoring in mathematics, science, and business are available online via appointment at [mywconline](#).

## CENTER FOR THE JUNIOR YEAR AND CAREER SERVICES

The Center for the Junior Year (CJY) engages and empowers students in exploring and clarifying their interests and goals, overcoming personal and academic challenges, and connecting to campus resources and opportunities.

- Hours of operation for Peer Mentors face-to-face and virtual sessions are posted in [CJY website](#).
- The Career Services Office provides pathways to personal and professional fulfillment.
- Most services and resources are accessible via [Career Services website](#).
- Hours of operation and details on accessing a virtual front desk assistant during the posted hours are provided [on their websites](#).

## CAMPUS OPERATIONS

### OVERVIEW OF MULTILAYERED APPROACH TO MITIGATION

The *Spring 2022 Working Protocols and Guidelines*, found in [Appendix 2](#), details the University's multilayered approach to COVID-19 mitigation as it pertains to AY22 operations, which comports with Illinois [Executive Order 2022-01](#), governing the reopening of Illinois. The University's multilayered approach includes:

- **Vaccination and Testing:** The University, in compliance with [Executive Order 2022-01](#) requires all students and employees learning or working on campus to get vaccinated, unless exempt due to a medical or religious objection. On-campus students and workers are required to submit proof of a weekly negative COVID-19 test result until they demonstrate proof of full vaccination. Free COVID-19 testing will take place on campus. Testing can be done on campus through the free, noninvasive, [University of Illinois Shield Test](#), or proof may be submitted of a test from an external provider. Regardless of vaccination status, all community members are encouraged to test before returning to campus after travel or being around large crowds.
- **Mask Mandate:** The University requires *all persons* inside a campus building to wear a mask, *regardless of vaccine status*, unless alone in a closed, private office. Masks may be removed *temporarily* when eating or drinking. Masks are available throughout the university.
- **Symptom Screening:** The University requires *all students and employees* entering campus to engage in daily symptom screening *before* coming to campus. Students and employees with symptoms of infectious disease, including COVID, should stay home and/or seek medical care.
- **Social Distancing:** The University encourages everyone to observe a 6' social distance where feasible and has installed posters and floor guides as a reminder.
- **Handwashing:** The University encourages the frequent practice of handwashing and has placed sanitizing stations near high-touch areas throughout the University where handwashing is not feasible.
- **Respiratory Etiquette:** The University encourages everyone to cough or sneeze into a tissue, immediately dispose of the tissue, and wash their hands. If a tissue is not available, you should cough or sneeze into your elbow (not your hand).
- **Contact Tracing and Isolation/Quarantine:** The University has maintained a dashboard of every reported case of COVID from a student or employee and continues to work with Will County regarding contact tracing. We have voluntarily extended payroll benefits to encourage those employees who should isolate or quarantine to stay home.
- **Ventilation/Cleaning:** The University evaluated its HVAC system to ensure it meets all applicable guidance, and voluntarily supplemented certain high capacity areas with air filtration systems. We also employ rigorous cleaning protocols, including cleaning classrooms between each use.

As evidenced by the above list, a safe campus environment depends on all community members' willingness to fulfill their personal responsibility to comply with the measures the University has put in place and which public health experts recommend. All members are expected to routinely check the [University's COVID-19](#) webpage for updates.

## PUBLIC SPACE UTILIZATION

The following considerations guide plans to maintain social distancing where feasible, minimize touchpoints, and manage potential contamination of common areas:

- Classroom capacity was considered when scheduling Fall 2021 and Spring 2022 courses. Consistent with [Executive Order 2022-01](#), capacity will be limited to allow for 6' social distancing where feasible. Where social distancing is not feasible, a number of other mitigation efforts remain in place for classroom safety, including mandatory masking, air

purifiers to maintain air flow, and classroom sanitization protocols followed after each class. Classroom occupants are required to leave the classroom promptly at the end of the scheduled course time to permit for classroom sanitization.

- Instructional use of spaces is a priority. Requests for room reservations to host large events will require consultation with the [ERT co-chairs](#) before room reservation is approved. The co-chairs are Mushtaq Choudhary – Director of Auxiliary Services and Housing and Carolyn Johnson – Director of Environmental Health and Safety. The event host should work with the ERT co-chairs to develop an event plan that will take into consideration the most current guidance to safely hold the event. This plan must be approved by the ERT co-chairs before the event request is approved and a room is assigned.
- When seeking to reserve a meeting or conference room for purposes other than a scheduled class, the capacity of the room should be considered and limited to permit a 6' social distance where feasible. The capacity of meeting and conference rooms is posted in [25Live](#). Software and hardware are available in many rooms to facilitate virtual attendance. Virtual attendance at meetings should be prioritized even when all participants are physically on campus.
- Adequate signage and floor markings have been installed to encourage social distancing in all reception areas, offices, elevators, and open spaces.
- Check signage for elevator occupancy limits on main campus; Prairie Place will identify elevator guidelines specific to Prairie Place.
- High-touch items such as pens or magazines must be removed from waiting areas.
- Interior doors should remain open during business hours to the greatest extent possible (to avoid the need to use door handles/knobs). If door stops are needed, please [submit a request to FDM](#).

#### UPI BARGAINING UNIT MEMBERS

- MOU negotiated between UPI and the University is in [Appendix 3](#).
- Monitor updates to the [Faculty and Staff page for COVID-19](#).

#### STAFF

- Supervisors are to develop plans for cross-training staff in case of illness or absence to maintain consistent University operations and services.
- Monitor updates to the [Faculty and Staff page for COVID-19](#).

#### STUDENTS

- Participate in the mandated student *COVID 19 Awareness and Prevention* online training module on safety expectations and protocols; and monitor communication sent via email from the Office of the Registrar regarding COVID-19 compliance.

- Follow posted directions and floor guides when using campus services that include, but not limited to services such as Admissions, Financial Aid, the Cube, Library, and the Undergraduate Academic Resource Center.
- Monitor updates to the [Student page for COVID-19](#).

## TRAVEL

- University-related domestic travel is permitted. Per usual practice, all University-sponsored domestic travel must be requested via use of the appropriate travel request form.
- University-sponsored international travel and/or international trips are contingent upon travel advisories; established travel approval protocols must be observed.

## CAMPUS VISITORS

- Visitors are permitted in campus buildings. Safety protocols must be followed, including wearing a mask and observing social distancing where feasible.
- The [Nathan Manilow Sculpture Park](#) is open to the public and the website has guidance on safely visiting under COVID-19 conditions.
- Students may host visitors or guests for overnight on-campus housing during the academic year.
- Admissions tours occurring on campus have been adapted to maintain social distancing for spaces on campus, as feasible. A safety protocol has been developed by Admissions in collaboration with ERT co-chairs.

## CENTER FOR STUDENT ENGAGEMENT AND INTERCULTURAL PROGRAMS

- [The Center for Student Engagement and Intercultural Programs \(CSEIP\)](#) promotes a sense of belonging and connectedness through campus programming, leadership development, intercultural education and service learning as partners with all campus community members. Collectively this unit provides students with holistic programs and activities to enhance the collegiate experience of all students.
- CSEIP will provide guidance on how service-learning projects can be safely conducted following all local, state, and federal guidelines under COVID-19 health conditions.
- Academic Year 2021-2022 student programming will be adjusted to meet University Park, the State of Illinois, and Federal agency guidelines.
- Please engage in continuous monitoring of the [CSEIP website](#) and look for emails from CSEIP for current information on student events.

## FOOD SERVICE OPERATIONS

- [Jaguar Dining Center](#) will be open spring semester.

- Details on campus dining are available on its [website](#).

### GSU FOOD PANTRY

- The [GSU Food Pantry](#) continues to operate.
- The GSU Food Pantry offers non-perishable and perishable food, including produce, meat, and dairy, as well as toiletries and over-the-counter medication to GSU students and their families.
- Consult the [pantry website](#) for service hours and for assistance in applying for SNAP benefits.

### BOOKSTORE OPERATIONS

- [The Follett Bookstore](#) will be open during the 2021-2022 academic year..
- Retail regulations issued by the State of Illinois will be followed.
- Details regarding hours of operation and products available are posted on its [website](#).

### UNIVERSITY HOUSING

- [Prairie Place](#) will be open for the academic year.
- Residents are required to be vaccinated. Vaccination details are provided on campus [COVID webpage](#). Residents who do not meet the posted vaccination deadlines will not be permitted to move in and/or remain in residence.
- Residents will be assigned [move in times](#) beginning the Friday, August 27, 2021 for fall semester and Sunday, January 16, 2022 for spring semester. Two guests will be allowed to help during the move-in process.
- Semi-suite rooms will be at full occupancy.
- Appropriate signage will be posted throughout the building to discourage students from congregating.
- All semi-suites and apartments will be provided with proper signage covering cleaning and hygiene.
- Students will be required to wear face coverings/masks in shared kitchens, lounges, and lobby area.
- Updates due to COVID-19 conditions will be posted on the [Prairie Place COVID-19 webpage](#).



## ATHLETICS AND RECREATION

- Governors State University Athletics Spring 2022 sports will occur in accordance with NAIA, CCAC, and CDC guidelines. For the latest, up to date information please visit <http://www.gsujaguars.com/athletic-training> where you will be able to download all health related documents linked at the bottom of that page.
- The [Campus Recreation and Fitness Center](#) has posted details regarding operating under COVID-19 conditions on its [website](#).

## CAMPUS TRANSPORTATION

- GSU promotes safe and healthy ways to commute to and from the campus.
- We encourage you to check the [Metra Schedule](#) coming to University Park Station.
- The [GSU shuttle bus schedule](#) will follow its posted schedule; users are required to wear masks while on the shuttle.
- The campus shuttle bus will be cleaned throughout the day by shuttle drivers.

## CAMPUS SAFETY

- The [Department of Public Safety \(DPS\)](#) reiterates its commitment to its mission of protecting life and property; to identify and prevent any criminal activity that may occur; to apprehend and assist in the prosecution of any person who commits a crime on our campus; and to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community.
- The values of the [DPS](#) accomplish its mission which is to provide a safe environment in which the community can work and live; provide service to all in a manner that demonstrates respect and dignity for each person; recognize that we serve a diverse community; treat all persons fairly and equally; and provide a strong commitment for the development of our employee's knowledge, training, abilities, and professionalism.
- The DPS is located at C1375 in the main building. The department provides a full range of police services 24 hours a day, throughout the year.
- Campus alerts, changes to campus hours, and information on how to report an incident are posted on the [DPS website](#).

## ACKNOWLEDGEMENTS

- Center for Active Engagement and Scholarship Office @GSU Document: CAES – A Professional Development Framework
- Facilities @GSU Document: COVID-19 Mitigation: Enhanced Cleaning and Disinfection Protocols

- Human Resources @GSU Document: Return to Campus Guideline Protocols
- [Illinois Board of Higher Education 2021 Guidance](#).
- State of Illinois Corona Virus Response website: [Restore Illinois](#)
- University Professionals of Illinois 4100, GSU Chapter: MOU on COVID-19 Related Issues
- Governors State University [Interim Policy COVID-19 Executive Order](#)
- Governor of Illinois [Executive Order 2022-01](#)

## APPENDIX 1

### COVID-19 MITIGATION: ENHANCED CLEANING AND DISINFECTION PROTOCOLS

#### 1. ENHANCED CLEANING FOR MITIGATION

##### A. General guidance:

Increase the frequency of cleaning and disinfecting, **focusing on high-touch surfaces**, such as public restrooms, exercise rooms, library tables, elevator buttons, handrails, tables, faucets, doorknobs, shared toys, and shared keyboards. Increased frequency of cleaning and disinfecting following CDC cleaning and disinfecting to slow spread of flu with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

Practice good hand hygiene after cleaning (and always!):

- i. Wash hands often with soap and warm water for at least 20 seconds.
- ii. If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

##### B. Safety guidelines during cleaning and disinfection:

- i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- ii. Wear eye protection when there is a potential for splash or splatter to the face.
- iii. Ensure adequate ventilation
- iv. Do not mix products or chemicals.
- v. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

##### C. Cleaning and disinfection of surfaces:

- i. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- ii. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
- iii. Use a disinfectant product from EPA List N that is effective against COVID-19. If products on EPA List N: Disinfectants for Coronavirus (COVID-19) are not available, bleach solutions can be used if appropriate for the surface.
- iv. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- v. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of

damage to sensitive machine components. Whenever possible, consider using covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

- vi. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
  - Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.
  - Launder items (if possible) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - If you need to disinfect, use a product from EPA List N approved for use on soft surfaces.
- vii. If a COVID-19 case is confirmed in the GSU community, University units are required to follow the guidance *Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19* outlined in this document.

## 2. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in University spaces. If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the space(s) occupied will be cleaned and disinfected. This protocol follows [Cleaning and Disinfecting Your Facility | CDC](#)

After notification of a person with confirmed COVID-19 on GSU campus, the following cleaning and disinfecting protocol will be followed:

- A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the Emergency Response Team, in coordination with the impacted department and Facilities Development and Management.
- B. Environmental Health and Safety staff will do the following (as applicable):
  - i. Communicate in writing the scope of cleaning to GSU Facilities or other department responsible for cleaning.
  - ii. Identify areas that require restricted access during and immediately following enhanced cleaning.
  - iii. Communicate with impacted department(s).
  - iv. Coordinate with building coordinators/managers.
  - v. Notify the GSU Campus Community of all areas undergoing Enhanced Cleaning and Disinfection.
- C. When cleaning and disinfecting rooms with increased surface area due to a large number of desks, tables, and other furniture, and where a spray application of disinfectant is needed, FDM will notify the building occupants in advance if the spraying will occur during normal

work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

D. The cleaning crew will:

- i. Follow the *Enhanced Cleaning for Prevention* guidance outlined in this document.
- ii. Open windows to the outside to increase air circulation, if possible.
- iii. If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.
- iv. Use products from EPA List N according to the instructions on the product label.
- v. Wear a mask and gloves while cleaning and disinfecting.
- vi. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by Environmental Health and Safety prior to work commencing.

E. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:

- i. Mask.
- ii. Disposable gloves, or a lab coat to protect contamination of clothing.
- iii. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
- iv. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

F. If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

G. If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

## RESOURCES

- [Cleaning and Disinfecting Your Facility | CDC](#)
- [Safety Precautions When Using Electrostatic Sprayers, Foggers, Misters, or Vaporizers for Surface Disinfection During the COVID-19 Pandemic | CDC](#)
- [CDC response plans for Institutions of Higher Education](#)
- [CDC recommendations for confirmed or suspected cases of COVID-19 in healthcare settings](#)
- [CDC cleaning and disinfecting to slow spread of flu](#)

## APPENDIX 2

### ACADEMIC YEAR 2021-2022 WORKING PROTOCOLS AND GUIDELINES

#### 1. INTRODUCTION

Governors State University is committed to the safety and well-being of each community member. The University has adopted the following protocols and guidelines to ensure a safe return to campus for those employees who have worked primarily on a remote basis during the pandemic (and a continued safe environment for those employees who have reported to campus throughout the pandemic). These protocols and guidelines are based on the most current public health information available and will be amended as needed as further guidance is received. To stay current or seek clarifications regarding the protocols and guidelines, visit the [GSU COVID-19 website](#) or contact Human Resources at 708-534-4100.

All employees are expected to stay informed of, and comply with, the protocols and guidelines outlined in this document, including but not limited to faculty, staff, administrative employees, and student workers. Failure to do so jeopardizes the safety and well-being of our students and colleagues, and may result in corrective or disciplinary action.

#### 2. OVERVIEW OF AY22 WORKING CONDITIONS

The University is a complex institution, employing approximately one thousand employees, many of whom are members of seven different negotiated bargaining units. While the working conditions for any individual employee may vary depending on their bargaining unit, department, or duties, the following is generally applicable to GSU employees.

Now that Illinois' shelter-in-place orders have lifted, the University expects all employees to resume their regular duties on campus. ***However, no employee should come to campus if they either have (or suspect they have) COVID-19, or should be isolating due to an exposure.*** Benefits may be available to employees who fall ill to COVID-19 or have been exposed, or must care for a family member with COVID, and certain such employees also may have leave rights under the Family Medical Leave Act (FMLA). Employees are encouraged to consult with Human Resources to determine what their rights and options are. Also, employees with disabilities who require accommodations for any reason, including but not limited to exemptions from the mask mandate or from working on campus, should confer with the Human Resources Department to request an accommodation.

#### 3. TERMINATION OF SHELTER-IN-PLACE WORK CONDITIONS:

Throughout the pandemic, the University followed public health guidance by permitting employees able to perform their duties remotely to do so. Consistent with Stage 5 of the Restore Illinois Plan, the University has terminated that practice effective August 1, 2021.

Employees who worked exclusively on campus during the pandemic shall continue their current work schedules, unless otherwise directed by their supervisor.

Employees who are not members of a negotiated bargaining unit shall report to work on campus on their regularly-scheduled days and at their regularly scheduled times as of August 1, 2021. Such employees are invited to explore the option of remote and alternative work schedules pursuant to the new [Interim Employee Remote Work and Alternative Work Schedule and Procedures](#) which is guided by [HR Policy](#).

Employees who are members of a negotiated bargaining unit and who worked remotely during the pandemic shall report to work on campus pursuant to the terms of their collective bargaining arrangements with the University and/or individual work plans.

Any employee who seeks permission to work remotely due to a disability has the right to seek an accommodation and is directed to consult with Human Resources regarding the application process.

For information on whether to come to work when feeling sick or when exposed (or potentially exposed) to someone with COVID-19, please see Section 5 below.

#### 4. EMPLOYEES' PERSONAL RESPONSIBILITIES

##### 4.1. GET VACCINATED

Employees are required to be fully vaccinated if working on campus, unless exempt from vaccination due to a medical or religious exemption. Employees should confer with Human Resources if they seek such an exemption. COVID testing will take place on campus. Employees who have voluntarily submitted documentation evidencing that they are fully vaccinated are exempt from testing. Testing can be done on campus through the free, noninvasive, [University of Illinois Shield Test](#), or proof may be submitted of a test from an external provider. Fully vaccinated employees who are eligible for a booster are encouraged to get one as soon as possible.

The University has hosted vaccine clinics on campus in partnership with Walgreens and intends to continue to do so on an as-available basis. Vaccines are readily available. Employees may find more details on where and how to obtain a vaccine at <https://www.vaccines.gov/>.

The University wants to ensure that employees' vaccine and testing records are safely received and stored in order to protect their privacy. Please upload vaccination records via [MedProctor](#).

##### 4.2. WEAR A MASK INDOORS

The University requires all persons in a campus building to wear a mask ***regardless of vaccination status***, unless they are alone in a private, closed office. Masks should fit snugly and cover both the mouth and nose.

Vaccinated individuals need not wear a mask outside.

Masks should be replaced if they become wet or soiled. Masks have been placed around campus for your use.

Masks need not be worn while eating or drinking, but should be replaced immediately thereafter.

You should wash your hands (or use hand sanitizer) immediately after touching or removing your mask.

Masks that fit loosely, are single layer, or are of loosely-woven (see through) fabric, are not recommended. Masks should be breathable and have two or three layers.

Employees who cannot wear a face mask because of a disability should contact Human Resources to explore the possibility of an accommodation.

Employees should exercise tolerance when they observe a person on campus without a mask and recognize that certain individuals may not be able to wear a mask due to a medical condition. If an employee has a concern about another employee violating the mask mandate, they may report that issue to Human Resources for further investigation. If employees have concerns about a student violating the mask mandate, they may report that issue to Student Affairs for further inquiry.

#### **4.3. SCREEN FOR SYMPTOMS *BEFORE* ENTERING CAMPUS**

Every employee is required to perform a self-assessment health check each day before coming to campus. This tool is for your use only; the University does not collect data from this tool. People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19 ***and should not come to campus***.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

See Section 5 for what to do if experiencing any of these symptoms or observing these symptoms in others.

Supervisors may request that employees exhibiting these symptoms leave campus and refrain from reporting to work until cleared to do so by a health care provider.

#### **4.4. KEEP HANDS CLEAN/PRACTICE GOOD SNEEZE & COUGH ETIQUETTE**

Employees should wash their hands frequently with soap and water for twenty seconds, particularly after coughing, sneezing, touching or removing their masks, using the restroom, or touching a high-traffic surface such as an elevator button or door knob. Where it is impracticable to wash hands with



soap and water, employees should disinfect their hands with hand sanitizer containing at least sixty percent (60%) alcohol. Employees should adopt the habit of coughing or sneezing into a tissue, disposing of it immediately, and washing their hands. Where a tissue is not available, employees should cough or sneeze into their elbow.

The University will provide hand sanitizer and disinfecting products (e.g., spray bottle with disinfectant and paper towels) for employees to self-clean their personal work areas. These products will be provided at no cost for General Revenue units/operations. Individual employees should work through their Unit Heads/Directors/Chairs to request supplies from ERT on a group (rather than individual) basis. Requests can be made to ERT via email to [ERT@govst.edu](mailto:ERT@govst.edu).

For those units that need products beyond what the University carries, units should procure those items directly as they normally would procure any other office supplies.

Employees are encouraged to wipe down their personal work spaces regularly.

#### 4.5. TRAINING

All employees are expected to complete a brief training module addressing safety expectations and protocols. Access to the training will be sent to employees via their GSU email accounts. Those employees whose jobs required them to work on campus prior to Fall Semester 2021 must still complete the training. Information on the training module will be provided by Human Resources (HR). HR will notify campus supervisors once it is available.

### 5. WHAT TO DO WHEN EXPOSED TO OR INFECTED WITH COVID-19

Employees should not come to campus if they test positive for COVID-19 or exhibit symptoms of COVID-19 (see Section 4.3 above for symptoms). Instead, they should follow the instructions below in Section 5.1. Employees who believe they may have had exposure to a confirmed case of COVID-19 should follow the instructions below:

The CDC [updated its guidance for isolation and quarantine periods](#) for the general population. The CDC provides a detailed description of [QUARANTINE](#) and when to move to it via their [website linked here](#).

The CDC provides a detailed description of [ISOLATION](#) and when to move to it via their [website linked here](#).

CDC guidance on when to [QUARANTINE](#):

- Action to take if you [were exposed to COVID-19](#) and are [NOT up-to-date on COVID-19 vaccinations](#)
- Action to take if you [were exposed to COVID-19](#) and [ARE up to date on COVID-19 vaccinations](#)
- Action to take if you [were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days](#) (you tested positive using a viral test)

CDC guidance on when to [ISOLATE](#):

- Action to take if you [tested positive for COVID-19 or have symptoms, regardless of vaccination status](#)

### **5.1. EMPLOYEES WHO HAVE BEEN DIAGNOSED WITH COVID-19**

If an employee tests positive for COVID-19 (or is otherwise diagnosed as having it), that employee should notify the employee's supervisor that the employee cannot come to campus. If the employee is able to perform the employee's duties remotely and feels well enough to do so, the employee should work remotely and record their time as regular working hours. If the employee is either (a) not able to perform the employee's duties remotely or (b) is not well enough to work remotely, the employee should use the term "COVID" to code their time away from the office when unable to work and confer with Human Resources about what payroll benefits may be available to them.

The employee also must self-report the employee's positive status immediately via the [Coronavirus \(COVID-19\) Self-Reporting Form](#).

GSU Human Resources and co-chairs of the Emergency Response Team will maintain confidentiality to the extent possible, while fulfilling public health reporting and tracing guidelines.

In addition, if an employee has no symptoms or symptoms are resolved for at least 24 hours, employees can return to work with either a Negative COVID-19 test taken on Day 5 of Quarantine (rapid or PCR) or a doctor's note on Day 5 of Quarantine that provides clearance to return to campus before returning to campus. Note – per CDC guideline linked above "Day 5" is defined as five days after Day Zero – which is the first day you exhibit symptoms. Employees should consult with Human Resources prior to their return to ensure that their medical clearance is sufficient.

### **5.2. EMPLOYEES EXHIBITING SYMPTOMS OF COVID-19**

Employees who exhibit symptoms of COVID-19 should not come to campus. If an employee experiences symptoms of COVID-19, that employee should notify the employee's supervisor that the employee cannot come to campus due to experiencing COVID-19 symptoms. If the employee is able to perform the employee's duties remotely and feels well enough to do so, the employee should work remotely and record their time as regular working hours. If the employee is either (a) not able to perform the employee's duties remotely or (b) is not well enough to work remotely, the employee should use the term "COVID" to code their time away from the office when unable to work and confer with Human Resources about what payroll benefits may be available to them.

A supervisor and/or Human Resources is entitled to ask an employee calling in sick to work if they have tested positive for COVID-19 and/or is experiencing symptoms of COVID-19 and employees are expected to provide such information if applicable.

An employee who stays home or is sent home due to symptoms of COVID-19 shall provide a Negative COVID test taken on Day 5 of Quarantine (rapid or PCR) or a doctor note on Day 5 of Quarantine. Note – per CDC guideline linked above "Day 5" is defined as five days after Day Zero – which is the first day you exhibit symptoms.

### **5.3. IF AN EMPLOYEE IS EXPOSED TO COVID-19**

Except as provided below, anyone who has had [close contact](#) (meaning within 6 feet for a cumulative total of 15 minutes or more during a 24 hour period) with someone with COVID-19 should stay home for 5 days **after their last exposure** to that person. If an employee has no symptoms or symptoms are resolved for at least 24 hours, employees can return to work with either a Negative

COVID-19 test taken on Day 5 of Quarantine (rapid or PCR) or a doctor note on Day 5 of Quarantine that provides clearance to return to campus before returning to campus. Note – per CDC guideline linked above “Day 5” is defined as five days after Day Zero – which is the first day you exhibit symptoms.

*However*, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Someone who has been [fully vaccinated](#) and boosted and shows no symptoms of COVID-19. However, fully vaccinated and boosted people are asked to monitor their symptoms daily. Fully vaccinated and boosted people should get tested 3-5 days after their exposure, even they don't have symptoms, and wear a mask indoors in public for 10 days following exposure or until their test result is negative.

## APPENDIX 3

### UNIVERSITY PROFESSIONALS OF ILLINOIS MEMORANDUM OF UNDERSTANDING ON COVID-19 RELATED ISSUES

#### SPRING SEMESTER 2022

This Agreement is entered into by and between Governors State University (the “University”) and the University Professionals of Illinois, IFT-AFT, Local 4100 (the “Union”) (collectively referred to as the “Parties”) on the date set forth below.

#### I. PREAMBLE AND GENERAL TERMS

Governors State University (GSU) and the University Professionals of Illinois, Local 4100 (UPI) support and appreciate each other’s willingness to cooperate and collaborate during this uncertain time created by the COVID-19 pandemic.

Notwithstanding anything in this agreement or the existing Collective Bargaining Agreement to the contrary, bargaining unit members shall comply with applicable federal and state law, including but not limited to Governor Pritzker’s [Executive Order No. 2021-32](#), to the extent such requirements relate to their employment with the University.

During Phase 5 (Illinois Restored), GSU desires to prioritize face-to-face and on-campus engagement of students and employees. This MOU is entered into with the intent of following public health guidance and ensuring safety of UPI members.

Most importantly, the aim is to ensure that the existing Collective Bargaining Agreement be maintained and that any temporary alterations to the Agreement be clearly stated in this MOU.

Most of the terms of this MOU apply specifically to the period of GSU’s response to the COVID-19 pandemic to ensure continuity of education for students and that operational needs are met.

Any prior MOUs on this issue between the parties have expired or are otherwise superseded by this Agreement.

The terms “member” and “UPI bargaining unit member” generally refer to all GSU employees represented by the Unit A and Unit B UPI collective bargaining agreements.

This MOU is effective upon its acceptance by both parties and ends May 31, 2022. The Parties recognize, however, that conversations could be on-going as circumstances change and the situation warrants.

#### II. COURSE DELIVERY

Program needs and delivery mode as approved through regular curricular process are the primary determinants of modality in the assignment of duties and work plans. In light of COVID-19, Department chairs and supervisors are encouraged to consult members as they formulate workload and work plans for the upcoming semester. Members with unique situations are encouraged to meet with chairs and supervisors as soon as possible to discuss those unique situations.

#### III. SCHEDULE ACCOMMODATIONS AND ADJUSTMENTS

UPI bargaining-unit members who have medical conditions (as listed by the Centers for Disease Control and Prevention on execution of this agreement and as may be amended by the CDC) that make them more likely to get severely ill from COVID-19 and who provide documentation of the medical condition from a health care provider or are medically vulnerable with an underlying disability as defined by the Americans with Disabilities Act (ADA) (as documented by a health care provider), may request an accommodation to allow for remote-only activities for the duration of this MOU. Should such a request be made, GSU will engage in the interactive process with the UPI bargaining-unit member to determine whether the request for the accommodation of remote-only activities is reasonable. Bargaining unit members with existing conditions who wish to request this accommodation should submit the request and documentation to Human Resources no later than January 10, 2021. Any bargaining unit member who newly develops a condition as defined above during the term of this MOU may initiate a request after this date, subject to the same interactive process and requiring documentation of the onset of the condition after January 10, 2021. A bargaining-unit member granted a remote only accommodation may return to professional campus activities upon submission of a medical release from their health care provider.

Noncompliance with GSU's COVID-19 policies can result in disciplinary action consistent with the GSU-UPI Collective Bargaining Agreements. Specifically, while following the terms of the Agreement, the Provost may consider sanctions against a member for non-compliance of COVID masking and social distancing under this MOU. A member's first violation may result in a letter of reprimand; a second violation may result in an economic penalty such as a one-day suspension without pay.

The University will continue to require and enforce mask wearing for all individuals while on campus.

The University will make reasonable efforts to maintain a sufficient supply of disposable masks for faculty/ASPs to take with them to class to hand out to anyone without one.

The University will ensure that social distancing measures, based on state guidance and/or CDC guidelines, are enforced by moving courses and meetings to spaces large enough to accommodate the appropriate number of individuals or by decreasing class size.

The University will provide HEPA filters for the classrooms and follow American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidance for classroom buildings as it relates to MERV13 filters.

Facilities will develop and post HEPA filter protocols and operating instructions in all classrooms by January 10, 2022 and present the protocols to the Deans Council. The University and supervisors will share the protocols with UPI members.

Faculty with concerns about a specific assigned classroom should raise their concerns with their Department Chair. If available, a new location may be assigned.

GSU will continue to update its COVID-19 dashboard on the GSU homepage for the remainder of the 21-22 academic school year.

Where appropriate and based on the assignment of duties and an individual's work plan, UPI members may host virtual office hours and meetings with students. Office hours,

independent study meetings, tutorials, research project meetings, faculty advising, etc., may be remote based on the GSU-UPI Agreement even if the UPI member responsible for the meeting and the student(s) are on campus. No student will be required by a UPI member to meet in person if they are not comfortable doing so.

Where practical and available, alternate spaces should be used to maximize face-to-face interactions outside of the classroom. The decision for remote eligible tasks or activities (excluding required face-to-face events either on- or off-campus) is the bargaining-unit member's decision after consultation with the student(s) involved.

As appropriate, members are expected to respect and honor student requests to be remote for office hours and/or individualized activities.

At no time will in-person advising result in room density in violation of DCEO/Illinois Board of Higher Education (IBHE) guidance. In the event an Advisor would like specific safety measures for their office, they may request such measures from ERT who will take all reasonable efforts to accommodate the Advisor's request.

Meetings may be held virtually and an individual does not have to have a COVID-19 accommodation to participate remotely. In contexts when the Open Meetings Act or local by-laws do not permit remote participation and/or the definition of a quorum excludes remote participation, then bargaining unit members will not be penalized for evaluation purposes as a result of a lack of participation in these situations. In all events, individuals are advised to work with committees and councils to ensure shared governance continues.

If a student is unable to attend an in-person class as a result of a COVID-related accommodation, faculty will not be required to teach a separate remote section of the course(s), unless appropriate credited hours are awarded for the remote section(s).

Public spaces on campus (i.e., the Library, cafeteria) will follow all relevant sector/activity specific guidance required by state public health agencies.

With respect to public non-instructional spaces, GSU commits to being in compliance with state guidance on venues from the DCEO and IDPH and will address any concerns brought forward by UPI members. Additionally, GSU commits to sanitizing and all other IBHE classroom-specific protocols when public spaces are reset as classrooms or alternative learning spaces. Further, alternative learning spaces and traditional classrooms are prioritized for instruction, with outside and registered student organization (RSO) use limited through at least the end of Spring 2022.

UPI members who are admission counselors and/or recruiters and who are expected to attend in-person recruitment fairs at high schools or other locations will be exempt from attending any event that does not follow Illinois State Board of Education (ISBE) guidelines and/or that substantially deviates from campus practices. In these situations, the member will consult with their supervisor regarding utilizing a remote recruiting strategy for the event. The campus mask mandate applies to all on campus recruitment events and masks will be made available to attendees.

#### **IV. EVALUATION**

A. Tenure/Promotion/Retention/Evaluation of Unit A faculty and evaluation of Unit B Lecturers and Academic Support Professionals: All evaluators must consider the impact

that the pandemic had on research/scholarship/creative activity, and primary duties – including but not limited to – travel restrictions, lab/studio/exhibition and performance space closures, interruptions to work with research/creative collaborators (colleagues, professionals, and students), on service opportunities, and on members’ mental health and family situations. A member cannot be denied tenure/retention/promotion due to the pandemic's impacts on their research/scholarly/creative activity/service/primary duties. Particular attention should be paid to the potential impact on UPI members who are probationary. Faculty are encouraged to include in their evaluation portfolios statements (with supporting documentation) identifying the ways the COVID-19 semesters affected their service and/or research/creative activity/primary duties. All evaluative bodies will be strongly urged to give these statements their most careful consideration and to evaluate tenure/promotion portfolios on the basis of the quality, rather than quantity, of the work achieved during this time.

- B. For the purposes of evaluation and merit-based processes, virtual participation in workshops, professional development activities, and campus events will be counted the same as traditional participation.
- C. If a supervisor/peer evaluation is required or recommended by the Division/Department Criteria but is not available due to COVID, the evaluation process will proceed without them. This will apply to the supervisor/peer observation as required in the COVID impacted semesters of Summer 2021, Spring 2021, Fall 2020, Summer 2020, and Spring 2020.
- D. The inclusion of Student Evaluation of Instruction (SEI) from the COVID impacted semesters of Summer 2021, Spring 2021, Fall 2020, Summer 2020, and Spring 2020 in portfolios will be at the discretion of the faculty member. This will apply to any portfolios submitted during the 2021-2022 evaluation cycle and to subsequent cumulative portfolios which include these semesters.
- E. If any aspect of the merit-based increase application process is unavailable due to COVID, the process will proceed without it.

## **V. ADDITIONAL CONSIDERATIONS**

GSU and UPI agree to follow all state public health guidance as it relates to variants and other dynamics of the COVID-19 pandemic. In situations where substantive new guidance emerges that requires enhanced mitigations and/or a change in campus practices (e.g., changes to work modality and/or strengthened safety measures), GSU and UPI will discuss modifications to this MOU and/or current practices.

GSU and UPI agree to communicate regularly, ordinarily at least every two weeks, to assess any situations related to COVID-19 and attempt to resolve and agree-to mitigation issues as soon as practical.

Both GSU and UPI agree to encourage all members to be vaccinated, assist with member education, and advocate/lobby for additional infrastructure funds to improve university ventilation systems for both short- and long-term benefits.

For bargaining unit members who test positive for COVID 19, who exhibit COVID 19 symptoms, or who have been exposed to COVID 19, this MOU incorporates by reference Sections 5, 5.1, 5.2, and 5.3 of Appendix 2 to the Governors State University 2021-2022 Operating Plan.

[https://www.govst.edu/uploadedFiles/Campus\\_Life/Campus\\_Safety/COVID-19/COVID-19-pdfs/GSU%20Operating%20Plan%20AY21%208-15-21.pdf](https://www.govst.edu/uploadedFiles/Campus_Life/Campus_Safety/COVID-19/COVID-19-pdfs/GSU%20Operating%20Plan%20AY21%208-15-21.pdf)

Both GSU and UPI agree to encourage all employees, vaccinated or not, to take a COVID-19 PCR test within 72 hours before returning to campus after Winter Break. Employees should not return to campus if they test positive without written clearance from their physician per the University's 2021-2022 Operation Plan.

If any UPI member believes that they are being unreasonably treated regarding any aspect of this MOU, then that member can avail themselves of the grievance process in the GSU-UPI Agreement.

In the event GSU offers a financial incentive to its unvaccinated students to encourage them to get vaccinated, GSU will provide the same financial incentive to unvaccinated UPI bargaining unit members who get vaccinated during the term of this MOU.

GOVERNORS STATE UNIVERSITY

UNIVERSITY PROFESSIONALS OF  
ILLINOIS, IFT-AFT, LOCAL 4100

By:

Cheryl Green, Ph.D.  
President, Governors State University

By:

Mike Hart  
President, GSU Chapter of UPI Local  
4100

Date: January 8, 2022

Date: January 7, 2022

### **Addendum to MEMORANDUM OF UNDERSTANDING COVID 19 ISSUES**

#### **Spring Semester 2022**

This Addendum to the Memorandum of Understanding on COVID 19 Issues for the Spring Semester 2022 (Spring 22 COVID MOU) is entered into by and between Governors State University (the "University") and the University Professionals of Illinois, IFT-AFT, Local 4100 (the "Union") (collectively referred to as the "Parties") on the date set forth below.

In the Spring 22 COVID MOU the Parties agreed to continue discussions to address the changing circumstances regarding COVID 19. Pursuant to that agreement, the Parties met to discuss the changing conditions resulting from the spread of the "Omicron variant." As a result, the Parties reached agreement on this Addendum to the Spring 22 COVID MOU as follows:

#### **I. Remote Work**

- A. Between January 18, 2022, and January 21, 2022, UPI Unit A and Unit B bargaining unit members have the option to work remotely.
- B. Employees exercising the option to work remotely will inform their supervisors of their decision as soon as possible.
- C. Faculty (Unit A and Unit B) who exercise the option to teach remotely, will inform students of the change to remote instruction as soon as possible. Faculty who elect this option are required to deliver online portions synchronously, as scheduled. Faculty who elect this temporary remote option are also responsible for working with their department to ensure appropriate signage is posted in the assigned space prior to the scheduled start time. Any



temporary remote changes shall not result in any change in the university schedule or edits to the Registrar's official records. Faculty who are committed to maintaining face-to-face classes are encouraged to do so. Internships, clinicals, student teaching, and other community based learning experiences will continue as scheduled.

- D. Non-teaching bargaining unit members who have previously scheduled meetings with students and who exercise the option to work remotely will communicate with students as soon as possible about the change and will work with students to meet remotely.

**II. Masks**

- A. Subject to availability, the University shall provide KN95 masks to all employees and all students who request such masks.
- B. The University shall encourage all employees and students to wear appropriate masks while in indoor spaces on campus.

**III. Testing**

- A. The University shall continue "wastewater" testing for COVID-19 infections on campus during the Spring semester of 2022.
- B. The University shall provide the Union with regular updates on the results of the "wastewater" testing.

**IV. Extension of Remote Work Option**

In consultation with the Union, the University shall assess relevant data, including but not limited to that obtained from the "wastewater" testing referenced above, to determine if conditions warrant extending the option for remote work referenced above beyond the dates set forth above.

GOVERNORS STATE UNIVERSITY

UNIVERSITY PROFESSIONALS OF  
ILLINOIS, IFT-AFT, LOCAL 4100

By:

Cheryl Green, Ph.D.  
President, Governors State University

By:

Mike Hart  
President, GSU Chapter of UPI Local  
4100

Date: January 22, 2022

Date: January 22, 2022





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