



Clarke
UNIVERSITY

Employee **COVID-19** Guidebook



INTRODUCTION

Since the start of this pandemic, the health and safety of all Clarke employees and students have always been our first priority. We implemented a multi-phased “Return to Work on Campus” plan designed to safely return employees to work on campus and provide information on physical distancing and hygiene, policies, self-monitoring of health, and more. All employees are required to follow the guidelines for physical distancing and hygiene to protect the health and safety of students, staff, faculty, and visitors.

WHAT WE ARE DOING

- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout campus.
- Posters will be displayed with reminders on how to prevent the spread of germs and maintaining proper social distancing.
- Business hours/workdays will be modified to allow for staggered work shifts to reduce the number of people on campus at one time.
- Workspace layouts and seating arrangements will be revised to allow for social distancing.
- Meeting rooms, break rooms, and other communal areas will have reduced seating and capacity limits.
- Plexiglas partitions will be used in areas where there is frequent person to person interaction.

WHAT EMPLOYEES CAN DO

- If you are sick, stay home or go home.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently and thoroughly with soap and water for at least 20 seconds (or, if soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol).
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a face-covering/mask when leaving your office space.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Talk to your supervisor if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all policies and practices.
- Employees should eat in a location that allows for appropriate physical distancing (outdoors, in an enclosed or private space, in an office with the door closed).
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.

Note: All visitors to campus, including vendors, guest speakers, etc. will be expected to follow these guidelines.

PHASE 3

Phase 3 of Clarke's "Return to Work" process will start on Monday, August 17.

In an attempt to slow the spread and avoid having an entire department exposed at once to COVID-19, staff will operate on an alternating group work schedule. All staff will be expected to return to campus at this time as a member of either group A or group B. Group A employees will work on campus on Mondays and Tuesdays and Group B will be on campus on Thursdays and Fridays. Wednesdays will be virtual workdays for staff who are able to and offices will be closed to the public.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A <i>on campus</i>	Group A <i>on campus</i>	Virtual Work Day	Group B <i>on campus</i>	Group B <i>on campus</i>
Group B <i>at home</i>	Group B <i>at home</i>	<i>On campus</i> <i>offices closed</i>	Group A <i>at home</i>	Group A <i>at home</i>

We understand this arrangement will not work for all departments, especially those who have student interaction and those whose positions rely on their office space to do their job. The Director of each department will be responsible for assigning the employees in their area to either Group A or Group B, if applicable. Normal office hours of 8:00 a.m. - 4:30 p.m. will resume.

CLEANING OF SPACES

Essential services will operate on their normal work schedule. The Custodial staff will use Wednesdays to deep clean office areas.

OFFICE SPACES

Until the spread of the virus in our community slows down, we ask that employees stay in their work area as much as possible. We must respect offices as private spaces in which others shall enter by appointment only. Most departments will not allow drop in visits at this time. Faculty members, please refer to future communication from Academic Affairs regarding your return to campus.

MEETINGS

Meetings should continue to be virtual. No meetings should be conducted in office spaces. If necessary, access to conference rooms limited to the number of people in the room in which social distancing would allow. Please follow maximum capacity postings for conference rooms/gathering areas.

Please see page 13 of this guide for more information on meetings and events.

COMMON SPACES

Break rooms and common areas should have only one person in the room at a time.

The Kehl Center will reopen for student use. The Campus Store will reopen. Hours for both will be announced at a later date. Mail pick-up will be available at the back window every day.

VISITORS

During Phase 3, visitors are allowed on campus by appointment only.

HYGIENE/SOCIAL DISTANCING

Always practice safe social distancing (6 feet) and proper personal hygiene. Per Clarke policy, masks or face coverings are required when individuals are outside their personal office workspace. Clarke's face covering policy is included in this guide.

ILLNESS

If you are sick, do not come to campus and notify your supervisor. If you test positive for COVID-19, notify your supervisor, Jody Pfohl, and Tammy Moore. Included in this guide is a flow chart to assist you in determining whether you should stay home or come to work.

Current guidelines recommend additional care and attention be provided for the needs of "vulnerable employees" or employees with certain identified risk factors related to COVID-19. If you believe you are a vulnerable employee, have other underlying health conditions or concerns you should notify your supervisor and Human Resources to further discuss specific circumstances and accommodations. If 100% remote work is part of the accommodation, the "Request to Continue Working Remotely During COVID-19" form must be completed. Documentation from your physician will also be required. Currently, the CDC identifies "vulnerable" population to include [these circumstances and conditions](#).

Given this is an ever-changing situation, we will continue to monitor developments and update our course of action as new information becomes available through the CDC and local health authorities. In the meantime, please do your part to stay healthy, and be prepared for potential disruptions.

We are very fortunate to have strong, local medical providers to help guide us as we navigate this new normal. Clarke University, Loras College and University of Dubuque are partnering with MercyOne and Unity Point Finley Hospital as we plan to re-open our campuses. We feel a greater sense of comfort having knowledgeable expertise as we develop our safety guidelines, access testing, and provide care for our students, faculty and staff.

RETURN TO WORK FAQs

Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee self-screenings and social distancing practices to keep our campus healthy.

How do I prepare to return to work?

Before returning to work on campus, all employees are required to complete COVID-19 training. You will receive an email containing links to the training through the Safe Colleges program. Upon return, all employees will be provided with 2 masks, a lanyard and hand sanitizer.

Will I be required to monitor my health daily?

We are asking individuals to monitor their own health daily, including checking your temperature before coming to campus. Please use daily the health monitoring flow chart provided to you in this guide. Employees should not report to work and contact their healthcare provider if they do not feel well.

What if I am part of the CDC-defined High Risk for Severe Illness from COVID-19 Population?

The CDC has identified individuals with a higher risk for severe illness from COVID-19 as older adults and people who have serious underlying medical conditions. [Please click here for most up-to-date identifications.](#)

Employees in the identified groups should consult the [CDC's extra precautions site](#) and speak with their healthcare provider.

Supervisors or employees should contact Human Resources to discuss instances potentially needing additional accommodation for someone who has identified themselves as higher risk for severe illness and unable to work in conditions provided to them. If you believe you are a high risk employee, have other underlying health conditions or concerns you should notify your supervisor and Human Resources to further discuss specific circumstances and accommodations. If 100% remote work is part of the accommodation, the "Request to Continue Working Remotely During COVID-19" form must be completed. Documentation from your physician will also be required.

What should I do if I have COVID-19 symptoms or have a sick family member at home with COVID-19?

Employees who feel ill should notify their supervisor per Clarke's policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees with confirmed cases of COVID-19 should follow [CDC recommended steps](#). You should not return to work until the [criteria to discontinue home isolation](#) are met. Contact Human Resources for more information on available paid time off. Employees who are well but who have a family member at home sick with a confirmed case of COVID-19 should notify their supervisor, follow the CDC recommended precautions, and discuss your options for remote work or paid time off with Human Resources.

Do I have to wear a mask at work?

Masks or face coverings will be required when employees leave their office area until further notice. This is for your individual safety as well as the common good of our students, employees and extended community. Clarke will provide each employee with 2 face masks. Please see the Clarke Face Covering policy included in this guide. If you have a medical or other condition that restricts you from wearing one, please notify Human Resources to request a face shield instead.

Will my temperature be taken each day at work?

No, your temperature will not be taken by someone at work. We ask that you take your temperature and complete the daily health monitoring flow chart provided in this guide before coming to work each day. If your temperature is 100.4 or higher, do not come to work. You may also use the following online app for monitoring symptoms: [COVID-19 Self Checker](#)

Will we continue to have in-person meetings?

In order to promote social distancing on campus, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your supervisor can provide you with guidance specific to your role. Face-to-face meetings are not to be conducted in small office spaces. If face-to-face meetings are required, the meetings should take place in an open space area where social distancing can be maintained.

What are the guidelines for employees who travel to areas with higher rates of infection?

Non-essential business travel is not recommended. Any business travel must be pre-approved by your supervisor before booking the travel. Personal travel is at your discretion. We ask that all individuals returning to campus follow the CDC guidelines set out for traveling throughout the United States:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always risk of workplace exposure to communicable diseases. Employees who test positive for COVID-19 will notify the Director of Human Resources as soon as possible. Upon notification, an interview will be conducted between the Director of Human Resources and the individual who tested positive in order to carry out contact tracing. If the employee exposed others on campus, affected employees will be immediately informed of the possible exposure by email from the Director of Human Resources. Exposure is considered being within 6 feet of the infected person for 15 minutes or more. Employees who have been potentially exposed will be sent home and asked to work remotely/self-quarantine for 14 days from the date of exposure. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.

Will employees be notified if/when there are additional cases of COVID-19 on campus?

Periodic updates on COVID-19 cases will be provided; however, we do not expect to make university-wide announcements of each case. As with the initial case reported, contact tracing will occur which may lead to some students and employees being contacted for follow-up.

How will the cleaning of my personal office space be handled?

Custodial staff will not enter personal office space unless you request to have your floors vacuumed. Each office will be provided appropriate cleaning supplies for employees to clean their own office area. Trash that needs to be emptied should be placed outside your office door when leaving at the end of the day. Common spaces will be cleaned by custodial staff.

FACE COVERING POLICY

We continue to monitor our workplace and add safety measures based on guidance from the Centers for Disease Control and Prevention (CDC) and other government organizations. In line with those safety measures, we are providing this guidance regarding the use of face coverings to prevent the spread of COVID-19.

Employees are required to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. Clarke will provide each employee and student with 2 face masks. It is required that employees wear face coverings when entering and exiting the building, in hallways, open workspaces and when using common areas such as bathrooms, kitchens and lounges. If an employee or student is in your workspace and has a mask on, even if social distancing of 6 feet or more is in place, we ask that you respect their wishes and put one on too. It is recommended that cloth face coverings should be 100% cotton and washed daily with soap and water. Face coverings must be business appropriate and be in line with Clarke University's mission and values. In accordance with updated CDC guidance, gaiters and face shields (when worn without a mask) do not meet the University face covering requirement.

Remember that wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently touched surfaces, and practicing social distancing.

If you feel sick or if you are experiencing any symptoms of COVID-19 (fever, cough, difficulty breathing, chills, headache, muscle pain, sore throat, or new loss of taste or smell), let your supervisor/department chair know, go home immediately, and contact your healthcare provider for additional guidance.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes.

Blatant violations of this requirement will be subject to disciplinary action up to and including termination of employment. If you have any questions about the use of face coverings in the workplace, contact your supervisor or the Human Resources department.

WHEN TO STAY HOME

Do you have a temperature of 100.4°F (38°C) or higher?

YES

NO

Are you experiencing cough or shortness of breath?

YES

NO

Do you have two (2) of the following: chills, muscle ache, sore throat, headache, a new loss of taste, or a new loss of smell?

YES

NO

Have you or someone in your household had a confirmed positive COVID-19 test in the last 14 days?

YES

NO

Have you been less than 6 feet for more than 15 minutes with someone who has a confirmed positive COVID-19 test in the last 48 hours?

YES

NO

If you answered “no” to **ALL** of the above questions, then it is safe to go to work. Please practice good hand and respiratory hygiene, social distancing, wear a mask when you are not able to social distance, and continue to monitor for any changes in your health.



If you answered “yes” to **ANY** of the questions listed, then please do the following:

- ***Stay home and call your health care provider***
- ***Notify your supervisor. If you test positive for COVID-19, also notify Jody Pfohl and Tammy Moore.***



EXPOSURE CHART

<h2>A</h2> <h3>Primary Exposure</h3>	<h2>B</h2> <h3>Secondary Exposure</h3>	<h2>C</h2> <h3>Tertiary Exposure</h3>	<h2>D</h2> <h3>Community Exposure</h3>
<p>You are suspected or have been confirmed of having COVID-19</p>	<p>You have worked with, lived with or have been exposed to person "A," someone with a confirmed or suspected case of COVID-19</p>	<p>You have been in contact with someone "B," who has been exposed to someone "A" who is being tested for suspicion of COVID-19</p>	<p>All of Us</p>
<p>Report to HR and provide medical documentation</p>	<p>Report to HR</p>	<p>Report to HR</p>	<p>N/A</p>
<p>Do not be on Campus</p>	<p>Do not be on Campus</p>	<p>May be on Campus</p>	<p>May be on Campus</p>
<p>Return only when cleared by Medical Provider - provide release to HR</p>	<p>Return following 14 days after last exposure to person "A"</p>	<p>Able to work on campus, adherence to CDC protocols required</p>	<p>Able to work on campus, recommend following CDC protocols</p>
<p>Self-quarantine, follow medical provider directives</p>	<p>Self-quarantine, seek medical advice</p>	<p>Self-monitor for symptoms for at least 14 days from last exposure to "B." Should symptoms develop, self-quarantine, seek medical advice</p>	<p>Always self-monitor before coming to campus Anyone feeling ill should remain home</p>
<p>May work remotely provided you are able and medical allows you to.</p>	<p>May work remotely provided your position allows you to.</p>	<p>Work on campus or as scheduled</p>	<p>Work on campus or as scheduled</p>

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICY

STATEMENT OF POLICY

It is the policy of Clarke University to comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA). The FFCRA provides employees with Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020.

TWO TYPES OF LEAVE COVERED UNDER FFCRA

1) EMERGENCY PAID SICK LEAVE (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject (or advised) to quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Eligibility for EPSL

All employees, regardless of their tenure with the organization, with full-time or part-time status are eligible to receive this benefit.

Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees (scheduled to work 40 or more hours per week): 80 hours at their regular rate of pay, subject to caps and reasons noted below.
- Part-time employees (scheduled to work less than 40 hours per week): the number of hours that the employee works, on average, over a two-week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above). Employees who are caring for an individual affected by COVID-19 and those whose children's schools or childcare providers have closed (reasons 4, 5 and 6 above) receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total).

Return to Work Following EPSL

Employees are required to follow guidelines established by the [Centers for Disease Control and Prevention](#) as it relates to ceasing home isolation practices.

2) EMERGENCY FAMILY MEDICAL LEAVE ACT (EFMLA) EXPANSION

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work (or remote work) due to caring for the employee's son or daughter because the child's school or place of care has been closed or his or her childcare provider is unavailable due to the public health emergency.

Eligibility for EFMLA

Under this policy, full-time and part-time employees who have been on Clarke University's payroll for 30 days, prior to taking the leave, are eligible for leave.

Paid Benefits for EFMLA

The EFMLA provides for a combination of unpaid and paid leave.

- The first 10 days of EFMLA may be unpaid. An employee may choose to take any existing pay benefit (i.e. PTO, vacation, sick pay) during the 10-day unpaid period, or the 10 days may be paid under emergency paid sick leave, if taken for a qualifying reason.
- After ten days of unpaid leave, employees are entitled to 10 weeks of job-protected leave of two-thirds their usual pay. Part-time employees are entitled to be paid two-thirds of their usual pay based on the average number of hours worked for the six months prior to taking the leave.
- The cap of the paid leave entitlement for employees is \$200 per day (\$10,000 in the aggregate).

Notifying Company of the Need for FFCRA Leave

Employees should request their need for emergency paid leave as soon as possible, by notifying their immediate supervisor or human resources and filling out a request form indicating the specific qualifying reason and date of requested leave. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for Clarke to know that protection and benefits may exist under this policy.

Insurance Benefit Continuation During FFCRA Leave

Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Other employment benefits will also be continued during the leave, as long as the employee continues to pay any required contribution. Payment arrangements will be discussed with individuals upon their request for leave.

Certification for FFCRA Leave

Generally, Clarke will require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider advising self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article).

Clarke University also reserves the right to request additional documentation completed by your healthcare provider or childcare provider (as applicable) in situations where there is reason to believe an employee has fraudulently obtained leave or paid benefits.

Intermittent Leave

For employees working on the premises, intermittent leave will only be permitted for the qualifying reason related to caring for their minor child whose school or place of care is closed, or childcare provider is unavailable.

For employees working remotely, intermittent leave will be permitted if the employee is unable to work his or her normal schedule of hours. The employee and Clarke University will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job. For EFLMA purposes, the total amount of leave taken should not exceed the 12 weeks defined earlier in this policy.

Rights Upon Return from FFCRA Leave

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if s/he had continued to work. Therefore, an employee may be affected by a layoff, reorganization, furlough, change in job duties or other change in employment if the action would have occurred had the employee remained actively at work.

TEMPORARY COVID-19 PANDEMIC LEAVE POLICY

The Families First Coronavirus Relief Act (FFCRA) provides up to 80 hours of emergency paid sick leave for employees who are unable to work (including those who are unable to work remotely) **AND** who meet one of six qualifying reasons related to COVID-19. The FFCRA's paid leave provisions are effective on April 1, 2020 and apply to leave taken between April 1, 2020 and December 31, 2020. In addition to the 80 hours of emergency sick leave provided under the FFCRA, Clarke University will provide an additional 80 hours of paid time off under the Temporary COVID-19 Pandemic Leave Policy.

When to use Temporary COVID-19 Pandemic Leave

Once you have exhausted the 80 hours of emergency paid sick leave provided under the FFCRA and your regular sick leave balance, you may be eligible to utilize paid time off under the Temporary COVID-19 Pandemic Leave Policy if you fall into one of categories below:

- I am subject to state, federal or local quarantine or isolation order related to COVID-19
- I have been advised by a health care professional to self-quarantine due to concerns related to COVID-19
- I have symptoms related to COVID-19 and I am seeking a diagnosis.

Reporting Pandemic Leave

In order to utilize pandemic leave, you will be required to complete the Emergency Paid Leave Request form. A special leave code titled CVID has been created in MyInfo for hourly staff to use to complete their timesheet when the absence is related to COVID-19. When entering an absence related to COVID-19 in MyInfo, please use the CVID option. Time off using this absence code may be used in hourly increments or for full or half days as needed. Staff members who are sick unrelated to COVID-19 or caring for family members who are sick unrelated to COVID-19 should use regular sick leave.

Accrual Rate - Full Time Staff

Clarke University will provide an additional 80 hours of paid time off under the Temporary COVID-19 Pandemic Leave (as per the categories above) for full-time employees. Part time employees will receive pandemic pay at their fractional equivalent of full time employment.

Pandemic Leave will not be paid upon termination or retirement and the university reserves the right to terminate this policy at any time and for any reason.

As always, communication with your supervisor during this time is critical. For information regarding the different circumstances around using this leave, please contact Human Resources at jody.pfohl@clarke.edu.

ONLINE CORONAVIRUS TRAINING

All employees must complete 2 online coronavirus training courses prior to returning to campus. The two courses include:

- Coronavirus: Managing Stress and Anxiety
- Coronavirus Awareness

These courses are administered by Safe Colleges. You will receive an email with a link to complete the courses. If you have not received the link, please contact Jody Pfohl.

NOTES FROM THE HELP DESK

- Do not bring flash drives (or other storage devices) from your home to the office.
- If you have any data saved on a non-Clarke computer, move it to OneDrive prior to your return.
- Do not bring your personal computer to the office.
- If you checked out a computer from the Library, move your data to OneDrive and return the device to the Library during operating hours; the data on these devices will be wiped after being checked-in.
- Be mindful of social distancing markers on the floor of the KCC.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

As a support to your overall health and well-being, Clarke provides access to an employee assistance program through HMSA. This program is a professional counseling and referral service designed to assist you with personal, family and work issues. Your participation in this program is free and confidential. It is important in times like these to know there are resources available for those who need assistance.

To utilize this program, please call 1-800-847-7240. You may also access the My Life Resource website at: www.my-life-resource.com. Username- hmsa and password- myresource. This website contains a diverse set of tools including on-demand webinars, reputable sourced articles, mindfulness guides, etc. to support you with a variety of daily living topics.

CAMPUS RESOURCES

Human Resources - Jody.Pfohl@clarke.edu
Health Services - Tammy.Moore@clarke.edu
Campus Safety/Facilities - Steven.Kirschbaum@clarke.edu

MEETING & EVENT GUIDELINES

The health and safety of all Clarke employees and students is our first priority. The following information includes guidelines and protocols for event planners, which will be implemented campus-wide so that we may safely offer events and activities for our community. These guidelines and protocols should be implemented for all department, organization, committee, and team events and gatherings, inclusive of employees, students, and visitors/guests. State and local guidance must reflect the ability to hold public gatherings in order for these guidelines and protocols to be implemented on campus. All guidelines and protocols will be in place for the fall semester unless otherwise noted.

Clarke University will employ safety practices for the remainder of the calendar year. These practices include wearing face coverings in all public spaces, social distancing, and more frequent cleaning of high-touch surfaces and areas.

General mandatory guidelines for any campus event or activity:

- If an event or activity can take place in a digital format, it should.
- Non-Clarke student/employee guests or visitors are not allowed at campus activities through September 30, 2020. There will be no spectators at athletic events through this date.
- If the purpose of an event or activity cannot be achieved in a digital space, the following safety precautions are required:
 - Appropriate **social distancing** must be maintained by all attendees, including at entrance, exit, and throughout the event
 - Appropriate **face coverings** must be worn by all attendees
 - The event space must not surpass the updated posted capacity
 - Each event and meeting space capacity will be updated accordingly in the AdAstra room reservation system and clearly posted in the space.
 - **Events and meetings must reserve space through AdAstra.**
 - Attendance must be tracked through the Source.
 - If food and beverage will be available during the event, event organizers must utilize Dining Services to ensure safe handling and service. Dining Services will offer limited catering services.

Public spaces used for events, meetings, and casual gatherings will be arranged to a new standard setup which will accommodate appropriate social distancing and updated capacities. Special attention to seating in rooms with fixed seats must be paid, to ensure appropriate distancing is occurring.

CONSIDERATIONS FOR EVENT PLANNERS

Purpose

Reflect on the purpose and goals to determine the best way to implement your gathering.

- What is the purpose of this meeting or event?
- What goals do we hope to accomplish as a result of this meeting or event?
- Can you meet the intended goals of your event if attendees are in multiple locations, or outside?

Additional Considerations

Answer the following questions to determine the feasibility of facilitating your plans.

- Do I have the budget and access to purchase additional health and safety supplies (i.e. sanitizer, wipes, masks, individual use items, etc.)?
- Do I have enough people to facilitate an in-person meeting or event to ensure health and safety measures are followed by all in attendance?

- Do I have access to the necessary technology to provide a virtual access option to attendees not comfortable attending in-person?
- Is there a space available on campus that will accommodate the group size I anticipate having at my meeting or event?

If you answer “No” to any of these questions, you should hold your event in a digital format.

IN-PERSON EVENT IMPLEMENTATION

Complete this event checklist before, during, and after your event:

Before the Meeting/Event

- Event details and space reservation request has been submitted and approved through AdAstra
- The event has been submitted into the Source, and contactless attendance tracking has been prepared (contact engagement@clarke.edu for assistance using the Source)
- Table spacing, seating, and overall space layout are set to allow 6ft distance between all attendees
- Exit(s) and entrance(s) are clearly identifiable and marked with signage

During the Meeting/Event

- Organizers are clearly identifiable and can ensure all health and safety procedures are being followed by all attendees:
 - Face coverings/masks are worn by all attendees
 - All attendees maintain 6ft distance
- All organizers and attendees check-in using contactless attendance tracking
- Items being handed out to attendees should not be taken from a common source, instead handed out individually. Items should not be shared – 1 item, 1 user
- Hand sanitizer is available for all attendees throughout the meeting or event
- All organizers and attendees understand to contact healthservices@clarke.edu if they receive a positive COVID-19 test within 14 days of attending this meeting/event

After the Meeting/Event

- Cleaning supplies are on site to wipe down surfaces as necessary, and at the conclusion of the meeting or event

COVID CONCERNS

In response to students and employees requesting a way to express concerns about COVID-19, a [COVID Concerns form](#) has been created. Discipline for students and employees who do not meet expectations for safe and healthy behaviors, as provided in the COVID-19 Guides, can result in sanctions ranging from warnings to suspension or expulsion, or termination of employment, depending on the severity of the behavior.