

Return to Campus: RECOVERY PLAN, STEP 5

V.2 • AUGUST 2021



MARQUETTE
UNIVERSITY

**BE THE
DIFFERENCE.**



We are all responsible for the health of our community. Please put our Catholic, Jesuit mission into action by complying with the following health and safety measures out of respect, care and concern for your fellow students, faculty, staff and community members.

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Introduction

Marquette University's policies and protocols for responding to the COVID-19 pandemic are rooted in our Catholic, Jesuit mission and designed to help mitigate the spread of COVID-19. Marquette's plans are aligned and consistent with the local orders and ordinances of Milwaukee, Milwaukee County and Wisconsin. Our plans also follow recommendations from the Centers for Disease Control and Prevention, the Milwaukee County Health Department and the federal government.

A personalized, on-campus academic and cocurricular experience is foundational to the transformative Catholic, Jesuit education to which Marquette has been dedicated for 140 years. The best way for us to provide a distinctive experience for our students is together, in community.

The COVID-19 Response Team has developed a five-step Recovery Plan for a phased approach for reopening the Marquette University campus. A phased approach allows for the ability to pivot from one step in the plan to the next, and step back, if needed.

RECOVERY PLANNING STEPS

The protocols in this plan are for Step Five of the Recovery Planning process and may be altered in future steps of the phased return to campus. Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as more information becomes available.

Step 1

Creation of the reopening plan focusing on the core attributes of safety, flexibility, communication, proactivity, consideration for personal and departmental needs and gathering input from key stakeholders.

Step 2

Establishing the processes and resources necessary to plan for resumption of limited campus operations. This step is contingent on Wisconsin's guidelines for safe reopening of businesses, university confidence that the number of incidents of infection remains low, a monitoring system capable of detecting incidents of infection on campus, disinfection of university offices and spaces, and adequate PPE for returning faculty and staff.

Step 3

Returning the campus facilities to a condition that allows for limited employees to be on campus for reduced operations, with a focus on physical distancing practices, de-densification, and the complete cleaning and disinfection of campus buildings to facilitate a safe return to campus for faculty and staff.

Step 4

Upon successful completion of Steps 2 and 3, this step includes continued communication and direction to faculty and staff for return preparation and implementation. Campus is fully operational, and plans are in place for the acceptance of students for the spring semester, in alignment with government and medical guidelines.

Step 5

Implementing this step means that all other steps have been completed. All employees and students would return to campus to Marquette's new normal. Limited staff may continue to work in a hybrid work arrangement in accordance with a new policy and with a signed agreement with their supervisor and Human Resources. **This is our current phase.**

MARQUETTE'S COVID-19 ALERT LEVELS

Four COVID-19 Alert Levels had been established and are referenced in previous Marquette Recovery Plans. These Alert Levels were informed by guidance from PreventingEpidemics.org, the CDC and American Enterprise Institute's Road Map to Reopening.

Gating criteria and dashboard

The Marquette University COVID-19 dashboard is available on Marquette's public COVID-19 website. This dashboard provides data to the COVID Response Team in order to monitor and make decisions regarding Marquette's current coronavirus status.

COMMUNICATION OF CAMPUS RECOVERY PLAN

Marquette is using a variety of communication channels to update faculty, staff, students, parents and alumni on our COVID-19 plans and protocols, including:

- Marquette Today e-blasts to faculty, staff and students
- A dedicated COVID-19 webpage, linked from the university's home page and updated daily
- Regular communication with parents and families via the Parents Facebook Group (over 5,000 members), a monthly family newsletter, and one-time emails to parents and guardians on important topics
- Updates on COVID-19 planning included in the Division of Student Affairs' SPARK training for incoming students
- Meetings with shared governance bodies, including University Academic Senate and University Staff Senate

COVID-19 Planning and Recovery Strategies

IN-PERSON CAMPUS EXPERIENCE

A personalized, on-campus academic and cocurricular experience is foundational to the transformative Catholic, Jesuit education to which Marquette University has been dedicated for 140 years. With expertise from a COVID-19 Response Team made up of more than 100 experts from across campus, we have carefully developed a Recovery Plan that has led to a safe, phased approach to reopening the campus.

RETURN TO CAMPUS STRATEGY

The Marquette student experience is built on community and working together to serve the common good, which is foundational to our Catholic, Jesuit mission. We are excited for faculty and staff to be back together so that we may provide the best in-person learning opportunity, and we can more fully interact, innovate, collaborate and solve problems in service to our students and each other. Thank you to the many Marquette employees who remained on campus throughout the past 16 months to ensure that our students and community had a safe, welcoming environment.

Marquette employees who are still working remotely are expected to return to campus by Aug. 16 (or by the start date of their fall contract). Supervisors and other unit leaders will be reaching out to their teams to discuss the transition back to campus. Unlike the abrupt exit many had from campus last March, employees are able to take this summer to transition and adjust to their return.

The university has developed a hybrid work arrangement policy for staff, which is available on the HR website. Given Marquette's goal to provide the best in-person learning opportunity for our students and to more fully interact, innovate, collaborate and solve problems with one another, hybrid work arrangements will be limited.

Health and Safety

COVID-19 VACCINATION AND TESTING PROTOCOLS

At Marquette, we are committed to being the difference. Our Catholic, Jesuit mission and values call on us to care for each other and serve the common good. We recognize that our students' time at Marquette is a special one and we want them to have the best experience possible.

In this spirit, we are requiring that students (undergraduate, graduate, professional) who will be attending classes during the 2021-22 academic year be fully vaccinated against COVID-19 by Aug. 1, 2021. This decision was made after consulting with health experts, and it has been endorsed by the university's COVID-19 Response Team, the University Academic Senate Executive Committee, the Staff Senate and the Graduate Student Organization. University leadership also consulted with the Marquette University Student Government Executive Board before making this decision and will be continuing to work alongside them as well as other student leaders to ensure that all students' needs and interests are fully represented and supported.

Scientific evidence has shown that vaccines are safe and effective at reducing transmission of the virus. A vaccinated student population will allow us to provide students with a richer in-person experience, reduce testing and let students interact more freely across campus.

Students are required to provide proof of vaccination status by uploading their vaccination card to the MU Patient Portal by Aug. 1.

Faculty and staff are encouraged to be vaccinated against COVID-19 and upload proof of vaccination status as soon as possible. More information can be found in the Human Resources section of this document.

As is the case with our other required vaccines, students can request an exemption for medical or religious reasons or based on their personal conviction. Students who are granted an exemption will be required to undergo mandatory testing for COVID-19.

COVID-19 testing – symptomatic and mandatory testing

Marquette University's testing strategy for SARS-CoV-2, the virus that causes COVID-19, focuses on the need to provide efficient and reliable on-site testing to identify and isolate infected individuals and quarantine their close contacts to decrease transmission within our community. The university's priority is to test symptomatic students and their close student/faculty/staff contacts and to encourage other symptomatic faculty/staff to get tested. In addition, students who apply for and are granted a COVID-19 vaccination exemption are required to participate in mandatory testing.

COVID-19 testing is available at Coughlin Hall or the Marquette University Medical Clinic, and appointments are made for testing through the Medical Clinic. The testing center is managed by the Marquette University Medical Clinic in coordination with Marquette's Department of Clinical Laboratory Science. As required by law, test results will be provided to the Milwaukee Health Department and State of Wisconsin. Students who are symptomatic of COVID-19 or have been in close contact with others who have COVID-19 can be tested at the testing site. There is no charge for testing on campus.

In Academic Year 2021, students who apply for and are granted a COVID-19 vaccination exemption are required to undergo mandatory testing to aid in earlier identification and isolation of asymptomatic cases and clusters of COVID-19. This may lead to additional targeted mandatory testing to further decrease risk of transmission on campus. This is because through contact tracing, we look for direct transmission of COVID-19 between close contacts. As related cases and early cluster formations are identified, we expand testing among other members of defined or related groups. Testing certain asymptomatic individuals or groups can aid in understanding the prevalence of infection and prevent asymptomatic spread.

Because testing is required, there will be consequences for students who ignore their selection. Complete information is available on the university's COVID-19 website.

Any student who is tested off campus for COVID-19 and receives a positive result needs to notify the university immediately so that we can institute isolation procedures and contact tracing to slow the spread. Not reporting a positive test result jeopardizes the health and safety of the entire campus community and our ability to maintain an in-person experience.

COVID-19 testing is currently available at no cost to employees (and their families) who are enrolled in Marquette's medical insurance plan through UMR. There is also testing available for those who do not have Marquette's medical insurance. Specific details regarding testing, including which tests are covered and how to request a test, are available on the COVID-19 website. Faculty or staff who are identified as close contacts through on-campus contact tracing can also be tested at Coughlin Hall or the Medical Clinic.

Marquette Medical Clinic call center

A call center to address COVID-19 related calls from students and to set testing appointments regularly operates Monday through Friday from 8:30 a.m.– 4:30 p.m. The call center is staffed by RNs and the call center number is 414.288.7184.

An after-hours nurse line, NurseDirect, is available when the Marquette Medical Clinic is closed and is free of charge for all Marquette students. Students calling NurseDirect will be able to speak with a registered nurse for acute medical needs. NurseDirect can be reached at 855.839.5121 or 800.362.9900. Those who desire information regarding COVID-19 testing on campus should call the Medical Clinic during regular business hours, not NurseDirect.

Contact tracing

Contact tracing remains a function of the local health department. However, Marquette will continue to assist with contact tracing and notification to members of the campus community who need to quarantine as a result of close contact with a known positive case. We proactively direct the quarantine of known close contacts who are not vaccinated and isolate ill individuals whom we are aware of to mitigate risk of further spread. The health department then completes a full contact investigation and further directs isolation of the infected individual and quarantine of the contacts, including when they can be released to return to work or class.

Identified close contacts who have been vaccinated are not required to quarantine but must monitor for symptoms for 14 days following known exposure using COVID Cheq. If COVID symptoms develop, then the vaccinated individual should self-isolate and get tested for COVID-19.

Vaccine availability on campus

The Medical Clinic is registered as a COVID-19 vaccinator with the State of Wisconsin. Watch for information in Marquette Today regarding when the Medical Clinic has COVID-19 vaccines available.

Quarantine and isolation

Marquette will provide rooms in residence halls to isolate infected students and to quarantine close contacts, as needed.

Students in quarantine will remain so for 14 days. Those in isolation must remain until symptom-free for 24 hours and at least 10 days has passed since the onset of symptoms. On average, an infected individual remains in isolation for two weeks. Local students may choose to return to their family's home to quarantine or isolate. Students should consider whether any family members are at high risk for complications of COVID-19 prior to deciding to return home for quarantine and isolation. Students are advised to quarantine or isolate in a separate bedroom and ideally use their own bathroom.

A process has been developed with the Office of Residence Life and University Apartments for students in quarantine to have access to care, including grab-and-go meals, testing, counseling and pastoral services, technology, and academic and peer writing support. Students in isolation will also receive comprehensive care, including enrollment in GetWell Loop, counseling, pastoral services, meal delivery and academic support. Detailed information on GetWell Loop is available on the COVID-19 website.

Students living in off-campus housing will be able to request quarantine or isolation space from the university if their current living situation does not allow for such space and as space is available.

Families are encouraged to discuss their plans in case their student is required to quarantine or isolate and space is not available on campus.

Faculty and staff needing quarantine or isolation would not be housed on campus; rather, they would quarantine or isolate at home.

Student quarantine guidelines

If you have had close contact with an individual with COVID-19 and you are not vaccinated, you need to quarantine for 14 days from the day of last contact with that person.

Close contact includes:

- You were less than 6 feet for more than 10 minutes with or without a mask.
- You provided care at home to an individual with COVID-19.
- You had direct physical contact with an individual with COVID-19 (hugged, touched, kissed).
- You shared eating/drinking utensils with an individual with COVID-19.
- You were exposed to sneezing, coughing or other respiratory droplets from an individual with COVID-19.

During this 14-day quarantine period, unvaccinated individuals must take these steps to monitor their health and practice physical distancing:

- Take your temperature with a thermometer two times a day: once in the morning and once at night. Also watch for cough or other COVID-19 symptoms. Other COVID-19 symptoms may include sore throat, runny nose, muscle pain, headache, new loss of sense of taste or smell. Some people experience fatigue, nausea, vomiting, diarrhea or abdominal pain.
- Complete COVID Cheq each day.

- Use the supplied log (given as part of quarantine guidelines) to monitor your temperature and symptoms.
- Stay home as much as possible and avoid contact with others. Do not go to work or school.
- Those who have been in close contact with individuals with COVID-19 should be tested 3 to 5 days after their last exposure. If test results are negative, the 14-day quarantine must still be completed because of the incubation period of the virus that causes COVID-19.
- Go out only if absolutely necessary. See if someone can drop off essentials at your quarantine location. If you need to go out, limit your travel to essential needs like going to the doctor, and picking up food or medication. Remember to always wear a cloth face covering or disposable mask when you leave your room.
- Do not take public transportation, taxis or ride-shares.
- Keep your distance from others, about 6 feet or 2 meters.
- Wash your hands with soap and water for 20 seconds often.

If you develop a fever, cough, have difficulty breathing or any other symptoms of COVID-19:

- Contact the Marquette University Medical Clinic at 414.288.7184. Tell them that you are in quarantine and your symptoms and see if you need medical care or testing. Do not go to the clinic without contacting them first.
- Stay home unless directed by a medical provider. Avoid contact with others. Continue to practice good hand hygiene and sanitize surfaces in your home.
- Seek medical attention if you experience any of these warning signs: trouble breathing, persistent pain or pressure in the chest, new confusion, difficulty staying awake, bluish lips or face. If on campus, call MUPD (8-1911) and if off campus, call 911.
- If you do not test positive for COVID-19 or develop symptoms of COVID-19 during your quarantine period, your quarantine period will end 14 days from the last contact with the individual diagnosed with COVID-19.

Student isolation guidelines

If you have been diagnosed with COVID-19 or have symptoms consistent with COVID-19, you need to self-isolate to prevent spreading the virus to others.

Stay home. Most people with COVID-19 have mild symptoms and can recover at home. To prevent spreading COVID-19 to others, it is important to STAY AT HOME and distance yourself from others. You may be asked to isolate in a different room to avoid close contact with others. You should NOT visit public areas or use public transportation. If you must be around other

people, wear a cloth face covering or disposable mask. Avoid sharing personal household items and wash them thoroughly after use.

Monitor your symptoms and stay in touch with your doctor. Contact the Marquette University Medical Clinic with worsening symptoms and with questions or concerns. Get rest and stay hydrated. The Medical Clinic may discuss the use of certain medications to help with your symptoms, such as Tylenol. If you experience trouble breathing, persistent pain or pressure in your chest, confusion or difficulty staying awake, or bluish lips or face, please seek medical care immediately.

Wash your hands often. Wash your hands with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing, going to the bathroom and before eating or preparing food. You may use hand sanitizer if soap and water are not available; make sure to cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Clean and disinfect all high touch surfaces every day. High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets and bedside tables.

When does isolation end?

If you have symptoms and a COVID-19 positive test: At least one day (24 hours) has passed since resolution of fever without the use of fever-reducing medications and there is improvement in respiratory symptoms (such as cough, shortness of breath) AND at least 10 days have passed since symptoms first appeared.

If you do not have symptoms but had a COVID-19 positive test: At least 10 days have passed since the date of the COVID-19 positive test, assuming you do not develop symptoms. If you develop symptoms, then the symptom-based strategy above should be used.

Communication of active COVID-19 cases on/near campus

The Marquette University COVID-19 dashboard is available on Marquette's public COVID-19 website. This dashboard provides data to the COVID Response Team in order to monitor and make decisions regarding Marquette's current coronavirus status. Elevated gating criteria metrics will require us to evaluate and potentially change our course of action to move back through our recovery plan stages. Much like with the City of Milwaukee, there is no one metric or combination of metrics that will necessitate one course of action.

Faculty, staff and students should complete the [Voluntary Disclosure Form](#) available on COVID Cheq or the COVID-19 website if they are diagnosed with COVID-19, have symptoms of COVID-19 or have been exposed or in close contact to someone diagnosed with COVID-19, as this greatly enhances contact tracing and reduces the spread of the virus.

COVID CHEQ DAILY SYMPTOM SCREENING

Faculty, staff and students who upload their vaccination card and have it verified will no longer be required to complete the daily COVID Cheq screening as of July 19, 2021. Starting then, students, faculty and staff whose vaccine status has been validated by the Medical Clinic will receive an email each day with a COVID Cheq “Green Badge.”

Students who request and are granted an exemption and faculty and staff who do not upload proof of vaccination status will continue to be required to complete COVID Cheq daily.

A green COVID Cheq badge will continue to be required to enter the libraries, Marquette dining halls, the recreation facilities and other venues.

In cases where a vaccinated student, faculty or staff member is exposed to someone with COVID, and has been notified as such by the Medical Clinic through our contact tracing process, daily symptom tracking via COVID Cheq will be required for two weeks. Individuals who become symptomatic will be required to self-isolate and get tested for COVID-19.

Marquette is permitted to conduct COVID-19 screening, including temperature taking and medical questions.

Per the Americans with Disabilities Act (ADA), employers can take an employee’s temperature. Additionally, employers may ask all employees who will be physically entering the workplace if they have COVID-19, or if they have symptoms associated with COVID-19, or if they have been tested for COVID-19. Because of the “direct threat,” the ADA allows an employer to bar an employee from physical presence in the workplace if they refuse to answer questions about whether they have COVID-19, or symptoms associated with COVID-19, or if the employee has been tested for COVID-19, as well as the ability to bar this employee’s presence if they refuse to have their temperature taken. Employees can be asked if they have had contact with anyone who the employee knows has been diagnosed with COVID-19, or who may have symptoms associated with the disease. Any documentation related to employee health will be kept confidential per the Health Insurance Portability and Accountability Act (HIPAA).

PERSONAL SAFETY PRACTICES

Hand hygiene

Hand hygiene can keep you healthy and prevent the spread of respiratory infections from one person to the next. It is also important to avoid touching your eyes, nose and mouth to decrease the risk of contracting COVID-19. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.

- Blow your nose, cough or sneeze into hands and then touch other people's hands or common objects.

The following hand hygiene recommendations are provided by the Centers for Disease Control and Prevention (CDC):

Washing Hands

Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Cannot Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available, however:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

The proper way to use hand sanitizer is:

- Apply the liquid to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the liquid over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cloth face coverings and face masks

In alignment with new guidance from the City of Milwaukee Health Department, Marquette University strongly advises everyone — regardless of vaccination status — to wear a mask when indoors with people outside of their household. The full Milwaukee Health Department guidance is [online](#).

Mask wearing will continue to be required in campus health care settings, including on-campus clinics, and in all modes of public transportation, including Marquette LIMOs.

Some community members who are vaccinated may choose to wear masks according to their comfort level and mask wearing should not be interpreted as an indicator that the individual has not been vaccinated.

Academic Planning

Marquette University's class scheduling is returning to pre-COVID-19 processes. Classrooms will be set up as they were pre-pandemic.

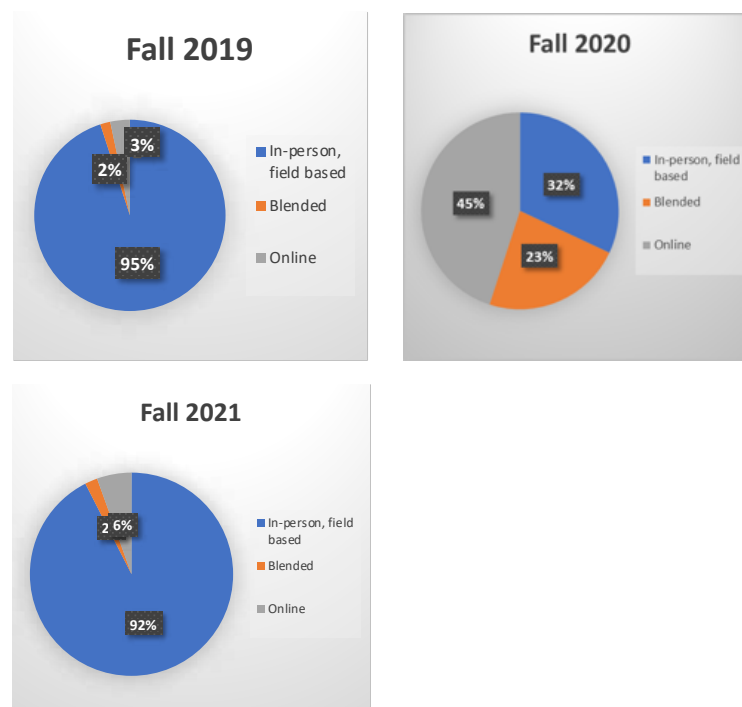
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As per previous semesters, instructors may ask students to display their COVID Cheq pass, and will have access to class lists to know who has completed COVID Cheq.

Regarding vaccination status for both students and instructors, like all other required student vaccine records, COVID-19 vaccination statuses will only be recorded and maintained via the secure Medical Clinic Patient Portal.

Distribution of class enrollments by instructional mode:



Students in the following programs who are only enrolled in fully online classes and have no campus requirements are exempt from the vaccine requirement:

- BCOM-BA-O (Business Communication)
- BUAD-BS-O (Business Administration)
- BUAD-MBA-O (MBA)
- COMP-MS-O (MS in Computing)
- DTSC-CER-O (Certificate in Data Science)
- DTSC-MS-O (MS in Data Science)
- FINA-MSF-O (Master of Finance)
- HCDA-MS-O (Health Care Data Analytics)
- LEDR-CER-O (Certificate in Leadership)
- MACD-MCD-O (Master of Christian Doctrine)
- MGMT-MIM-O (Master in Management)
- STCM-BA-O (Strategic Communication)

Student Life

Now that we're back together, it's up to all of us to stay healthy and Be the Difference to help stop the spread of germs that lead to COVID-19, colds, influenza and other viruses.

Faculty, staff and students should cover coughs and sneezes, wash hands often and stay home when sick, even if vaccinated.

In alignment with new guidance from the City of Milwaukee Health Department, Marquette University strongly advises everyone — regardless of vaccination status — to wear a mask when indoors with people outside of their household. The full Milwaukee Health Department guidance is [online](#).

Mask wearing will continue to be required in campus health care settings, including on-campus clinics, and in all modes of public transportation, including Marquette LIMOs.

STUDENT COVID-19 VACCINATION POLICY

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In this spirit, we are requiring that students (undergraduate, graduate, professional) who will be attending classes during the 2021-22 academic year be fully vaccinated against COVID-19 by Aug. 1, 2021. Students will need to provide proof of vaccination status by uploading their vaccination card to the MU Patient Portal.

As is the case with our other required vaccines, students can request an exemption for medical or religious reasons or based on their personal conviction. Students who are granted an exemption will be required to undergo mandatory testing for COVID-19.

STUDENTS WITH CHRONIC MEDICAL CONDITIONS

If you have a chronic medical condition for which you see a medical specialist or take regular medication, please contact your medical provider for a "COVID-19 plan" prior to returning to campus. You should discuss:

- The relative risks posed by returning to campus.

- Whom to contact and how to contact them if your chronic condition worsens or if you have COVID-19 symptoms or exposure.

Contact the Office of Disability Services if you need accommodations.

OFF-CAMPUS HOUSING

The Office of Residence Life is in regular communication with off-campus landlords and property managers about the importance of their role in preventing the spread of COVID-19. These communications include providing updates about COVID-19 cases on Marquette's campus and postings that can be displayed.

DINING HALLS

Marquette Dining Services intends to follow all Milwaukee Health Department, CDC and Marquette University guidelines during the 2021-22 academic year. To that end, almost all services will return to their pre-pandemic state. Students and guests should note the following:

COVID Cheq

- Will be required for entry into the dining rooms for as long as Marquette continues to use it.

Quarantine / Isolation Meals

- Three daily meals will be delivered to students in on-campus isolation spaces, and students in quarantine can get grab and go meals.

Signage

- Signage will be displayed recommending that all unvaccinated individuals wear masks to protect themselves and others.

Takeout

- Expanded Simply-To-Go options will be available at retail locations (Brews and Marquette Place).
- Carryout meals will be available at Schroeder Hall and Marquette Place using OZZI and recyclable containers.
- The Commons, Cobeen and Straz return to dine-in only.

Service

- There will be no self-service on the serving lines. All stations will be staffed by dining personnel.
- Some Marquette Dining Services staff members will continue to wear masks in accordance with Sodexo health and safety guidelines.

Signage



- The Commons will introduce a new plant-based grill station this fall to accommodate vegan, vegetarian, and flexitarian diets.
- Please contact Resident Dietitian Lucas Flaherty at lucas.flaherty@marquette.edu to discuss dining options for students with dietary restrictions.

MUPD LIMO SERVICE

MUPD's LIMO transportation service will once again utilize passenger vans. Masks are required in LIMOs and riders may be asked to show their COVID Cheq green pass.

If a student with a COVID Cheq red screen has a health or safety issue and transportation is needed, call MUPD at 414.288.6800.

Human Resources

VACCINATIONS ENCOURAGED FOR FACULTY AND STAFF

We strongly encourage faculty and staff to be vaccinated against COVID-19 for your safety and well-being and to help protect your colleagues, our students and the broader community. Please [upload proof of your vaccination status](#) as soon as possible. [More information and instructions](#) are available on *Marquette Today* and the [COVID-19 FAQ page](#). Vaccine information provided to the Medical Clinic is protected by the Health Insurance Portability and Accountability Act (HIPAA).

For those who provide proof of vaccination status, once your vaccination forms are submitted and verified, you will no longer be required to complete the daily COVID Cheq screening. Vaccinated individuals who develop symptoms of COVID-19 are required to resume symptom screening through COVID Cheq, self-isolate and get tested for COVID-19.

Please be respectful of your colleagues' privacy. Not all are comfortable sharing their personal information, and silence should not be interpreted as approval or disapproval of vaccines.

BACK TOGETHER: PREPARING FOR YOUR RETURN TO CAMPUS

As we come back together as a campus community, the following are some tips, best practices and other guidelines:

Safety, health and wellness

- Please be respectful of your colleagues' privacy regarding their vaccination status. Not all are comfortable sharing their personal information, and silence should not be interpreted as approval or disapproval of vaccines.
- In alignment with new guidance from the City of Milwaukee Health Department, Marquette University strongly advises everyone — regardless of vaccination status — to wear a mask when indoors with people outside of their household. The full Milwaukee Health Department guidance is [online](#).
- Mask wearing will continue to be required in campus health care settings, including on-campus clinics, and in all modes of public transportation, including Marquette LIMOs.
- If you need to request an accommodation due to a medically documented reason, you can apply or reapply for summer or fall 2021 via the [Human Resources website](#).

Technology

- As you transition back to on-campus work, all Marquette-owned technology equipment (e.g., laptops, monitors, keyboards, mice, headsets, etc.) should be brought back to campus.
- Telephone or computer issues may occur, so please use this transition time to return to campus to test your equipment prior to your full return.
- IT Services recommends using a hardwired network connection when at your desk. If you experience network connectivity issues, please try rebooting your computer. For wireless connectivity issues, please ensure you are connected to “MU Secure.”
- Log on to your computer and test all computer applications.
- Confirm your phone is active by checking for a dial tone and making a test call.
- For IT assistance, contact helpdesk@marquette.edu or 414.288.7799.

Offices and space considerations

- If you took office furniture (e.g., desk chairs, etc.) to your home, please return it to campus.
- This transition period is a great time to purge — many of us have realized we can work without old materials, such as paper files. Facilities Planning and Management can provide materials to assist in a “purge day.”
- Regular cleaning of common spaces within office suites will continue. Staff with private offices should continue to take trash to common receptacles. If your office is retuning and has not designated a common receptacle, feel free to contact FP&M to clarify a location. FP&M will provide semi-annual carpet care within private offices. Departments can request quarterly carpet care with a work order to FP&M. FP&M will coordinate a date for this work to occur with the requestor. It will make FP&M crews most efficient if occupants of the private office move their personal items off the floor as best as possible so to allow as comprehensive cleaning as possible. Annual carpet shampooing and office chair cleaning can also be requested through a work order to FP&M.
- Spaces can be occupied at regular capacity without physical distancing requirements.

COVID Cheq

Employees who provide proof of vaccination status will no longer be required to complete the daily COVID Cheq screening. All other employees will be required to complete the daily screening. Please note that verification of vaccination status could take up to two weeks during which time you will continue to receive and are expected to complete COVID Cheq.

COVID Cheq will continue to be required to enter the libraries, Marquette dining halls, the recreation facilities and other venues. Faculty and staff whose vaccine status has been validated by the Medical Clinic will receive an email each day with a “Green Badge” and will no longer

need to complete the daily COVID Cheq screening. Individuals who become symptomatic will be required to resume symptom screening through COVID Cheq, self-isolate and get tested for COVID-19. If the test is positive, they need to isolate for 10 days.

Mental/behavioral health resources for faculty and staff

The challenges of the past year have resulted in work and non-work stress. As we move forward, HR will continue to provide resources and support for the transition and changes that may bring about mental health challenges and anxiety. Please visit the [Wellness website](#) for information about the mental health resources available.

Employee has a disability or an underlying health condition

Employees with a disability, as defined by the Americans with Disabilities Act (ADA), or an underlying health condition can seek new or continued temporary alternative work arrangements due to their own medical conditions relating to COVID-19. Employees will need to complete updated documentation for Summer and/or Fall semester. To request a **COVID-19 temporary alternative work arrangement**, please complete the MU Medical Information Form, which requires medical provider documentation, and the request form, and submit them to Human Resources. Your medical information will remain confidential and will not be shared outside of Human Resources. For more details related to reapplying, please click [here](#). For any questions about this process or the documentation, please contact Human Resources at humanresources@marquette.edu or 414.288.7305.

Hybrid work arrangements

The university has developed a hybrid work arrangement policy for staff, which is [available online](#). Given Marquette's goal to provide the best in-person learning opportunity for our students and to more fully interact, innovate, collaborate and solve problems with one another, hybrid work arrangements will be limited. **Please visit [the return-to-campus and hybrid work arrangements page](#) of the COVID-19 site for additional guidance and resources.**

Policy for reporting COVID-19

Every employee (or supervisor with the employee's consent) regardless of vaccination status, is asked to complete a COVID-19 Employee and Student Voluntary Disclosure Form at <https://www.marquette.edu/coronavirus/covid-19-employee-and-student-voluntary-disclosure.php> as soon as possible, if they:

1. Have been diagnosed by a health care provider with a positive COVID-19 test.
2. Have been diagnosed by a health care provider with COVID-19 WITHOUT a positive test but based on symptoms.
3. Have NOT been diagnosed by a health care provider with COVID-19 but have symptoms of the disease.
4. Have NOT been diagnosed by a health care provider with COVID-19 but have been exposed to someone who does have a positive COVID-19 test.

Sick employees should not report to work

Employees experiencing symptoms of COVID-19 must not report to work. Employees and/or their supervisor should submit the COVID-19 Employee and Student Voluntary Disclosure Form, found under Employee Resources at marquette.edu/coronavirus/covid19-employee-and-student-voluntary-disclosure.php. Supervisors must secure consent before submitting the form on behalf of their employee/s.

Employees experiencing other illness symptoms that may not be related to COVID-19 are also asked to remain home. Non-exempt employees can use accrued sick time for this purpose.

Caregivers for immediate family members with COVID-19

If an employee needs to be home to care for an immediate family member (defined by the Department of Labor to include children, spouse or parent) with COVID-19, the first option will be to continue remote work. If work from home is not an option, sick leave may be permitted for this purpose by filing a leave request application via the New Leave Request form at leavesolutions.com/newleaverequest/ at Leave Solutions site or by calling 262.345.2094.

Employee feels uneasy about their risk of contracting COVID-19

The health and safety of our university community is our top concern. Our medical and COVID-19 response teams have worked to ensure we are in compliance with all federal, state and local requirements to make sure proper health and safety procedures are in place.

In alignment with new guidance from the City of Milwaukee Health Department, Marquette University strongly advises everyone — regardless of vaccination status — to wear a mask when indoors with people outside of their household. The full Milwaukee Health Department guidance is [online](#).

Mask wearing will continue to be required in campus health care settings, including on-campus clinics, and in all modes of public transportation, including Marquette LIMOs.

Employees should address their specific concerns with their supervisor. Employees may contact their department head if they believe that their concerns are not being addressed.

Employee has had direct close contact with a COVID-19 positive or diagnosed positive individual

Per CDC guidelines, individuals who are fully vaccinated and who come into close contact with someone who tests positive for COVID-19 but are not symptomatic are not required to quarantine. Identified close contacts who have been vaccinated are not required to quarantine but must monitor for symptoms for 14 days following known exposure using COVID Cheq. If COVID symptoms develop, then the vaccinated individual should self-isolate and get tested for COVID-19.

Unvaccinated individuals will need to quarantine for 14 days if they are close contacts of a confirmed COVID-19 case. Remote work can continue during this time when possible and in consultation with your supervisor. Alternatively, sick/vacation/floating holiday time may be used for this purpose. The employee is asked to contact their supervisor to advise of their self-quarantine.

If an employee becomes ill with COVID-19 symptoms, they should complete a COVID-19 Employee and Student Voluntary Disclosure Form, found under Employee Resources at marquette.edu/coronavirus/covid-19-employee-and-student-voluntary-disclosure.php, and contact their supervisor.

Discipline

For the health and safety of all members of our university community, supervisors and employees must comply with all relevant COVID-19 policies and procedures. Employees failing to follow university health and safety guidelines will be subject to the university's corrective action process, up to and including possible termination of employment.

MARQUETTE UNIVERSITY CHILD CARE CENTER

Morning health screening/check-in process

All parents/guardians and children will complete a morning health screening and temperature check upon arrival. Parents will complete and sign the Morning Health Check form. Staff will then take the temperatures of both parent and child and add that data to the form. If the answers on the Morning Health Check form indicate no concerns and there are no elevated temperatures, parents will then escort their child to their classroom. Once in the classroom and after belongings are stowed, parents and children will wash hands with soap and water.

Increased hygiene practices

Practices have been put in place, including: practicing frequent hand washing throughout the day with children and staff; reminders about not touching one's face and covering coughs/ sneezes; high-touch areas and toys sanitized frequently throughout the day; soft toys, dress-up clothes, sand and water toys removed; large muscle rooms closed; and buggies sanitized between use. Hours have been shortened to clean before and after each day.

Child Care Center staff

As is required of all Marquette employees, Child Care Center staff are expected to complete the online COVID Cheq symptom screening before coming to campus each day (this includes taking your temperature to ensure you do not have a fever). In addition, all employees should monitor their own health during the day, wear a face covering or disposable mask, and practice physical distancing with other adults whenever possible in the classroom, as well as the playground, hallways and work/break rooms.

Children

Children ages three and up are required to wear a mask indoors at the Child Care Center.

Children will be separated as much as possible according to age and class size. Classrooms will not commingle. Classrooms will use the playground according to age group. Napping children will be kept 6 feet apart and will be arranged head to toe. Children will eat as far apart as table space allows, and teachers will prepare food and drink. Drinking fountains will not be available for use.

Water will be offered to the children with disposable cups or water bottles provided from home. All field trips have been canceled.

If a child develops sign/symptoms of COVID-19 while at the Center, with a fever of 100 degrees or higher, we will remove the child from the group and have them wait in the front office. Staff will call a family member so the child can be picked up within the hour. The Child Care Center amended sick child policy is applied.

If the center becomes aware of a positive case of COVID-19 in a child, the child's classroom will not be used for 24 hours and then it will be cleaned by the Facilities Services team. Parents will be notified that there has been a positive case of COVID-19. The Department of Children and Families, as well as the university COVID-19 Response Team, will be notified.

Parents

Parents are required to wear a cloth face covering or disposable mask and practice physical distancing. When parents are in the building, they must go directly to their child's room or the playground for drop-off and pickup.

Visitors

There will be limited visitors, and individual tours will be given to prospective families only.

Campus Facilities

Space

All campus spaces have returned to normal capacity. Common areas can be utilized as they were pre-pandemic. All drinking fountains on campus are in the process of being reconnected.

Graphics and signage

The university is installing signage throughout academic, business and residential spaces on campus to educate faculty, staff, students and visitors on the importance personal safety practices have in keeping us all protected. This distribution is coordinated through FP&M. Individual units should not make or post their own signs.

Cleaning and disinfection

Normal cleaning practices have resumed. Routine cleaning includes daily cleaning of restrooms, wiping down of surfaces, collection of trash in break rooms, and rotational work such as spot dusting and floor care.

- Sanitation stations: Hand sanitizer will be located at the entrance to every building.
- FP&M has sanitizing wipes available. Submit a work order request to FP&M if you would like sanitizing wipes for your workspace.
- Custodial services will clean and disinfect public spaces after each workday.
- Regular cleaning of common spaces within office suites will continue. Staff with private offices should continue to take trash to common receptacles. If your office is retuning and has not designated a common receptacle, feel free to contact FP&M to clarify a location. FP&M will provide semi-annual carpet care within private offices. Departments can request quarterly carpet care with a work order to FP&M. FP&M will coordinate a date for this work to occur with the requestor. It will make FP&M crews most efficient if occupants of the private office move their personal items off the floor as best as possible so to allow as comprehensive cleaning as possible. Annual carpet shampooing and office chair cleaning can also be requested through a work order to FP&M.

Campus Events

CAMPUS EVENTS AND VISITORS

COVID-19 Recovery Team approval is no longer required for campus events. All events should follow City of Milwaukee Health Department guidance.

Events can include food consumption. Pre-packaged or plated meals are best, but buffet style self-serve is now allowed.

In alignment with new guidance from the City of Milwaukee Health Department, Marquette University strongly advises everyone — regardless of vaccination status — to wear a mask when indoors with people outside of their household. The full Milwaukee Health Department guidance is [online](#).

Mask wearing will continue to be required in campus health care settings, including on-campus clinics, and in all modes of public transportation, including Marquette LIMOs.

Visitors to campus are required to follow on-campus guidelines for COVID safety and mitigation. Each department/unit should keep a log of their visitors and screen their visitors to aid in contact tracing. COVID Cheq screening is only available to individuals with a Marquette email.

Visitor Screening Questions

1. Are you experiencing any of the following COVID-19 symptoms, either mild or severe?

- Fever – temperature 100.0 F or higher (please do a temperature check the morning of your campus visit.)
- Chills
- Cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. you been exposed to or in contact with anyone who has tested positive or is a presumptive positive for COVID-19 in the last 14 days?

Signage



3. Have you been exposed to or in contact with anyone showing symptoms of COVID-19 in the last 14 days?

Contacts

Marquette University COVID-19 Response Team

Marquette's COVID-19 Response Team leads Marquette's response to coronavirus while building and sustaining the capability to mitigate, prepare for, respond to and recover from this threat. The COVID-19 Response Team meets regularly to share updates, discuss COVID-19 developments and prepare campus communication. The response team is organized into six subcommittees, encompassing approximately 100 subject matter experts from the faculty and staff actively working on the university's response to COVID-19.

If you have questions, please email covidresponse@marquette.edu.