

PREPARING FOR
Return to Campus:
RECOVERY PLAN, STEP 4

V.3 • SEPTEMBER 2020



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 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.

Marquette's response to the COVID-19 pandemic is focused on three core objectives:

- ▶ Mitigating the spread of COVID-19 in our campus and broader communities
- ▶ A commitment to our Catholic, Jesuit mission and to continued academic and research excellence
- ▶ Reducing the financial effects of the global pandemic on our university and members of the Marquette community

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.

The protocols in this plan are for Step Four 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 summer campus operations. This step is contingent on Wisconsin's guidelines for safe reopening of businesses, university confidence that the number of incidents of infection remain 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 summer 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

A return to campus with the intent to prepare for the fall semester, contingent on the successful completion of Steps 2 and 3. This step will include communication and direction to faculty and staff for preparation and implementation. Campus would be fully operational and plans would be in place for the acceptance of students for the 2020 fall semester, in alignment with government and medical guidelines. **This is our current phase.**

Step 5

Implementing this step means that all other steps have been completed. All employees would return to campus to Marquette's new normal.

MARQUETTE'S COVID-19 ALERT LEVELS

Four COVID-19 Alert Levels have been established to indicate the severity of COVID-19 transmission and implications for the university operations. These Alert Levels were informed by guidance from PreventingEpidemics.org, the CDC and American Enterprise Institute's *Road Map to Reopening*. Marquette University will also pay attention to state and local mandates, which supersede these Alert Levels. These are Marquette's Alert Levels related to university operations, which are different than the city's Alert Levels, which describe viral activity.

Because COVID-19 transmission can vary greatly from community to community, there could be instances when our campus experiences a rapid outbreak of COVID-19, causing us to raise Marquette's Alert Level even if the state or city is relaxing restrictions because COVID-19 cases are decreasing at a city, county or state level.

These four Alert Levels have been approved by the City of Milwaukee Health Department. Marquette is planning to open at the Moderate Level as presented to the City of Milwaukee Health Department.

Low alert

This will be our new normal. Institutions and communities can operate high-density environments. Once vaccines and/or highly effective treatments are approved and widely available and there is low circulation of the coronavirus, prevention practices can be gradually lifted. It is likely that even when immune protection is established, social interactions will remain unchanged for a duration of time and re-engineered processes and new technologies will persist, so long as they are functional.

Marquette Operations

Once vaccines and/or highly effective and widely available treatments are approved for the coronavirus, prevention practices can be lifted. It is likely that even when immune protection is established, social interactions will remain unchanged for a duration of time and re-engineered processes and new technologies will persist, so long as they are functional.

- All employees return to campus.
- Classrooms near full capacity.
- Shared office spaces permitted.
- Dining and residential activities near full capacity with some modifications.

Moderate alert

Protections in place — Institutions and communities can operate moderate-density environments. Institutions are open and many protective measures are still actively in place. The underlying threat of outbreak remains, but prevalence of the virus is lower and testing and contact tracing capacities are robust enough to allow some policies to be relaxed. There may also be available treatments for the disease, which lower the risk of severe outcomes.

Marquette Operations

Instruction is a mix of in-person and remote instruction with online options for in-person (hybrid) classes where practical. Some students and faculty will not be able to return to campus and accommodations should be put in place to enable continued academic progress. Some areas may maintain remote work to de-densify campus.

- Rigorous cleaning and PPE protocols
- Low-density instruction; capacity is the lesser of 50% or one person per 30 square feet
- No more than 50 people in a classroom; 6-foot physical distancing
- Limited specialized facility access (labs, studios, practice rooms)
- Shared offices with distancing and other measures
- Strict distancing, face covering, frequent handwashing

High alert

State-by-state reopening — Institutions and communities can operate low-density environments. Many institutions are open, but there are significant prevention policies in place, which may include limitations on meeting sizes, enforced PPE use, and continued elevated precautions for high-risk individuals.

Marquette Operations

In-person instruction is reduced, and online instruction is increased. Some clinical/practicum activities that are difficult to conduct remotely may still proceed with appropriate PPE and physical distancing. Based on trends and metrics, a higher volume of courses and activities may be shifted online or to remote formats. These could include field-based and individualized study courses except where required by accreditation standards and licensure (e.g., health care programs including nursing, physician assistant studies, dentistry, etc.) Other instructional meetings and academic support appointments could shift to online and/or remote formats. Limited in-person services will still be available for students requiring accommodations or other special populations, maintaining strict physical distancing and cloth face covering policies. Small groups may convene with special permission. Significant prevention policies are in place, which may include limitations on meeting sizes, enforced PPE use, screening, contact tracing and selective quarantining/self-isolation.

- Limited access to facilities, including use of shifts
- Limited small group instruction specifically for specialized programs or special circumstances
- No shared offices for faculty, staff and graduate students
- Strict distancing, face coverings, frequent hand washing
- Rigorous cleaning and PPE protocols

Very-high alert

Stay-at-home orders are in place, schools and nonessential businesses are closed and individuals are expected to practice self-isolation.

Marquette Operations

Campus and nonessential services are closed, individuals are expected to practice self-quarantine, and building access is restricted. Instruction is remote and in-person housing and in-person

academic programs are canceled. Telework is the preferred choice for as many employees as possible, in accordance with state/local mandates.

Gating Criteria and Dashboard

In consultation with the Medical College of Wisconsin, Marquette has developed five gating criteria to determine when and how to reassess our current state: test result timing, percentage of positive tests, quarantine/isolation space capacity, access to personal protective equipment and percentage of COVID-19 positive cases reached within 24 hours of test results. Elevated metrics will require us to evaluate and potentially change our course of action to move back through our recovery plan stages. Much like the city, there is no one metric or combination of metrics that will necessitate one course of action.

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. It will be updated daily, Monday through Friday, at 2 p.m. Additionally, the gating criteria and status will be updated weekly on Fridays at 2 p.m.

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 the City of Milwaukee, there is no one metric or combination of metrics that will necessitate one course of action.

Internal triggers

Internal factors will be monitored by the university and can act as a guide when moving between alert levels.

Community spread

Because COVID-19 transmission can vary greatly from community to community, there could be instances when our campus experiences a rapid outbreak of COVID-19, causing us to raise Marquette's alert level even if the state/city is relaxing restrictions because COVID-19 cases are decreasing at a city, county or state level.

Testing

With on-campus testing available, the university is able to monitor total testing capacity, total numbers of tests performed and the percentage positive. 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 following this process jeopardizes the health and safety of the entire campus community and our ability to maintain an in-person experience this fall.

Tracing

Once a confirmed positive is known, the university will efficiently notify known Marquette University close contacts of their possible exposure to decrease transmission to others in our campus community. This is adjunct to timely notification to the Milwaukee Health Department (or other jurisdiction), which will complete full contact tracing for each case.

Quarantine

The university will closely monitor quarantine and isolation capacity for students who are unable to return home for that purpose.

PPE

The university will monitor PPE inventory needed by faculty and staff and remain vigilant to supply chain issues, including availability and cost. Compliance with the university mandatory mask requirement will also be monitored.

External triggers

External factors influence the university's response to COVID-19 and are monitored regularly. Key metrics measured by the City of Milwaukee Health Department, Milwaukee County and Wisconsin Department of Health Services are all considered and important in understanding community spread both locally and statewide.

City of Milwaukee key health and safety indicators city.milwaukee.gov/coronavirus

- o Cases: Trend in percent COVID-19-positive tests
- o Testing: Number of tests performed and percent positive for tests
- o Care: Percentage of hospitals not in crisis care AND percentage of COVID-19-positive hospital bed usage
- o Safety: Hospital systems reaching PPE goals
- o Tracing: Percentage of COVID-19-positive cases worked by the Milwaukee Health Department that are successfully contacted within three contact attempts

Milwaukee County key health and safety indicators county.milwaukee.gov/EN/COVID-19

- o Cases: Trend in percent COVID-positive PCR tests
- o Testing: Number of tests performed and percent positive for PCR tests
- o Care: Percentage of hospitals not in crisis care AND percentage of COVID-positive hospital beds in use
- o PPE: Hospital systems reaching PPE goals
- o Tracing: Percentage of residents who test COVID-positive who are interviewed within 24 hours of test results

Wisconsin Department of Health Services gating criteria dhs.wisconsin.gov/covid-19/prepare.htm

- o Symptoms: Downward trajectory of influenza-like illnesses reported within a 14-day period
- o Symptoms: Downward trajectory of COVID-like syndromic cases reported within a 14-day period
- o Cases: Downward trajectory of positive tests as a percent of total tests within a 14-day period
- o Hospitals: 95% of hospitals affirm that they can treat all patients without crisis standards of care
- o Hospitals: 95% of all hospitals affirm that they have arranged for testing for all symptomatic clinical staff treating patients at the hospital per CDC guidelines
- o Health Care: Downward trend of COVID-19 cases among health care workers calculated weekly

Additional case indicators

Wisconsin Department of Health Services COVID-19: Activity Level by Region and County dhs.wisconsin.gov/covid-19/local.htm

- Burden (case rate)
- Burden is the total number of cases per 100,000 Wisconsin residents in the last two weeks.
- Trajectory (percent case change)
- Trajectory is the percent change from previous to current week and p-value (indicates statistical significance) from a test against the percent change equal to zero.
- COVID-19 activity level
- COVID-19 activity level is a summary indicator based on whether the burden (case rate) status is low, moderate, moderately high, or high and whether the trajectory (case change) status is significantly shrinking, growing, or has no statistically significant change.

COMMUNICATION OF CAMPUS RECOVERY PLAN

Marquette is using a variety of communication channels to update faculty, staff, students, parents and alumni on our recovery and reopening plans, including:

- ▶ Twice-weekly *Marquette Today* e-blasts to faculty, staff and students
- ▶ Daily updates to the *Marquette Today* website
- ▶ A dedicated COVID-19 webpage, linked from the university's home page and updated daily
- ▶ Twice-monthly virtual Town Halls for faculty, staff and students (all recorded and archived online)
- ▶ Regular communication with parents and families via the Parents Facebook Group (over 5,000 members), a monthly family newsletter, and one-off emails to parents and guardians on important topics
- ▶ The Division of Student Affairs has included updates on COVID-19 planning in its SPARK training for incoming students
- ▶ A dedicated Parents COVID-19 Town Hall held July 28, 2020
- ▶ Regular meetings with shared governance bodies, including University Academic Senate and University Staff Senate
- ▶ Office hours and regular meetings with faculty and staff

Executive Summary

EXECUTIVE SUMMARY OF MARQUETTE'S RECOVERY AND REOPENING PLAN

Below please find an executive summary of Marquette University's recovery plans. Additional details for each section are provided later in the document.

General health and safety

- ▶ Marquette pledge has been shared with students, faculty and staff to promote health and safety practices that mitigate the spread of COVID-19.
- ▶ All students were required to complete a COVID-19 online education module delivered through SafeColleges before the start of the semester. Nearly 95% of students have completed the online COVID-19 educational module.
- ▶ The university discourages in-person social gatherings and will enforce the City of Milwaukee's current guidelines related to gatherings in homes or public venues. This applies to any student parties or gatherings, including those in on- or off-campus housing. *Classroom occupancy guidelines have been set by Facilities Planning & Management and the Office of the Provost in accordance with government guidelines and health care experts.*
- ▶ For students living in residence halls, Marquette has identified rooms in residence halls and in other suitable locations near campus to isolate infected students and quarantine close contacts, as needed. 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. Families are encouraged to discuss their plans in case their student is required to quarantine or isolate and space is not available on campus.
- ▶ A process has been developed for students in quarantine to have access to the comprehensive care needed, including grab-and-go meals, access to testing and outdoor activity, health and counseling or pastoral services, technology, and academic and peer writing support.
- ▶ When in shared or public areas of campus and in the presence of others, a cloth face covering or disposable mask must be worn. This aligns with the city's and state's mask ordinances.

- ▶ All students, faculty and staff who are routinely on campus this semester (once a week or more) are expected to complete COVID Cheq, an online symptom screening tool, before coming to campus each day. The tool is also being used to help with contact tracing. Please note that students who are in quarantine or isolation should still be completing COVID Cheq daily.
- ▶ Hand sanitizer and wipes will be available for faculty, staff and students at locations throughout campus. Locations currently available include college offices, the Alumni Memorial Union, library and residence halls.
- ▶ An on-campus testing center to test symptomatic students and their close contacts is operational.
- ▶ 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.
- ▶ Free COVID-19 testing is currently available 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, is available on the COVID website.
- ▶ Faculty, staff and students are asked to complete the Voluntary Disclosure Form available on the COVID-19 website to voluntarily disclose whether they have been diagnosed with COVID-19, are presumed positive or have been exposed to the virus. This will aid in earlier identification of cases and allow efficient contact tracing, which will help decrease transmission.
- ▶ A Marquette University COVID-19 dashboard has been developed so that everyone has access to the number of positive cases on campus.
- ▶ The university offers various mental health programs and resources for students, faculty and staff to help with higher levels of stress, anxiety and uncertainty during COVID-19. Visit the "Resources" tab on the COVID-19 website for more information.
- ▶ Traditional flu shots will be strongly encouraged for all students, faculty and staff.

Faculty and staff

- ▶ To supplement employees' personally owned cloth face coverings or disposable masks, the university will provide a Marquette logo cloth face covering to all faculty and staff.
- ▶ Each department is working directly with their respective dean, vice president or vice provost and the Recovery Planning Team to determine the appropriate timing for a return to campus, based on the type of work being performed. Some employees will continue to work remotely to reduce density on campus and the risk of viral transmission.
- ▶ All employees who are working on campus must undergo virtual training provided by Human Resources before returning to campus.

- ▶ Faculty and staff who are routinely on campus this semester (once a week or more) are expected to complete COVID Cheq, an online symptom screening tool, before coming to campus each day. The tool is also being used to help with contact tracing.

If employees need to come to campus on the weekends, they are expected to complete the Single Day Pass, which can be requested at marquette.edu/coronavirus/covid-cheq.php. If a department that frequently works weekends wants its employees get an email sent to them for ease of use, the COVID Cheq team can opt people back in at the request of managers or individuals. To request to receive COVID Cheq on the weekends, email COVIDCheq_Info@marquette.edu.
- ▶ Employees experiencing other illness symptoms that may not be related to COVID-19 are asked to remain home.
- ▶ Meetings should continue to be held virtually when possible and in consultation with your supervisor during this time. Face-to-face meetings should not exceed the adjusted capacity of the room. Cloth face coverings or disposable masks must be worn.
- ▶ Employees with a disability or an underlying health condition who may be at increased risk of illness due to COVID-19 can submit a request for temporary alternative work arrangements by submitting the COVID-19 Temporary Alternative Work Arrangement Request Form found at marquette.edu/hr.

Academic planning

- ▶ A mixture of in-person, hybrid and remote instruction will provide physical distancing to decrease risk of transmission of COVID-19.
- ▶ A maximum of 50 people, appropriately physically distanced, is allowed in any instructional space. Cloth face coverings or disposable masks are required.
- ▶ Each college and residence hall has been provided a supply of cloth face coverings or disposable masks to distribute as needed.
- ▶ Room capacity has been established by determining the number of seats available while maintaining a 6-foot physical distance. Furniture will be reconfigured in some rooms to create appropriate physical distancing.
- ▶ Seating charts and attendance-taking are strongly encouraged and will assist in contact tracing should it be needed.
- ▶ The use of plexiglass at lecterns or other locations in classrooms will be determined on a case-by-case basis. Plexiglass does not replace cloth face covering usage.
- ▶ Students congregating or meeting before or after class in person is discouraged. Sharing of food, eating and catering will be prohibited.
- ▶ Academic research will continue following appropriate safety and health guidelines.
- ▶ Reasonable accommodations will be made where possible for vulnerable and at-risk individuals, and for students unable to be on campus due to travel restrictions or other considerations. Students seeking accommodations should contact the Office of Disability Services.

- ▶ Hand sanitizer and wipes will be available for individuals to clean their seats and work areas in classrooms.
- ▶ All active classrooms will be cleaned/disinfected daily.

Student life/residence life

- ▶ All students living locally have been provided a welcome kit that includes a Marquette cloth face covering, hand sanitizer and a digital thermometer. Students are encouraged to bring additional cloth face coverings or disposable masks, hand sanitizer and wipes.
- ▶ To mitigate risk, residence hall rooms have a minimum of 12 feet of space between students' heads while sleeping. To accomplish this, all open room quads without separate sleeping rooms have been converted to doubles, all triples have been converted to doubles, and some doubles have been converted to singles.
- ▶ Freshmen taking a fully online course load and all sophomores can waive their residency requirement, which will help to de-densify the residence halls.
- ▶ Students living in residence halls and university apartments will be required to wear a cloth face covering or disposable mask at all times except when they are in their room with no guests present.
- ▶ The common areas of residence halls and university apartments have been de-densified, with signage to explain the adjusted capacity and to designate appropriate physical distancing.
- ▶ Rooms will be set up to ensure maximum physical distancing. We ask that students keep rooms as arranged upon move-in.
- ▶ Communal bathrooms will have increased frequency of cleaning. Signs have been posted not to place toothbrushes on counters. No shared toiletries will be allowed. Students are expected to wear a cloth face covering or disposable mask when possible.
- ▶ Isolation and quarantine rooms with private bathrooms have been designated in residence halls throughout campus and in other suitable locations near campus. These rooms will be utilized for any student who tests positive for COVID-19 and needs to be isolated, or for those students who were exposed to someone who has tested or is presumed positive for COVID-19 and needs to be quarantined.
- ▶ External guests will not be allowed to visit the residence halls. Inter-hall visitation will not be allowed.
- ▶ Students living in residence halls will not be allowed to move in additional furniture (futons, sofas, kitchen tables, etc.) to help ensure de-densification and physical distancing.
- ▶ Marquette is working closely with Sodexo, our dining services partner, to reduce seating, add physically distanced seating areas (where possible and especially during peak times), increase online ordering, and add more takeout/grab-and-go options.
- ▶ The university offers guidance on undergraduate community service activities for the fall 2020 semester. The basic guidance states that no Marquette employee can allow or encourage students to engage in service activities or other actions that would violate a

federal, state, city or university health order. Further, regardless of format, program staff must be cognizant of the increased workload and financial pressures that may reduce the capacity of community partners to provide service roles and supervise and co-educate students.

- ▶ 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. Landlords will be notified when there are COVID pledge violations or MUPD calls to their properties.

Events and cocurricular activities

- ▶ On-campus and off-campus events, indoor or outdoor, currently cannot exceed 50 people and must comply with current room capacities for campus spaces. This aligns with the 50-person cap for academic spaces.
 - o An exception is weekly on-campus Masses, indoor or outdoors, facilitated by Campus Ministry for Marquette University members. These Masses can accommodate a capacity up to 100 worshippers and celebrants.
- ▶ External visitors to the university should be limited to those who advance:
 1. Academic and professional success of our students
 2. Admissions recruiting
- ▶ The university is currently not hosting events sponsored by outside groups on campus. Exceptions may be made for elections and other special events done in consultation with the city that advance one of the **four priorities** below:
 1. Events that lead to the academic and professional success of our students have the highest priority.
 2. Non-academic student-oriented events or activities that contribute to the campus experience for our students.
 3. Events that contribute to the long-term health and fiscal well-being of the university.
 4. Specially approved events that contribute to Marquette's role as a contributing community partner or member.
- ▶ Food service is discouraged at campus events in order to mitigate the risk of transmission on campus. Should an event need food service, there will need to be expressed permission for food to be served. Food and beverages should not be brought in from off campus.
- ▶ Fitness facility capacities will be reduced to implement physical distancing measures.

COVID Planning and Recovery Strategies

PREPARING TO WELCOME STUDENTS BACK TO CAMPUS FOR THE FALL 2020 SEMESTER

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. Marquette intends to resume campus operations this fall if governmental and medical authorities say it is safe to do so. With expertise from a COVID-19 Response Team made up of more than 100 experts from across campus, we are carefully developing a Recovery Plan that will lead to a safe, phased approach to reopening the campus this summer to welcome students back in the fall.

RETURN TO CAMPUS STRATEGY

As we move forward with our campus recovery efforts, campus leaders have made strategic decisions about which roles need to be on campus and which roles can continue to work remotely. Efforts must be focused on achieving in-person learning for our students, pursuing research and meeting enrollment goals while keeping our commitment to protecting the health, safety and well-being of our students, faculty, staff and visitors. This represents a shift from working toward a complete return of all faculty and staff to campus by the start of the semester.

Campus leaders will work with department leaders, department chairs and supervisors to discuss specifics about how we can have the necessary employees at the necessary times on campus for our students or for research while best leveraging our resources to support the student-centered areas of campus. Staff who interface directly with students, prospective students or serve in a Marquette specialty clinic need presence on campus.

Strategic remote work, where appropriate as determined in consultation with unit leaders, will allow us to keep campus de-densified, making it easier to adhere to physical distancing, and to redirect resources such as custodial staff to critical areas for cleaning (classrooms, student dining facilities and residence halls, for example), which are key tactics to reduce transmission and mitigate an outbreak.

PREPARING TO RETURN TO CAMPUS

- ▶ We have carefully developed the processes and resources necessary to plan for resumption of on-campus instruction while mitigating the spread of COVID-19 in our campus and broader communities.

- ▶ Maintain a commitment to our Catholic, Jesuit mission and to continued academic and research excellence.
- ▶ Mitigate the effects of the global pandemic on our Marquette community through testing and tracing, as well as training in PPE and physical distancing measures.
- ▶ Return our campus facilities to a condition that allows for students, faculty and staff to return to campus, with a focus on physical distancing practices, de-densification and the complete cleaning and disinfection of campus buildings.
- ▶ Communicate clear direction and expectations to faculty, staff and students for returning to campus.
- ▶ Be prepared to adapt to changing COVID-19 guidelines from medical and governmental authorities.

DELIVERING SUCCESSFUL AND SUSTAINABLE ACADEMIC INSTRUCTION

- ▶ Prioritize resources for academic support and Information Technology Services to help faculty develop online instruction, as needed.
- ▶ Ramp up research activities on campus this summer, to allow for laboratory-based activities, fieldwork and work involving human research participants.
- ▶ Begin on-campus undergraduate classes earlier than usual, on Wednesday, Aug. 26, 2020, and begin Law, Dentistry, Health Sciences Professionals, Graduate School and Graduate School of Management courses on Monday, Aug. 24, 2020.
- ▶ Shorten Fall Break and conclude in-person classes on Tuesday, Nov. 24, 2020, with remote final exams from December 2 to 9, 2020.
- ▶ Provide a mix of in-person and online course work to limit population density and provide for proper physical distancing measures.
- ▶ Be ready to pivot to completely online instruction at any point in the semester, if needed.

PROVIDING RESOURCES FOR STUDENT SUCCESS

- ▶ Guaranteed admission through May 1, 2021, for freshman applicants who were admitted for the fall 2020 semester.
- ▶ Encourage students whose changing economic circumstances jeopardize their ability to continue their Marquette education to file the FAFSA and contact Marquette Central for assistance.
- ▶ Ensure students have access to training materials for best practices and campus expectations due to COVID-19.
- ▶ Provide COVID-19-compliant access to campus facilities and services that support student success.
- ▶ Prioritize Information Technology Services to ensure all students have access to technology for online learning.

We are currently in
STEP FOUR
of our Recovery Plan,
with increased numbers
of faculty and staff
on campus.

RETURN TO CAMPUS PROCESS AND QUESTIONNAIRE

Each department will work directly with their dean, vice president or vice provost and the Recovery Planning Team to determine the appropriate timing for a return to campus, based on the type of work being performed. (See “Return to campus strategy” on pg. 14.) We are currently in Step Four of our Recovery Plan with increased numbers of faculty and staff on campus. The return to campus approval process is:

- ▶ All units requesting a return to campus of any size should first read these Step 4 Return to Campus Guidelines in their entirety. This guide provides the framework for a phased return to campus and highlights health and safety; facilities preparation, cleaning and disinfection; academic planning; and human resources protocols.
- ▶ All requests for return to campus must go through the Recovery Planning Team, led by Lora Strigens, vice president for planning and facilities management, and Jeff Kranz, assistant chief of police, Marquette University Police Department.
- ▶ Department chairs or directors may obtain the Return to Campus questionnaire from their vice president, dean or vice provost, who must also sign off on the request.
- ▶ The questionnaire is reviewed by the Recovery Planning Team.
- ▶ To allow for adequate time to review requests, please submit questionnaires two weeks prior to desired date for return to campus.
- ▶ If approved, the requesting unit will be notified and will then work with Facilities Planning and Management to review the cleaning and sanitization needs for their space, as well as any facility-related modifications and space assessments to accommodate physical distancing.
- ▶ All individuals returning to campus will be required to complete a brief online “Return to Campus” training provided by Human Resources.

Return to Campus Questionnaire

Department chairs or directors may obtain questionnaire from their vice president, dean or vice provost.

Department/Unit Requesting: Click or tap here to enter text.		
Requester Name: Click or tap here to enter text.		
ULC Leader Endorsement: Click or tap here to enter text.		
Requester Contact Number:		
Date Submitted:		
Reason for Return: Click or tap here to enter text.		
Date Requested for Return: Click or tap here to enter text.		
Days/Hours of Operation: Click or tap here to enter text.		
Space to be Occupied		
Building(s): Click to enter text.	Room Number(s): Click to enter text.	
Explain Social Distancing Plan: Click or tap here to enter text.		
<i>Attach professional organization guidance to this questionnaire if available.</i>		
Will physical facility modifications be needed to achieve social distancing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain potential modifications needed (Plexi shields, signage, office reconfiguration – FP&M will consult regarding proposed modifications): Click or tap here to enter text.		
Are there specific PPE requirements for your department: Click or tap here to enter text.		
People Returning		
Attach a list of employee names and position types. Include any notes about schedule, cohort size, etc.		
Number of Staff: Click or tap here to enter text.		
Number of Faculty: Click or tap here to enter text.		
Number of Student Employees: Click or tap here to enter text.		

Health and Safety

Please practice *cura personalis* by doing your part to keep our Marquette community healthy.

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 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.



Hand Sanitizer



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

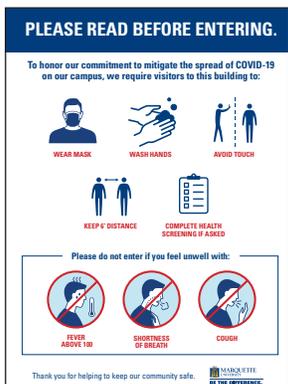
Physical distancing requirements in the workplace

Physical distancing is a simple yet effective mechanism that relies on distance to avoid infection. When returning to work, employees are also asked to:

- ▶ Wear a face covering.
- ▶ Wash your hands.
- ▶ Avoid touching your face.
- ▶ Do not shake hands.
- ▶ Keep 6-foot distance.
- ▶ Use remote meetings when possible and in consultation with your supervisor.
- ▶ Complete the COVID Cheq screening daily before coming to campus.
- ▶ Do not come to campus if you feel unwell.

Find more specific workplace guidelines on page 55, under "Space Use."

Building Signage



Physical distancing in common areas of buildings

To ensure adherence to best practices for physical distancing in common areas of university buildings, Marquette has developed signage available through Facilities Planning and Management (FP&M) for posting in common areas. In addition, the FP&M team, in consultation with other university stakeholders, has addressed building access considerations, circulation and procedures related to restrooms.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

University PPE policy

When in shared or public areas of campus and in the presence of others, it is required that the minimum of a cloth face covering or disposable mask be worn.

Personal protective equipment (PPE) includes an array of supplies that are utilized to protect users and those around them. These include eye protection (e.g., goggles, face shields), isolation gowns, face masks, respirators (e.g., N95s, PAPRs), and gloves. The Centers for Disease Control and Prevention (CDC) notes that PPE shortages are currently posing a tremendous challenge to the U.S. health care system because of the COVID-19 pandemic. As such, CDC recommends that use of specific types of PPE discussed in this document (e.g., face masks, respirators) be limited to health care personnel and very few other groups (e.g., corrections staff, law enforcement).

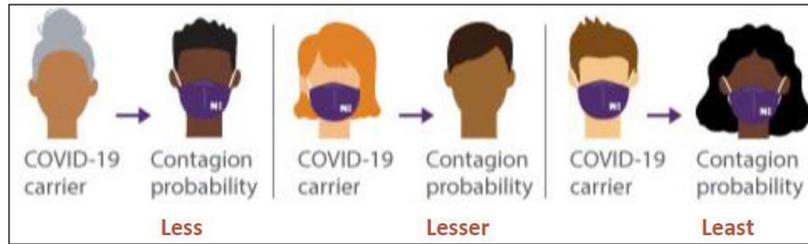
It is important to recognize that the optimal way to prevent transmission of COVID-19 is to use a combination of interventions from across the hierarchy of controls and not just by use of PPE alone. This includes frequent hand washing, physical distancing, and cleaning and disinfecting surfaces.

Purchase of COVID-19 supplies and PPE

Access to personal protective equipment and other supplies is constrained, and purchasing decisions should evaluate necessity, access and cost. In specific cases, contingency plans should be developed for sourcing difficult to find products (e.g. reusable gowns in lieu of disposable gowns), if possible. This is a fluid discussion, and university resources are at work to help all those in need. The university will assist each area with acquiring product and due to quality and cost variation has developed a central redistribution process for many of the needed products. The future goal of direct departmental PPE acquisition will be discussed as the supply chain constraints ease. Departmental purchasing guidance is as follows:

- ▶ If your area has been authorized to return to campus, review the Purchasing website for up-to-date guidance on supply access and access to the requisition for PPE. Contact purchasing@marquette.edu with any questions.
- ▶ A central redistribution process has been set up through the School of Dentistry, and FP&M and Purchasing can help navigate the process.
- ▶ The Purchasing website lists target acquisition costs and general information for reference.
- ▶ For new PPE requirements, evaluation and/or safety assessments, contact Dennis Daye in the Office of Environmental Health & Safety at 414.288.8411.
- ▶ Contact FP&M about any facility-related questions pertaining to cleaning and disinfection at 414.288.7043.

When in shared or public areas of campus and in the presence of others, it is required that the minimum of a cloth face covering or disposable mask be worn.



Cloth face coverings

Cloth Face Coverings



Definition

To supplement employees' personally owned cloth face coverings or disposable masks, the university will provide a Marquette logo cloth face covering to all faculty and staff. In addition, masks will be made available for students, staff, faculty and visitors for those who are presently without one. Distribution points will be located at the AMU Information Desk, Marquette University Medical Clinic, Raynor Library, Zilber lobby, and through MUPD officers. Each school/college and residence hall will also be provided a supply of cloth face coverings or disposable masks to distribute as needed. To supplement the supplies available in colleges and in central locations throughout campus, there will be spare supplies in rooms during the first few weeks of class to encourage use of face coverings. They can help the person wearing one from spreading respiratory secretions when talking, sneezing or coughing. Individuals should wash hands or use hand sanitizer before placing the facial covering on and after taking it off. Individuals should avoid touching the facial covering while wearing it and wash hands frequently.

Application/Recommended Use

When in shared or public areas of campus – whether indoors or outdoors — and in the presence of others and unable to maintain physical distancing, it is required that the minimum of a cloth face covering or disposable mask (see next page) be worn. Appropriate use of cloth face coverings that cover both the mouth and nose is critical for minimizing the risk to others. The cloth face covering should encapsulate respiration, whereas loose fitting bandanas, cloth containing openings, neck gaiters and mesh face coverings are not acceptable protection. If you are alone in your own office, you do not need a mask (door open or closed).

Restrictions/Required Training

Face shields cannot be worn in lieu of face coverings. Face shields do not contain coughs or sneezes from individuals wearing a face shield alone and therefore do not protect others. The face shield can be used in conjunction with a face covering to add additional protection for the wearer, such as a health care provider wearing it over their mask.

Enforcement

We will expect all members of our community to commit to a pledge that outlines a new social contract we are all expected to follow to keep each other safe. Wearing a cloth face covering or disposable mask is a part of that. We hope our students help each other reinforce the need to wear cloth face coverings or disposable masks to stop the spread.

Face masks

Face Masks



Definition

Face masks are PPE and are often referred to as surgical masks or procedure masks. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Face masks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays.

Application/Recommended Use

When in shared or public areas of campus and in the presence of others and unable to maintain physical distancing, and a cloth face covering is not available, it is required that a face mask be worn.

Restrictions/Required Training

None

N95 masks

N95 Masks



Definition

An N95 mask is defined as a respirator. A respirator is a personal protective device that is worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents). Respirators are certified by the CDC/NIOSH, including those intended for use in health care.

Application/Recommended Use

- ▶ N95 mask use is not necessary for most employees or students.
- ▶ N95 masks must be worn if mandated by the job description or tasks being performed.
- ▶ N95 masks will be required for employees and students determined to need this level of protection.

Restrictions/Required Training

If an N95 mask is considered necessary to complete an assigned task:

- ▶ The employee/student needs to be medically cleared to wear respiratory protection.
- ▶ The employee/student needs to be trained on respiratory protection (e.g. how to properly don and doff, when to discard, storage, etc.).
- ▶ The employee/student needs to successfully pass a fit test with the mask they will be using.

If an employee or student needs to be evaluated for an N95 mask and needs to coordinate training for the above regulatory compliance, contact Dennis Daye in the Office of Environmental Health & Safety at 414.288.8411.

Please be sensitive to the fact that there is currently a shortage of N95 masks, and we need to make sure that they are available to people who have a real need for them such as hospital workers and first responders.

Gloves

Gloves Discouraged



Definition

Gloves are worn when working with hazardous chemicals and other materials because they protect our hands from infection and contamination. Protective gloves should be selected on the basis of the hazards involved.

Application/Recommended Use

Gloves are discouraged for daily wear for the following reasons:

- ▶ The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- ▶ Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus while wearing gloves when in reality, they are not.
- ▶ When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk. We want people to wash their hands because it is the first defense against any virus.

Restrictions/Required Training

Proper removal of gloves takes training; if contaminated gloves are not removed properly, our employees are exposed to greater risk.

Protective eyewear

Protective Eyewear



Definition

Health care providers must wear goggles or a face shield in conjunction with a mask while caring for patients. Safety glasses, goggles or a face shield that covers the front and sides of the face are considered protective eyewear. Personal eyeglasses and contact lenses are NOT considered adequate eye protection.

Application/Recommended Use

- ▶ Protective eyewear is not recommended for daily use.
- ▶ Should be worn during activities where splashes and sprays are anticipated, which typically includes aerosol-generating procedures.
- ▶ Should be worn during activities where prolonged face-to-face or close contact with a potentially infectious person is unavoidable.
- ▶ Must be worn for employees with health care job functions. Safety glasses or face shield is an appropriate means of protection.
- ▶ Face shields cannot be worn in lieu of cloth face coverings or disposable masks.

Restrictions/Required Training

None

Protective Clothing



Protective clothing

Definition

Protective clothing includes lab coats, smocks, scrub suits, gowns, rubber or coated aprons, coveralls, uniforms and Tyvek suits.

Application/Recommended Use

- ▶ Protective clothing is not recommended for daily use.
- ▶ It is a safeguard against hazardous material spills, splashes and instances of direct contact with infectious materials.

Restrictions/Required Training

None

Foot coverings

Foot Coverings



Definition

Protective shoe covers are necessary for many applications. They are meant to keep you from bringing dirt and germs into a clean space. For medical professionals, disposable shoe covers ensure that no biohazardous materials were taken from outside the clean operating room.

Application/Recommended Use

- ▶ Shoe coverings are not recommended for daily use.
- ▶ Shoe coverings should be worn where there is the likelihood blood, bodily fluids, secretions or excretions may splash, spill or leak onto shoes.
- ▶ Disposable shoe covers should not be reused and should be discarded to avoid transfer of dirt and germs from one space to another.

Restrictions/Required Training

None



COVID
CHEQ

Marquette
University
Medical Clinic
414.288.7184

COVID CHEQ DAILY SYMPTOM SCREENING FOR ALL FACULTY, STAFF AND STUDENTS

In addition to the various health and safety measures outlined in this document to mitigate the risk of COVID-19, and out of concern for the health and safety of our campus community, all faculty, staff and students who are routinely on campus this semester (once a week or more) are required to answer a series of daily screening questions.

It is essential that we all make it a priority to complete the screening questions each day in order to ensure early detection and reduce the spread of the virus on campus. By doing so, you are being the Marquette difference, protecting both yourself and others on campus.

The screenings are completed through an online tool called COVID Cheq. The tool is also being used to help with contact tracing.

The screening includes about six questions (it varies slightly depending on whether you are a student living on campus, a student living off campus or an employee) and should only take a few moments to complete.

At the end of the screening, you will get one of three screens:

1. Green / cleared to come to campus
2. Red / stay home
3. Yellow / not planning to visit campus today (you can retake the screening if your plans change)

You may be asked to present your COVID Cheq status at various points across campus, so please keep this screen easily accessible on your phone throughout the day or print it out at home if you do not have a mobile phone. Those without a mobile phone, home computer or printer can complete COVID Cheq as soon as they arrive on campus using a Marquette computer / printer.

A self-opt-out is currently available for faculty and staff who are remote this semester or only on campus less than once a week. Students who are remote and do not plan to visit campus at all can also request an opt-out by emailing COVIDCheq_Info@marquette.edu. An exception to this is if a student is participating in an off-campus academic experience, in which case the student must fill out COVID Cheq every day before going to the off-campus experience. Please note that if you do plan to visit campus at any point, you must complete a COVID Cheq Single Day Pass.

For more information regarding opt-out, the Single Day Pass and frequently asked questions about COVID Cheq, visit marquette.edu/coronavirus/covid-cheq.php.

Email COVIDCheq_Info@marquette.edu with questions.

Symptoms of COVID-19 can be mild or severe and include the following:

- Fever (temperature 100.0 F or higher)
- 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

As the CDC and Milwaukee evolve their guidelines, Marquette's health screening questions may change.

If an individual has fever, chills, cough or shortness of breath, they should stay home or go home. Individuals should consult with their primary care physician, Marquette University Medical Clinic staff or text or call Impact 211 (898-211) to determine next steps and if COVID-19 testing is needed. Employees should notify their supervisor.

If an individual has any of the other symptoms, they should stay home until they are able to discuss with their supervisor and/or primary care physician or Marquette University Medical Clinic nurse to determine if they should or should not report to work or class and if they may need to be tested.

Additionally, if yes to either of these questions, the individual should go home or stay home:

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

Temperature Check

Individuals must check their temperature daily before reporting to work or class.

- If an individual has a temperature of 100 degrees or higher, they should not report to work or class or if on campus should go home.
- Some departments may continue to perform temperature screening utilizing an infrared no-touch thermometer conducted by a department designee.

Any faculty or staff who are sent home to isolate based on this screening will consult with their supervisor to determine next steps. (See policy for reporting on p.44.) A resolution will then be determined after consultation with the employee and department supervisor (also see "Sick employees should not report to work" in the Human Resources section).

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).

COVID-19 TESTING

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.

An on-site testing center has been established in Coughlin Hall 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.

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 this fall.

Free COVID-19 testing is currently available 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 the Coughlin testing site.

Marquette Medical Clinic Call Center

A call center to address COVID-19 related calls from students and to set testing appointments operates Monday through Friday from 8:30 a.m.–4:30 p.m. The call center is staffed by RNs and Marquette student nurses enrolled in the community nursing clinicals. 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 and isolate ill individuals whom we are aware of so it can be done in a timely fashion 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.

Quarantine and isolation

For students living in residence halls, Marquette has identified rooms in residence halls and near campus 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 since the onset of symptoms has passed. On average, an infected individual remains in isolation for 2 to 4 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 comprehensive care, including grab-and-go meals, access to testing and outdoor activity, counseling or 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.

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, 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 period, take these steps to monitor your 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 supplied log 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, 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.
- Get medical attention immediately 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 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: 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 positive COVID-19 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. It will be updated daily, Monday through Friday, at 2 p.m. Additionally, the gating criteria and status will be updated weekly on Fridays at 2 p.m. 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 the City of Milwaukee, there is no one metric or combination of metrics that will necessitate one course of action.

Faculty, staff and students are reminded to complete the Voluntary Disclosure Form available on 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.

CAMPUS VISITOR SCREENINGS

Marquette University will no longer allow normal visitation to our work spaces from people outside of the university until further notice. Meetings should continue to take place virtually going forward to help mitigate the spread of COVID-19.

Where business-critical, in-person visits do occur, visits should limit exposure to employees to the extent feasible, by taking the following steps:

- ▶ Visitors should be directed to report to an area of the department/building that will minimize contact with any staff.
- ▶ Ensure visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
- ▶ Encourage visitors and employees to practice physical distancing at all times and instruct visitors regarding expectations regarding physical distancing (e.g. no handshakes or embraces, keeping 6-foot distance when interacting).
- ▶ Practice expected hygiene regarding washing hands and covering coughs/sneezes, while pointing out or providing university guidance on this topic.
- ▶ When in shared or public areas of campus buildings or in the presence of others, it is required that the minimum of a cloth face covering or disposable mask be worn by visitors.
- ▶ Per World Health Organization recommendations, create and retain a list of contact information for all visitors and meeting participants to assist with contact tracing, if necessary.

Note that any visitor entering the department work space and/or having prolonged contact with staff (10 minutes or more) shall be asked COVID-19 specific health screening questions and information for contact tracing purposes. If yes is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor. This policy forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

Vendor/contractor policy

Contractors and vendors shall be screened if having prolonged contact with staff (10 minutes or more) when checking in on campus by their primary point of contact unless the screening is being conducted by their employer. The primary point of contact will need to confirm this screening is taking place on a daily basis.

Note that any vendor/contractor entering a department work space and/or having prolonged contact with staff (10 minutes or more) shall be asked the information for contact tracing purposes.

When in shared or public areas of campus and in the presence of others, it is required that the minimum of a cloth face covering or disposable mask be worn by vendors and contractors.

Academic Planning

FALL 2020 CLASSROOM SCHEDULING IN CHECKMARQ

Marquette University's class scheduling for fall 2020 is now finalized, except for individual class changes that occur as circumstances require. In alignment with public health guidance to mitigate the spread of COVID-19, in-person fall 2020 classes will require 6-foot physical distance between seats, and the number of individuals in a classroom will be limited to no more than 50 (students and faculty).

Adhering to these guidelines required changes to most scheduled classes. In many cases, classes will be held in larger rooms than in past semesters, including in spaces that were previously dedicated to events, such as the Alumni Memorial Union. In some classes, students may only attend in-person on select meeting days, and online content will be provided to cover instruction on the remaining days. Other classes, particularly larger lectures, were moved to an entirely online format, although many retained a meeting schedule to allow for real-time virtual interaction. Our primary goals were to maximize the number of classes that meet in person and to ensure learning outcomes are maintained regardless of how each class is taught.

Students are strongly encouraged to continue to monitor their Marquette email address through the start of the semester for further communications regarding their classes. More information about our return to campus processes and protocols can be found on the "Recovery" tab of our COVID-19 website.

- ▶ A maximum of 50 people, appropriately physically distanced, is allowed in any space. Cloth face coverings or disposable masks are required.
- ▶ It is strongly recommended that seating charts be developed and attendance taken every class period to assist in contact tracing should it be needed.
- ▶ Room capacities were established by determining the number of seats available while maintaining a 6-foot physical distance.
- ▶ Capacity signage has been created and posted at each room. Adjusted room capacities follow city of Milwaukee restrictions of the lesser of 50% of total capacity or one person per 30 square feet.
- ▶ Furniture has been reconfigured in some rooms to create appropriate physical distancing.
- ▶ Once a room is set, it should not be reconfigured. This is to preserve physical distancing layouts, as well as to avoid excessive handling of furniture by multiple individuals.
- ▶ Rooms with fixed furniture will have visual cues such as stickers or signs on chairs or desks that should not be occupied. It should not be expected that furniture will be removed.

- ▶ Floor markings or tape may be deployed in some spaces to indicate traffic flow direction and to maintain physical distancing.
- ▶ Cleaning protocols and tools are outlined in the “Cleaning and disinfection” section on page 58.
- ▶ For shared items, such as whiteboard markers, laser pointers, slide advancers, etc., instructors should wipe down after usage. Instructors are encouraged to use their own items, as available.
- ▶ Plexiglass is not a substitute for wearing a face covering. The use of plexiglass at lecterns or other locations in classrooms will be determined on a case-by-case basis. FP&M will use plexiglass as a last measure if all other scheduling and physical distancing modifications cannot be achieved and the room is required for use.
- ▶ Instructors should monitor and verbally guide students on appropriate direction of traffic flow for entry and exit.
- ▶ Students congregating or meeting before or after class is discouraged.
- ▶ No food is allowed in classrooms. Water bottles are permitted. It is recommended that students use water bottles with a pop-up or straw top so that they do not need to remove their mask completely when drinking.

De-densification efforts in instructional spaces

A central part of Marquette’s risk-mitigation strategy is the de-densification of instructional spaces by converting in-person courses to online and hybrid delivery modes. All classroom spaces will abide by Milwaukee Health Department guidelines, in particular:

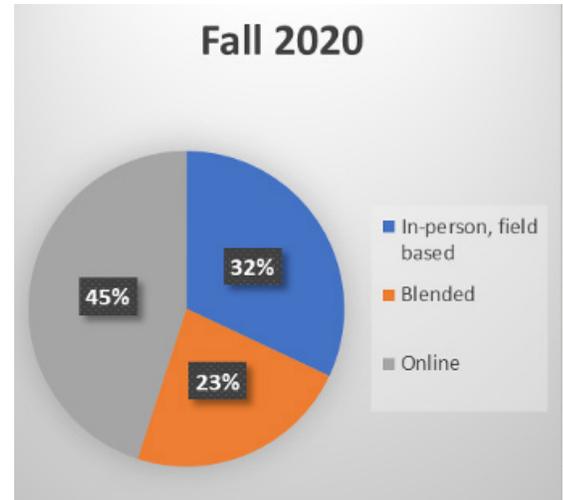
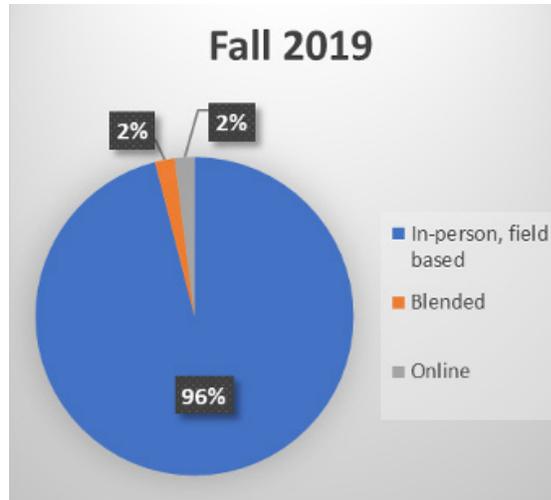
1. Adjusted classroom capacities will be the lesser of 50% capacity or 1 person per 30 sq ft.
2. No more than 50 students per instructional space, even in rooms that could accommodate higher numbers based on guideline 1.
3. Mandatory use of cloth face coverings or disposable masks.

De-densification of instructional spaces means that Marquette will increase the number of online courses by 380% over pre-COVID-19 levels (from 85 to 408). This will enable a significant reduction in the total number of in-person courses delivered from 1,231 to 783.

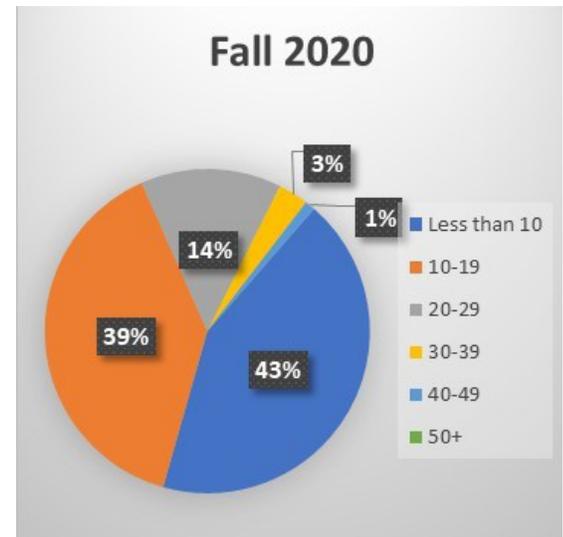
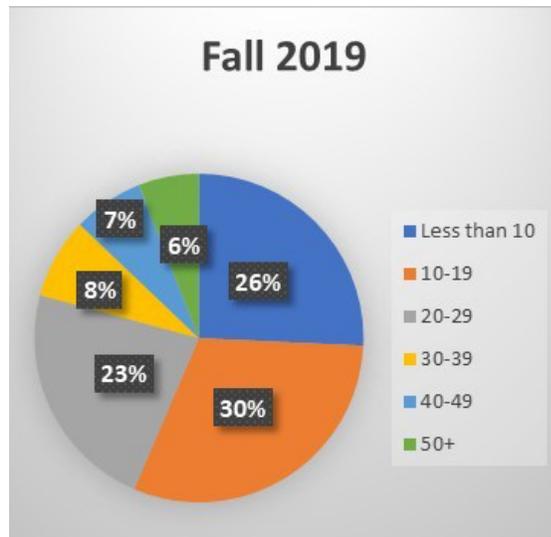
In a traditional semester, 96% of Marquette undergraduate courses would be in-person. For fall 2020, this has been dramatically reduced to 61.2%. The smaller student-to-faculty ratio of Marquette classes enables further overall shift in terms of class enrollments.

Marquette University’s emphasis on small classroom learning environments means that the vast majority of courses taught in-person will have fewer than 20 students. Indeed, 43% of all in-person courses have less than 10 students and 82% of in-person courses have less than 20 students.

Distribution of class enrollments by instructional mode



Distribution of class sizes for in-person, field-based courses



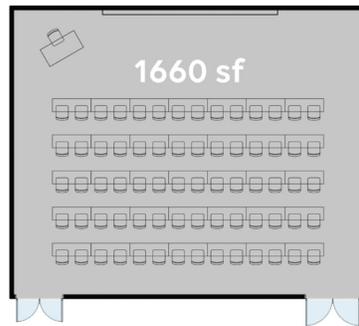
Compared to fall 2019, Marquette will significantly reduce the percentage of larger in-person courses:

- o 50+ person courses (from 6% to 0%)
- o 30-49 person courses (from 15% to 4%)

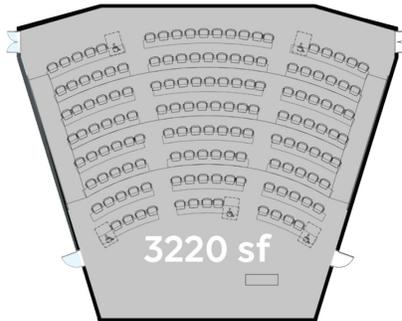
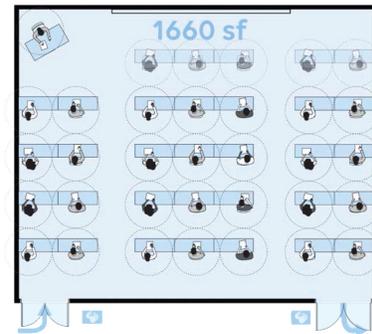
Additional de-densification options by health Alert Level

Should Milwaukee continue to have elevated health Alert Levels due to the severity of COVID-19 transmission rates, additional de-densification options are available that would enable Marquette University to offer a high-quality education that meets the expectations of regional and national accrediting bodies including the Higher Learning Commission (our institution-wide accreditation agency). Find more information on Alert Levels on page 5.

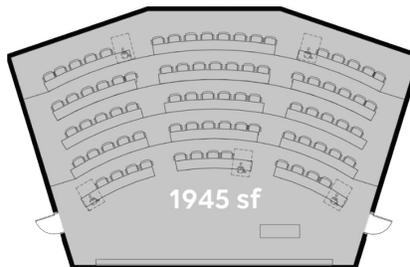
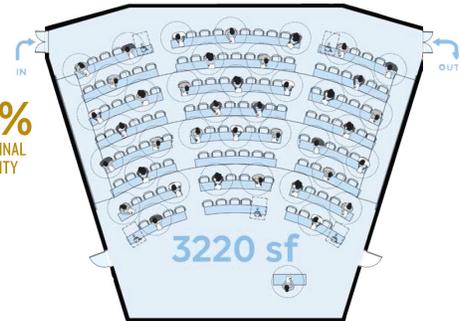
Examples of how classroom capacity can be affected by physical distancing requirements



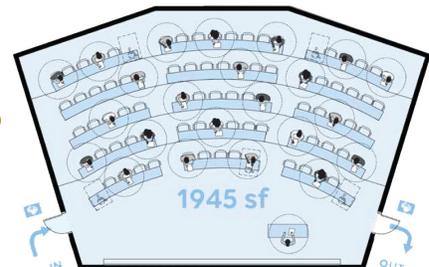
47%
OF ORIGINAL
CAPACITY



25%
OF ORIGINAL
CAPACITY



19%
OF ORIGINAL
CAPACITY



RAYNOR MEMORIAL LIBRARIES – FALL SEMESTER

Service hours:

Monday – Thursday 7:45 a.m. – 11:00 p.m.

Friday 7:45 a.m. – 10:00 p.m.

Saturday 10:00 a.m. – 10:00 p.m.

Sunday 10:00 a.m. – 11:00 p.m.

Seating capacity

1,405 de-densified

More information on group study and conference rooms will be shared with campus in the future.

Student Life

COVID-19 EDUCATION

In an August 10 letter to incoming students, Dr. Xavier Cole, vice president for student affairs, asked all students to consider the following efforts to mitigate the spread of COVID-19:

- ▶ Stay home as much as possible from now until they arrive on campus. Avoid interactions with others outside of their households as much as possible. In particular, avoid crowds or gatherings of any kind.
- ▶ Wear a mask when outside of their immediate household.
- ▶ Monitor themselves for symptoms and check their temperature twice per day now until they arrive on campus.
- ▶ Seek medical care and possible testing for COVID-19 if they develop symptoms including fever, chills, cough, shortness of breath, body aches, fatigue, headache, loss of sense of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.

Welcome Kit

All students living locally were provided with welcome kits, which reinforced the university's cloth face covering or disposable mask policy. Additional kits are available in the residence halls and at several locations throughout campus for pickup. The kit includes:

- ▶ A cloth face covering
- ▶ A digital thermometer
- ▶ Hand sanitizer

COVID-19 online education module

All students were required to complete an online module, delivered through SafeColleges, prior to the beginning of classes. The information was coordinated through an interdisciplinary committee.

Training for student leaders, rooted in bystander intervention training, will enlist students to assist in establishing behavioral norms (such as mask-wearing and maintaining physical distance).

A campuswide educational campaign about behaviors to practice to assist in slowing the spread of COVID-19 is underway and will be shared via posters, yard signs, social media, videos and other collateral.

Pledge

Expectations for community members are articulated in a behavioral pledge, focusing on positive behaviors around mitigation and stopping the spread, that is included in the online module, and reinforced through social media and other communications.



Student Welcome Kit



Marquette University Community Pledge & Community Standards COVID-19 Health and Safety

Marquette University Community Pledge

We Are Marquette. Learning, living, and working in the community are vital to our mission at Marquette University. The COVID-19 pandemic and the risks posed to our community and the world require that each of us observe heightened well-being and safety measures in the coming academic year. This pledge and the accompanying standards reflect the spirit of the university's Vision Statement, that our efforts are designed to promote the greater glory of God and the well-being of humankind. All students, faculty, and staff of Marquette University will be expected to comport themselves in agreement with this pledge as they return to campus this academic year:

As a member of the Marquette community committed to the health and well-being of my community, I agree to align my behaviors in the areas of Health and Wellness, Campus Movement, Guests and Travel, and Social Life and Recreation, with the actions and activities specified in the Community Standards. I understand that my fellow community members will hold me accountable to these behaviors, and I will respectfully hold others accountable.

**WEAR A MASK.
WASH MY HANDS.
KEEP PHYSICAL DISTANCE.**

Community Standards

The Marquette University COVID-19 Community Standards for the 2020-21 academic year provide guidance on the behaviors expected of community members to minimize the incidence and spread of COVID-19 on campus. This is a living document: Expect it to be revised throughout the academic year as understanding of the virus grows, best practices change, and medical actions become available. Changes made to the Community Standards will be announced to the campus community, and each community member is expected to remain apprised of these changes as they occur. Changes and updates will be communicated via the Marquette University COVID-19 webpage.

HEALTH AND WELLNESS

I AGREE:

- To maintain appropriate (minimum 6 feet) physical distance from others whenever possible.
- To correctly wear an acceptable facial covering in all shared and public areas of campus.
- To avoid touching my eyes, nose, and face.
- To not share food, drinks, or cosmetics with others.
- To wash my hands frequently for at least 20 seconds throughout each day and before and after interactions with others.
- To use alcohol-based disinfectant wipes provided throughout campus buildings to clean surfaces with which I come into contact, including but not limited to desks and seats in classrooms.
- To collaborate with Marquette on daily wellness checks by taking my temperature and using the Qualtrics COVID-19 Symptom Tracker (details to be distributed), monitoring for symptoms, being tested as recommended by health professionals, and tracking my contacts should I test positive, as part of my public service to protecting my fellow Marquette community members.

- To not go to class, work, or other activities if I am feeling sick.
- To be up-to-date on all required vaccines.

CAMPUS MOVEMENT

I AGREE:

- To congregate only in designated outdoor and indoor areas of campus, wearing a facial covering, maintaining adequate physical distance, and complying with all signage.
- To sit only in seats designated and clearly marked as available in classrooms and other campus buildings.
- To follow procedures for entering and exiting classrooms and other campus buildings, as well as for entering and exiting rows of seating in classrooms, which will be clearly marked on signs in and around classrooms.
- To follow procedures for entering and exiting campus buildings, which will be visible on signs near the entrances and exits of campus buildings.

GUESTS AND TRAVEL

I AGREE:

- To refrain from having guests, including family members, in my campus residence.
- To follow the requirements of on-campus living/working (face coverings, physical distancing, etc.) when going off campus and to follow the university's rules for approved off-campus activities.
- To observe local, city, and state policies regarding safe physical distancing, as well as public health advice from the CDC, Wisconsin DHS, and MU Medical Clinic.
- To limit all unnecessary personal travel and adhere to the university's most current guidance on Marquette-affiliated travel policies
- To comply, if I must travel, with quarantine and testing requirements based on guidance of the Wisconsin Department of Public Health and the public health agency of my travel destination.

SOCIAL LIFE AND RECREATION

I AGREE:

- To participate in student clubs, performing arts groups, intramural and club sports, and any other university-sponsored student life activity virtually as much as possible and, when not virtual, to observe the physical distancing guidelines and other COVID-19-related safety protocols adopted by the university.
- To refrain from organizing, hosting, or attending events, parties, or other social gatherings off-campus that may cause safety risks to me and other members of the community.
- To acknowledge that drinking alcohol and using other drugs will increase my risk of engaging in risky behavior and/or needing medical treatment, including the increased risk of being exposed to higher-risk contact with others. In the event that disruptive behavior related to the spread of COVID-19 is referred to Student Conduct, alcohol consumption and recreational drug use will not be considered mitigating factors.

PERSONAL AND COMMUNITY WELL-BEING

Recognizing that this is a stressful and overwhelming time, I will also do what I can to support others in my community by listening and assisting when I can. I will employ patience and understanding, knowing that this is a dynamic situation. I will make efforts to be part of the solution.

If I encounter someone not following these expectations, I will intervene (directly or indirectly) to respectfully remind members of the community expectations. Similarly, I will respond respectfully to anyone who reminds me if and when I am not following these guidelines.

Disruptive behavior stemming from failing to abide by this pledge will be referred to Student Conduct and/or Human Resources and conduct or employee action may be taken.

RESIDENCE HALLS

Several changes to our residence halls have been made to mitigate the risk of COVID-19. We note that students also bear some responsibility in that mitigation process.

- ▶ There is a minimum of 12 feet head-to-head when sleeping. To accomplish this, all open room quads without separate sleeping rooms have been converted to doubles, all triples have been converted to doubles, and some doubles have been converted to singles.
- ▶ First-year undergraduate students who choose to take a fully online course schedule can waive their residential living requirement for this academic year and remain in their permanent place of residence rather than live on campus. First-year students taking any in-person or hybrid classes must stay in the university residence halls unless living with a parent or guardian within a 30-mile radius of campus (as has always been the case).
- ▶ Sophomore students will have the option to be released from their residential living requirement for this academic year, regardless of whether taking in-person or fully online classes. Sophomore students can opt to retain their residence hall assignment, choose to live in university apartments or off-campus housing, or remain in their permanent place of residence.
- ▶ Undergraduate juniors and seniors in Marquette-operated apartments have the option to be released from their leases if they choose to take a fully online course schedule. Students with leases at non-Marquette-operated apartments need to work with their landlords.
- ▶ If a freshman or sophomore student chooses to opt out of residency, that decision can be reassessed for the spring semester, based on availability. First-year students studying remotely do not need to pick up their student ID and do not need a student ID to access remote resources. Such students will not be mailed an MUID but can pick up their MUID anytime they are on campus during business hours at the Union Station.
- ▶ Furniture has been set to ensure maximum distance between roommates.
- ▶ Cloth face coverings or disposable masks are required except for when students are in their rooms with no other guests present. This aligns with the city's and state's mask ordinances.
- ▶ External guests are not allowed to visit the residence halls and no inter-hall visitation is permitted.
- ▶ The common areas of residence halls and apartment buildings have been de-densified with occupancy limits and markings on tables and seating for physical distancing.
- ▶ Shared bathrooms are sanitized twice daily, and wipes are provided to all students so that they can wipe handles prior to using them.
- ▶ Designated sinks and toilets are encouraged.
- ▶ Signs have been hung to remind students:
 - Not to place their toothbrush on the counter
 - Not to share toiletries
 - To ensure physical distance when in the bathroom/shower

- ▶ Wearing a cloth face covering or disposable mask when possible is required in common baths.
- ▶ Touchless faucets have been installed in all common area bathrooms and bottle-filling stations have been added where space permits. All traditional drinking fountains have been disabled.
- ▶ We ask that no additional furniture (futons, couches, tables) be added to the room. Bean bag chairs or folding type chairs may be added for greater seating comfort.
- ▶ For students living in residence halls, Marquette has identified rooms in residence halls and near campus to isolate infected students and to quarantine close contacts, as needed. 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. Families are encouraged to discuss their plans in case their student is required to quarantine or isolate and space is not available on campus.
- ▶ There is no student programming in large groups. Rather, any student engagement activities can take place in small group settings, with appropriate physical distancing. Virtual student engagement opportunities will also be offered.
- ▶ PPE for residence hall staff is readily available as they are often first responders.
- ▶ COVID-19 prevention posters, including proper hand hygiene, are placed throughout common areas, and hand sanitizer is available in common areas and throughout campus.

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 risk for 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. Landlords will be notified when there are COVID pledge violations or MUPD calls to their properties.

DINING HALLS

In accordance with health guidelines, Marquette worked closely with Sodexo, our dining services partner, to implement changes including reduced seating in most units, additional

seating areas added (where possible and especially during peak times), online ordering and increased takeout/grab-and-go options. High-touch surfaces will be wiped down regularly. Plexiglass barriers, 6-foot floor markings to ensure physical distancing, stanchions and redesigned traffic patterns will all be in place when students return to campus. Students will still have access to the Sodexo staff for dietary concerns and any other dining questions they may have.

As a result of the COVID-19 pandemic, the Marquette Dining Services team has implemented several changes to dining services to provide a safe dining experience. The changing needs and expectations of our campus community and visitors have caused us to look at everything we do differently. We are adapting our operations to the new normal, no matter what it looks like.

As students return to campus, they will be making decisions regarding where to eat, what to eat and how to eat — all with a “safety-first” mentality. Resident and retail dining will be no different.

Marquette Dining Services has implemented new operational policies and procedures and expects all employees to follow and be in alignment with the university’s standards and expectations.

Students in quarantine will be able to utilize the dining facility for grab-and-go meals three times per day.

Signage

- ▶ Signage displaying instructions on the use of cloth face coverings or disposable masks while in the dining centers
- ▶ Floor decals and stanchions to reinforce traffic patterns and physical distancing
- ▶ Maps to outline the traffic patterns
- ▶ Occupancy based on Milwaukee Health Department guidelines

Takeout

- ▶ To-go meals available at all locations using OZZI and recyclable containers
- ▶ No use of personal refillable containers to ensure safety of our guests and staff
- ▶ Condiments, cereal and some beverages provided in individual containers

Service

- ▶ No self-service — all stations to be served by staff wearing appropriate PPE
- ▶ Dishware and utensils stored behind the service area and distributed by staff
- ▶ Limited seating available within dining locations based on Milwaukee Health Department guidelines. Social distancing of tables provided. Seating capacity has been reduced by approximately 75%.
- ▶ Sanitation stations available. Frequent sanitizing of serving areas and dining tables.

Sanitation Supervisors

- ▶ Added positions in larger dining locations
- ▶ Temperature and other health screenings of all employees
- ▶ Oversee table and work space cleaning every 30 minutes

- ▶ Radio announcements to remind staff and guests of this process
- ▶ Oversee ongoing staff training
- ▶ Staff visitor checkpoints
- ▶ Maintaining PPE inventory and staff protocols
- ▶ Daily food and staff audits

Additional Precautions

- ▶ Training will be reinforced by signage and spacing guidance posted throughout the work areas as well as messaging to assure guests that safety is Marquette Dining Services top priority.
- ▶ Staff will be required to obtain a new face covering upon entering the facility, sanitize hands and always keep face coverings on.
- ▶ Protective plexiglass shields at each serving station and cashier station

Simply to Go (STG)

- ▶ STG provides another opportunity for students to select a meal when they are not able to experience dine-in services.
- ▶ Guests will enter the space, maintaining a 6-foot distance from the line and swipe at our cashier counters.
- ▶ Students will have the option to swipe for items such as salads, sandwiches, wraps, fresh fruit and cups.

Community Service

The university offers guidance on undergraduate community service activities for the fall 2020 semester. The basic guidance states that no Marquette employee can allow or encourage students to engage in service activities or other actions that would violate a federal, state, city or university health order. Further, regardless of format, program staff must be cognizant of the increased workload and financial pressures that may reduce the capacity of community partners to provide service roles and supervise and co-educate students.

Additional, detailed guidance is available for virtual, distance or project-based service; in-person service; in-person placements (i.e., Service Learning, 414 Fellows); and transportation-related matters. Contact Rana Altenburg or Stephen Hudson-Mairet for more information or guidance.

Gatherings

Students who are found in violation any of the university's policies related to social gatherings, whether by hosting or attending a social gathering, will be subject to the student conduct process. In addition, the Marquette University Police Department will be issuing on-the-spot orders for any student found to be hosting or attending an off-campus party to be screened later for a COVID-19 test by the Marquette University Medical Clinic.

MUPD LIMO Service

To help mitigate the spread of COVID-19, MUPD's LIMO services are using Go Riteway coach buses instead of the usual vans. The larger buses will allow transportation of more passengers with physically distant seating. Capacity per bus will be 15 people.

Service begins at 5 p.m. and runs through 3 a.m. daily.

Additionally, door-to-door pickup service will no longer be provided. Instead, passengers can "flag down" a bus – and be dropped off – at any corner of the fixed route. The current route map can be found at marquette.edu/campus-safety/limo.php.

IMPORTANT: In order to ride on the bus, you must follow the below guidelines:

- ▶ You must have completed the daily COVID Cheq and show a "cleared" pass
- ▶ You must wear a mask or cloth face covering
- ▶ Passengers must sit socially distanced (at least six feet apart) while on the bus
- ▶ Passengers must sit in the designated / marked seats

The time will be recorded when passengers get on and off the bus in order to assist with contact tracing. Upon disembarking, wash your hands or use hand sanitizer as soon as possible and before removing your mask. Staffed by Campus Safety, safety patrols will also be available for on-foot escorts. To request a safety patrol, call 414.288.6363.

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

STUDENT EMPLOYMENT — THINGS TO CONSIDER

For student workers:

1. All student employees working on campus in-person must complete COVID Cheq daily.
2. If you have Federal Work Study on your Financial Aid Award, we encourage you to accept it on CheckMarq and communicate to your prospective or current Marquette supervisor that you have Federal Work Study.
3. Practice physical distancing, wear a cloth face covering or disposable mask and wash your hands. We are all responsible for the health of our community. Clean and disinfect your work space before starting work — not after — to help be most efficient with supplies.
4. If you are not feeling well for whatever reason, please contact your supervisor and stay home.
5. If you contract COVID-19, you are encouraged to complete the COVID-19 Employee and Student Voluntary Disclosure Form.
6. Because student employees are part-time workers, you are not eligible for paid sick leave.
7. For efficient and contactless payments, sign up for direct deposit by following the steps described here: marquette.edu/central/bursar/documents/direct-deposit-instructions.pdf.

8. Contact Eric Wolffersdorff at Student Employment Services with any questions: studentemployment@marquette.edu.

For supervisors of student employees:

1. All students / student employees who are routinely on campus (once a week or more) are expected to complete COVID Cheq daily before coming to campus.
2. Supervisors of student employees (who are working in-person) are encouraged to ask students to show their COVID Cheq green check mark / “cleared to come to campus” screen when they arrive to work. Additionally, please encourage students to stay home if they feel sick and get a free COVID test at the Medical Clinic if they are experiencing symptoms or have been exposed to someone who has COVID-19.
3. Replacing a full-time employee who was terminated or whose position was eliminated for any reason with a student employee (FWS or not) is prohibited.
4. Student workers require supervision. They cannot be granted access to the workplace without a supervisor present, too. You may set up a digital workplace platform with the student workers, but depending on the work, digital safety, security and confidentiality are of paramount importance. Please consult the supervisor guide to working remotely marquette.edu/coronavirus/documents/managing-remote-work-a-guide-for-supervisors-v2.pdf and/or the employee guide for working remotely marquette.edu/coronavirus/documents/employee-guide-for-working-remotely-v2.pdf for additional guidance.
5. With perhaps fewer available jobs this year, we encourage departments who can hire Federal Work Study (FWS) students to do so. FWS is a federal financial aid program designed to provide part-time employment for eligible students. Marquette University receives an allocation from the federal government each fiscal year, which is used, in combination with employer funds, to provide part-time jobs for students. Not only does it save the department and university money, but it helps to maintain governmental funding for the program into the future. Consult the JobConnection Employer Manual for details on how to check a student’s Federal Work Study eligibility (see p. 39 of the JobConnection Employer Manual: marquette.edu/central/financial-aid/documents/jobconnection-employer-manual.pdf).
6. All employees on campus, including student employees, need to follow the university’s safety/COVID-19 policies and procedures. Model and have your staff practice physical distancing, wear a cloth face covering or disposable mask and wash hands. We are all responsible for the health of our community. Clean and disinfect your work space before starting work — not after — to help be most efficient with supplies.
7. If you are not feeling well, stay home and do not come to campus.
8. If you, your staff or student staff contracts COVID-19, you are encouraged to complete the COVID-19 Employee and Student Voluntary Disclosure Form, with their consent.
9. Student workers are not eligible for paid sick leave. It is illegal to modify a time sheet to reflect hours a student did not work.

10. Contact Eric Wolffersdorff at Student Employment Services with any questions:
studentemployment@marquette.edu.

Club and Recreational Sports

Due to the COVID-19 pandemic, the number of club sport activities available to students will be significantly scaled back this semester.

All club sport teams are prohibited from traveling during the fall semester. Decisions on spring semester will be made in the coming months.

More information is available at marquette.edu/recreational-sports/club-sports.php.

Human Resources

Free COVID-19 testing for faculty and staff

Free COVID-19 testing is currently available 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 at today.marquette.edu/2020/08/free-covid-testing-available-for-employees.

Policy for reporting COVID-19

Every employee (or supervisor with the employee's permission) is asked to complete a COVID-19 Employee and Student Voluntary Disclosure Form at 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.

If an employee has no symptoms but was in close contact to someone with COVID-19, the employee will need to quarantine for 14 days. The employee may be contacted by Human Resources or a public health department employee with next steps after completing the disclosure form.

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/covid-19-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.

Human Resources forms are available on our COVID-19 website or by emailing humanresources@marquette.edu.

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 www.leavesolutions.com/newleaverequest/ at Leave Solutions site or by calling 262.345.2094.

Caregivers for children when schools/day cares are not open or service is limited

The availability of temporary alternative work arrangements will be based on college/business needs of the university, and in consideration of the essential functions required for specific jobs/positions. For consideration, an employee should complete the COVID-19 Temporary Alternative Work Arrangement Request Form. Any approved arrangements will be made for a specific duration and will be periodically reassessed to ensure ongoing effectiveness and the ability to provide essential services to our students and university community. Alternatively, an employee may choose to use accrued vacation hours or their floating holiday if the work area is able to accommodate their absence from work. If the employee's vacation/floating holiday balance has been exhausted, and/or if the work area is unable to accommodate their absence from work, the employee may request an unpaid leave of absence. The Temporary Alternative Work Arrangement Request Form is available on the COVID-19 website, under Resources.

The university offers various mental health programs and resources for students, faculty and staff to help with higher levels of stress, anxiety and uncertainty during COVID-19. Visit the "Resources" tab on the COVID-19 website for more information.

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 who may be at increased risk of illness due to COVID-19, as defined by the CDC, [cdc.gov/coronavirus/2019-ncov/hcp/underlying-conditions.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/underlying-conditions.html), can submit a request for temporary alternative work arrangements by submitting the COVID-19 Temporary Alternative Work Arrangement Request Form. Full documentation via the Medical Information Form is required in order to assess eligibility (except in the case of age). Any medical information provided to HR will be kept confidential per HIPAA. The availability of temporary alternative work arrangements will be based on college/business needs of the university, and in consideration of the essential functions required for specific jobs/positions. Temporary alternative work arrangements may or may not be fulfilled as requested. All arrangements will be made for a specified duration and will be periodically reassessed to ensure ongoing effectiveness and the ability to provide essential services to our students and university community. The Medical Information Form is available on the COVID-19 website, under Resources.

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.

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

Employee has been told by a public health official to self-isolate or self-quarantine due to exposure outside of the workplace

Such employees should complete the COVID-19 Employee and Student Voluntary Disclosure Form, found under Employee Resources at marquette.edu/coronavirus/covid-19-employee-and-student-voluntary-disclosure.php. Remote work, if available, will continue during this time. Some positions are not able to be performed remotely. Employees should contact their immediate supervisor to discuss options. Non-exempt employees will be able to use accrued sick balance for this time. Alternatively, once the accrued sick time has been exhausted, an employee may choose to use accrued vacation hours or their floating holiday.

If an employee becomes ill with COVID-19 symptoms, they should complete a new 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.

Employee has been in direct close contact with a COVID-19 positive or diagnosed positive employee while on campus

Such employees will be notified by the local health department and/or MU Medical Clinic regarding this contact. This employee will be required to quarantine for 14 days from the date of the contact and will be paid during this quarantine. Remote work can continue during this time when possible and in consultation with your supervisor. This employee is asked to contact their supervisor to advise of their self-quarantine. The COVID-19 Employee and Student Voluntary Disclosure Form, available online, should be completed by the employee. The affected individual will be directed to comply with quarantine requirements in place by the CDC and/or their local health department. The local health department is notified per standard protocol. Any impacted area will be thoroughly cleaned and disinfected.

Anti-harassment

Fear of the COVID-19 pandemic must not be misdirected against individuals because of their national origin, race or other prohibited bases. Employees engaging in harassing behavior will be subject to the university's corrective action process.

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.

TRAVEL GUIDELINES

Wide-based community spread of SARS-CoV-2, the virus that causes COVID-19, continues throughout the United States and many other countries. Travel anywhere outside one's own community, domestically or internationally, increases risk of contracting the virus. It is recommended that all non-essential travel be cancelled or postponed at this time.

If it is determined that you must travel, it is imperative to consider several key factors:

Before travel:

- ▶ If you are ill or have been in contact with someone with COVID-19 in the past 14 days, do not travel.
- ▶ Consider current level of community spread in your own community and that of your travel destination
- ▶ If you, your family, or household member or travel companion(s) are at increased risk for severe illness from COVID-19, travel should be reconsidered.
- ▶ If one must travel, it is important to research current travel restrictions in place, including mandatory quarantine upon arrival at your destination or upon return home from the destination. Research of state and local health departments and CDC travel restrictions should be included in pre-travel planning. Additionally, plan to check for updates as travel restrictions may be put in place as you travel. This could include border closures, shelter-in-place orders or mandated quarantines.
[cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html)
[cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html)
- ▶ Be prepared for changing travel restrictions and isolating in place if you get sick.
- ▶ Consider mode of travel and accommodations. Limit prolonged exposure to others where 6 feet of physical distancing cannot be maintained such as in crowded airports, on a crowded plane, bus or train. Check with hotels ahead regarding mitigation strategies in place (staff wearing face coverings, contactless check-in and payment, plexiglass at registration desk, physical distancing signs, and cleaning and disinfecting practices)
- ▶ Items to pack
 - Cloth face coverings or disposable masks
 - Hand sanitizer
 - Disinfectant wipes
 - Thermometer
 - Enough prescription medication for your entire trip including possible extension if you require isolation or quarantine or new travel restrictions are put in place during your trip

During travel

- ▶ Wear cloth face coverings or disposable masks in all public spaces.
- ▶ Avoid touching your face.
- ▶ Maintain 6 feet physical distance when at all possible.
- ▶ Frequently wash your hands or use hand sanitizer.

- ▶ Monitor yourself for symptoms and take your temperature daily.
- ▶ Avoid crowded spaces.
- ▶ Choose carryout food options; if you must dine at a restaurant, choose outdoor spaces that are physically distanced and where face coverings are mandated and patrons are screened.
- ▶ Consider taking the stairs rather than using elevators.

After travel:

- ▶ Monitor yourself for symptoms, and check your temperature twice per day for 14 days.
- ▶ Stay home as much as possible during this time — observe quarantine if indicated per travel guidance.
- ▶ Seek medical care and possible testing for COVID-19 if you develop symptoms including fever, chills, cough, shortness of breath, headache, body aches, fatigue, loss of sense of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.

Resources

- ▶ CDC [cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html)
- ▶ Wisconsin Department of Health Services: dhs.wisconsin.gov/covid-19/travel.htm

Emergency travel order

If you are traveling outside the state, check local travel orders and CDC guidelines.

Research-related travel

University travel for research purposes continues to be limited in order to minimize risk to the Marquette community. University travel for the purposes of attending conferences remains suspended, regardless of funding source. We will reassess this restriction at the end of the fall semester.

Limited travel for essential university research activities will now be allowed. Essential research travel is defined at this time as travel to locations outside of the Milwaukee metropolitan area to conduct research that cannot be done via remote alternatives and that is time-sensitive and cannot be reasonably postponed (e.g. work with deadlines or grant milestones, faculty at critical career junctures, graduate students who need to complete degree requirements, or seasonally dependent data collection).

Researchers who wish to engage in essential research travel, as defined above, must request and receive permission from their dean prior to scheduling any travel. The general university travel guidance provided above must be followed. Faculty should discuss with their deans how to mitigate potential impact on other university duties if they end up needing to quarantine after returning or if they cannot return as initially planned, as part of the approval process.

MARQUETTE UNIVERSITY CHILD CARE CENTER

The Marquette University Child Care Center opened on Monday, Aug. 17, following the directives of the Department of Children and Families and with specific guidelines in place (see below).

Morning health screening/check-in process

All parents 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. Those with multiple children in the center will have a staff member take the older child to their classroom downstairs in the morning, as well as gather them along with their belongings and meet parents in the front lobby at pick-up time to avoid comingling classrooms. Curbside pick-up and drop-off may be arranged if needed. Once in the classroom and after belongings are stowed, parents and children wash hands with soap and water.

Increased hygiene practices

Practices have been put in place, including: practicing frequent handwashing 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 will be 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

The children will be separated as much as possible according to age and class size. Classrooms will not commingle. Classrooms will use the playground as a single 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 (with parents providing daily cold bag lunch). The bathroom schedule will be staggered. Drinking fountains will not be available for use.

Water will be offered to the children with disposable cups. All field trips have been canceled. Non-essential items from home are not being allowed.

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 (and any other siblings at the center) 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 and await further instructions.

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 and employ staff to bring other children to their rooms to minimize commingling.

Visitors

There will be no visitors unless an enrolled family, and no tours will be given.

Facilities Preparation, Cleaning and Disinfection

In addition to the guidelines that follow, unique facilities and spaces — such as residence halls, dining venues, Alumni Memorial Union, athletics and recreational spaces, libraries and performance/gallery venues — may have specific plans for each facility, separate from this document.

To contact Facilities Planning & Management (FP&M) about any facility related questions pertaining to cleaning and disinfection, call 414.288.7043.

Any unit that has been approved for a Step 2, 3 or 4 return to campus must consult with FP&M to discuss their cleaning plans, request supplies, and review any space modifications necessary to maintain physical distancing.

BUILDING CIRCULATION

A cloth face covering or disposable mask should be worn at all times when circulating through common areas of buildings, including entry and exits, corridors, elevators, stairs, break rooms, workrooms and restrooms. Please encourage single-file movement with a 6-foot distance between people throughout the facility, where possible. We encourage you to only use your work space areas; do not visit restrooms and break rooms on other floors, for example.

Each of our campus buildings is unique, and therefore implementation of these guidelines may vary in order to remain in compliance with building code requirements. Please refer to the signage in individual buildings for guidance.

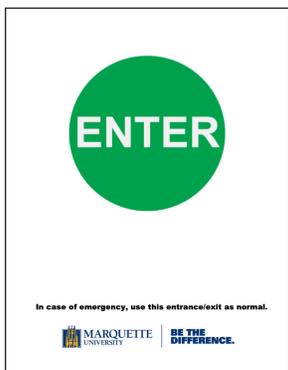
Entrances/exits

Entry to buildings will continue to be regulated and monitored throughout the summer. Buildings are currently locked and accessible only to those with permission for that building. Your Marquette ID card/badge is required for entry. Regular business hours will resume at the beginning of the fall semester.

- ▶ Do not hold or prop open exterior doors for any other person.
- ▶ Maintain physical distancing when entering and exiting buildings.

FP&M is assessing each building on campus to identify useable building access points that promote health and safety and maintain adherence to building codes. Many campus buildings are not conducive to having a single entry and single exit. Therefore, departments should schedule arrival and departure times of staff to reduce congestion and limit interactions at building access points and circulation areas during the business day. Where feasible, designated exit and entry points will be labeled with signage provided by FP&M.

Enter / Exit Signage

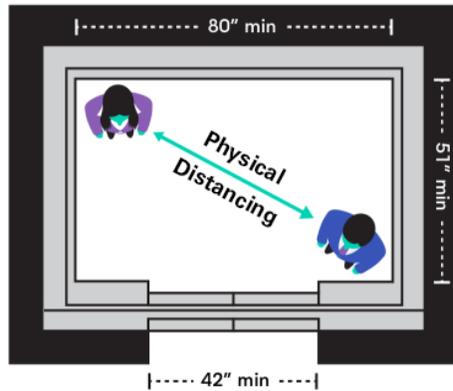
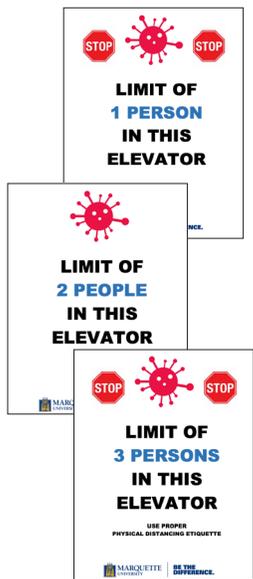


Elevators

Use the stairs whenever possible. If you must use an elevator, abide by the capacity signage posted at all elevators.

Try to avoid touching the elevator buttons with your hands, and wash your hands or use hand sanitizer after touching any surfaces in common areas.

Elevator Signage



Example of appropriate physical distancing in elevators

Stairwells and corridors

As feasible, stairs within buildings may be designated for either up or down travel only. When it is not possible to designate a single path of travel on stairs, signage will be posted to direct occupants to keep to their right while traveling up or down the stairs. Building occupants should keep to their right as they circulate through building corridors. Physical distancing should be maintained in stairwells and in corridors.

Sidewalks, campus pathways and near buildings

Physical distancing should be maintained while circulating on campus sidewalks, paths, in green spaces and near buildings. Cloth face coverings or disposable masks are to be worn while walking about campus when in the presence of others.

Stairwell Signage



SPACE USE

Building capacity

The FP&M team, in collaboration with other campus units, has determined adjusted room capacities. These adjusted capacities are in line with building capacity guidelines from Milwaukee. As units resume operations, FP&M is able to assist in assessing adjusted capacities for any large meeting rooms or other group spaces.

The recommended 6-foot physical distance guideline has been consistently applied in determining adjusted room capacities.

Office environments

Building occupants are responsible for ensuring their office environments are in compliance with these guidelines, as well as in the future.

Reception and waiting areas: Furniture in reception and waiting areas should be appropriately spaced to maintain physical distancing. The number of individuals in these areas should be limited and congregating or gathering is discouraged.

Private offices: If you work in an enclosed office space, no more than one person should be in the same room unless the required 6-foot physical distance can be consistently maintained. If the office is shared, determine if any other space is available to temporarily place one staff member, or discuss staggered work hours with your supervisor. If there is more than one person in a private office, a cloth face covering or disposable mask should always be worn. If you are alone in your own office, you do not need a mask (door open or closed).

Open office environments: If you work in an office area that is open and contains workstations or other desk arrangements, at least a 6-foot physical distance should be maintained between co-workers. Always wear a cloth face covering or disposable mask while in a shared work space or when physical distancing cannot be achieved. Stand-up desks in cubicle environments should not be used. In consultation with your supervisor, consider achieving physical distancing by:

- ▶ If possible have at least one work space separating you from another co-worker.
- ▶ If staff are sharing the same cubicle wall, modify furniture or computers so staff are facing away from each other.
- ▶ Stagger work hours so that there are open workstations between individuals and the 6-foot distance is maintained.
- ▶ Consider shifts/waves of workforce with some in office and others working from home on certain days and then switch.
- ▶ Adjust furniture to increase space between workstations.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and visitors, including:

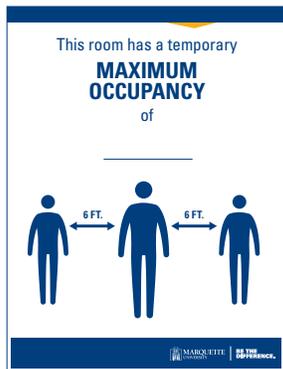
- ▶ Placing visual cues such as floor decals, colored tape or signs to indicate to visitors where they should stand while waiting in line.
- ▶ Place one-way directional signage for large open work spaces with multiple throughways to increase distance between employees moving through the space.
- ▶ Seats should be spaced 6 feet apart to maintain physical distancing. Place signage on any furniture that should not be used or remove excess furniture from the room and store elsewhere.

As addressed in “Cleaning and disinfection” on page 58, employees are encouraged to frequently wipe down high-touch surfaces.

Conference and meeting rooms

- ▶ Meetings should continue to be held virtually when possible and in consultation with your supervisor during this time. Face-to-face meetings should not exceed the adjusted capacity of the room. Cloth face coverings or disposable masks must be worn.
- ▶ Department conference and meeting rooms should adjust capacity to maintain a 6-foot physical distance among those in the room.
- ▶ Post signage noting adjusted room capacity.
- ▶ Seating that should remain vacant should be marked with signage to maintain physical distancing, and rooms should not be reconfigured.
- ▶ If meeting spaces are too small, restrict use with noted occupancy signage on the front of the door or close the space. If needed, consider using these spaces as temporary work areas for staff who do not currently have a physical distancing option.
- ▶ Sanitizing wipes should be made available to those entering the room to wipe down the area where they sit and to wipe down the door handles.
- ▶ Use of common items such as laser pointers, remote controls and keyboards is highly discouraged at this time. If you must use a piece of common equipment, it should be wiped down before use.
- ▶ No common food or beverage should be provided for meetings at this time. Individual boxed lunches are permissible.

Meeting Room Signage



Seating Signage



Common areas (break rooms, workrooms)

- ▶ Always wash your hands or use hand sanitizer after using common items, such as microwaves or refrigerators.
- ▶ Cloth face coverings or disposable masks must be worn in common areas.
- ▶ Place signage on workrooms, meeting spaces, break rooms, etc., that note occupancy limits.
- ▶ If you are eating in your work environment (break room, office, etc.), maintain 6-foot physical distance between yourself and others. Individuals should not sit facing one another. Eating alone is encouraged. Observe occupancy limits, and avoid crowding of break rooms.
- ▶ Common break room food and beverage items should not be used (e.g., shared coffeepots, shared water pitchers, etc.). Reusable kitchenware (e.g., coffee mugs, forks, plates) should not be used. You may either bring your own reusable items (coffee mug, utensils) from home for personal use only or use disposable options at this time.
- ▶ Limit the number of times you use communal items such as copiers, printers, etc., each day. Always wash your hands or use hand sanitizer after using a common item.

Restrooms

Restroom Signage



Restrooms are thoroughly cleaned once per day, Monday through Friday, with spot cleaning at other times. Fixture capacity has been reduced and labeled with appropriate signage where possible while maintaining compliance with building code requirements to allow for physical distancing. Some restroom fixtures may be marked as “do not use” to promote distancing. Wash your hands or use hand sanitizer after touching any surfaces in common areas. The use of paper towels is recommended. The university also installed touchless faucets in all public restrooms around campus.

Drinking fountains and bottle-filling stations

Touchless water bottle filling is available. All other water fountains including those with attachments for filling water bottles should not be used.

Public spaces

In areas of campus where there is a higher volume of traffic, it is important to maintain physical distancing.

In locations that handle transactions or people line up, physical distancing cues such as floor stickers will be used. The use of plexiglass at transaction or reception spaces will be evaluated by FP&M in collaboration with the area, on a case-by-case basis.

The number of people in any large campus space should not exceed 50 people appropriately physically distanced at this time.

Classrooms and instructional spaces

A planning team consisting of members from the Office of the Provost, Registrar, Information Technology Services, Office of Institutional Research and Analysis, and FP&M has evaluated all instructional spaces on campus, starting with general pool rooms and then departmentally assigned spaces. This group has set the adjusted capacity limit for every instructional space on campus. No modifications to the capacity limit can be made without consultation with this group. For questions about Academic Planning, refer to page 32 of this document, or contact Dr. John Su at john.su@marquette.edu.

Recreation facilities

The university’s recreation facilities — Helfaer Recreation Center and the Rec Plex — will be open to the campus community this fall with limited capacity and additional health and safety measures in place. This includes de-densifying spaces throughout the facilities and changes in protocols to follow guidelines. The facilities will not be open to guests or community members at this time, with the exception of the tennis facility. No rental equipment will be available.

Water Fountain Signage



Floor Sticker



Additional information regarding availability of specific spaces and activities, information about outdoor facilities, as well as information about recreational groups/clubs is forthcoming.

Alumni Memorial Union

The Alumni Memorial Union (AMU) will be open to the campus community this fall. This includes operation of The Brew, Marquette Place, Spirit Shop, Union Station and Towne Bank. Seating throughout the AMU has been de-densified to reduce capacity and promote physical distancing. Note that lounges, student organization space, and centers will have significantly reduced capacity. Some of the larger spaces in the facility will be used as instructional spaces during fall semester.

Raynor Memorial Libraries

The university's library facilities will be open to the campus community this fall with limited capacity and additional health and safety measures. Additional details regarding changes to procedures and other building access and circulation issues are available on the library's website. Refer to page 36 for hours of operation.

Research environments

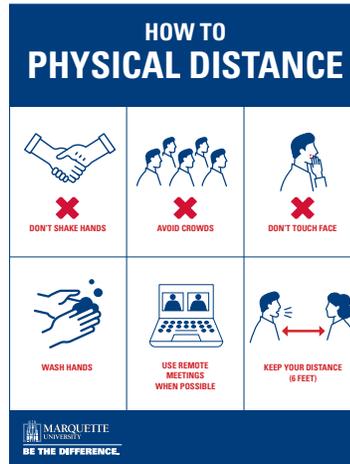
The university's research leadership has provided a detailed executive summary and supporting documents for overall university research as the campus plans to evolve through each phase of activities on campus and within research laboratories, offices and work spaces. This includes information for General Research, Primary Investigator Guidance, the ARC Plan and Best Practices, Research PPE Guidelines, and Screening Procedures for Human Research Participants as a consolidated department/college plan.

This information developed and documented by the university's research leadership can be found on our COVID-19 website.

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.

Signage Examples →



Building ventilation and infrastructure

Based on recommendations from the Centers for Disease Control and Prevention (CDC) and the American Society of Heating, Refrigerating and Air-conditioning Engineers, FP&M is taking the following actions:

- ▶ Reviewing every HVAC unit on campus to achieve the highest level of filtration possible.
- ▶ Reviewing every HVAC unit on campus to ensure no bypass around filter banks.
- ▶ As occupancies within buildings increase, FP&M will actively monitor outdoor air to increase outdoor air to each building as weather allows.
- ▶ Creating purge cycles at the conclusion of each day and prior to the start of the next.
- ▶ Reviewing and proposing specific solutions for one-off instances where density or occupancy does not allow for other CDC controls to be in place (physical distancing, de-densification, face coverings, etc.).
- ▶ It should be noted that fire doors, such as those that access stairwells, cannot be propped open per city code. Doorstops or other obstructions should not be used to hold open fire doors at any building on campus.

Cleaning and disinfection

- ▶ Sanitation stations: Hand sanitizer will be located at the entrance to every building.
- ▶ The university will supply packs of sanitizing wipes to all faculty, staff and students. Campus distribution points for additional wipes include all college offices, the AMU, library and residence halls.
- ▶ Each building's occupants will be responsible to disinfect their space prior to its use, not after to conserve supplies.
- ▶ Custodial services will clean and disinfect public spaces after each workday.
- ▶ Custodial services will focus on routine disinfection of high-touch surfaces per CDC guidelines throughout the workday.
- ▶ To limit custodial staff accessing private work spaces, those returning to on-campus office environments should take their trash and recycling to common receptacles (i.e. in a work or break room). If they are not near a common receptacle, they should contact FP&M to arrange a location. Custodial staff will not be entering private work spaces.

Routine disinfection plan

Routine cleaning includes daily cleaning of restrooms, wiping down of surfaces, collection of trash in break rooms, and rotational work such as spot dusting, office trash collection and floor care. Additional cleaning as a result of COVID-19 and informed by CDC best practices includes cleaning and disinfecting frequently touched surfaces. These include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. FP&M staff will continue to clean and disinfect these surfaces in public areas once a shift while the spaces are occupied, in addition to the routine cleaning that occurs. FP&M will also provide cleaning supplies and instructions to work groups to allow employees to clean and disinfect their personal work spaces as frequently as needed.

It should be noted custodians will not be wiping down individual desks, phones, keyboards, etc. This can be addressed in the department-driven disinfection plan. For any questions about the cleaning and disinfection of your space, contact FP&M at 414.288.7043.

Department-specific disinfection plans

Departments that are returning to campus must have clear communication with FP&M around what areas they will be using while on campus. In addition to the work location, this could include, but is not limited to, entry and exit points, stairwells/elevators to access space, restroom facilities and break facilities. These areas will be added back into the routine cleaning schedule. Employees are encouraged to clean their own work spaces during the shift with special attention on the most used surfaces such as keyboards, monitors, chair armrests, desks, cubicle divider, etc.

COVID-19 cleaning and disinfection

The general disinfection measures protocol should be followed regularly whereas the cleaning and disinfection protocol is triggered when an active employee is identified as positive for COVID-19 by testing. Sites may request to have a cleaning performed for presumed cases, at their discretion.

Cleaning should be performed 24 hours after the confirmation of a positive test, as practical. If a delay is proposed of greater than a shift, the department is to advise the custodian who will then gain consensus from their supervisor and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

While the scope of cleaning is presumed to be the full department, sites may reduce the footprint to be cleaned if there is sufficient rationale to do so, and they gain consensus of the custodial supervisor.

Next steps

Additional guidelines are being developed for specific facilities and will be published as more information is available.

Campus Events

CAMPUS EVENTS

Whenever possible, campus meetings and events are encouraged to be held virtually to de-densify and mitigate the risk of transmission on campus.

Due to the health, safety, and campus space and facility usage concerns caused by the global COVID-19 pandemic, the use of campus facilities for in-person events, as well as off-campus sponsored in-person events, will need to be approved by the campus COVID-19 External Contacts Subcommittee on Events and the COVID-19 Recovery Team before the event can occur. For purposes of this process, “Events” include in-person gatherings, meetings and activities that require the reservation and usage of gathering space across campus.

This process does not supplant existing event and activity approval processes such as the Student Organization Approval Policy. Rather, it serves as an intermediary between such existing policies and processes and the COVID-19 Recovery Team approval process.

EVENT GUIDELINES

At this point in our Recovery Plan:

- ▶ On-campus and off-campus, indoor or outdoor, events currently cannot exceed 50 people and must comply with current room capacities for campus spaces. This aligns with the 50-person cap for academic spaces.
 - An exception is weekly on-campus Masses, indoor or outdoors, facilitated by Campus Ministry for Marquette University members. These Masses can accommodate a capacity up to 100 worshippers and celebrants.
- ▶ External visitors to the university should be limited to those who advance:
 1. Academic and professional success of our students
 2. Admissions recruiting
- ▶ The university is currently not hosting events sponsored by outside groups on campus. Exceptions may be made for elections and other special events done in consultation with the city that advance one of the **four priorities** below:
 1. Events that lead to the academic and professional success of our students have the highest priority.
 2. Non-academic student-oriented events or activities that contribute to the campus experience for our students.
 3. Events that contribute to the long-term health and fiscal well-being of the university.

4. Specially approved events that contribute to Marquette's role as a contributing community partner or member.

- ▶ Food service is discouraged at campus events in order to mitigate the risk of transmission on campus. Should an event need food service, there will need to be expressed permission for food to be served. Food and beverages should not be brought in from off campus.

Event proposal process

The COVID-19 External Contacts Subcommittee on Events must receive event proposals for review prior to submission for consideration by the COVID-19 Recovery Team, which will review the submissions for their compliance with safety guidance.

Proposals should outline the following information and be sent to the co-chairs of the COVID-19 External Contacts Subcommittee, Rana Altenburg at rana.altenburg@marquette.edu and Stephen Hudson-Mairet at stephen.hudson-mairet@marquette.edu.

- Event title
- Event date/time
- Event location, building and room
- Sponsoring office or unit
- Primary contact
- Date proposal submitted
- Detailed description of event
- Event type
- Anticipated attendance for the event
 - Number of patrons/attendees
 - Number of event organizers/leaders
- Description of how event serves one or more of the four guiding priorities
- Detailed physical distancing plan for the event
 - Please describe methods for maintaining physical distance of 6 feet or more between patrons and event organizers.
- Detailed health monitoring and attendance tracking plan for the event
- Additional PPE or other facility modifications required
- Method of delivery
- Entirely in-person, virtual or hybrid
- Smart room capability needs
- Laptop
- Other AV equipment needs
- Additional staffing needs for event
- Food Service needs for event

The event proposal is online at marquette.edu/event-services.

Process and response

Submissions will be accepted through the MARQUEE reservation system. A response will normally be provided within five business days from the COVID-19 External Contacts Subcommittee on Events and the COVID-19 Recovery Team.

Helpaer Theatre

The Helpaer Theatre has moved both fall productions to a virtual format. Rehearsals will occur in a physically distanced manner, and the performances will be streamed for viewing. The Helpaer Theatre will only be used for classroom and production activities through Thanksgiving. Second semester productions may also be moved to a virtual mode should conditions require.

Intercollegiate Athletics

This policy does not apply to Marquette University Athletics competitions that are specific to student-athlete activities as these have been adjudicated separately by the COVID-19 Recovery Team and are governed and guided by the NCAA, Big East Conference, state and municipal guidelines.

Off-campus events

If a room or facility is not available on campus due to prioritization of space, an event can be proposed to be held in an off-campus location with prior authorization from the subcommittee and/or the Recovery Team. Official Marquette events and student organization events held off campus will be approved if said event were approved should a campus space be able to accommodate the event. If the event would not be approved on campus, it is unlikely to be approved for off-campus activity.

Since Admissions and Advancement-related events directly pertain to guiding priority no. 3 listed above, the Office of Admissions and the Office of University Advancement will be able to proceed with off-campus, in-person activities when no air travel is required (per Marquette's current travel policy) and the non-Marquette event host is abiding by COVID-19 precautions as strict or stricter than Marquette's.

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 daily 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 reach out to the appropriate contact below, or utilize the contact form on the COVID-19 website.

COVID-19 Response Team Lead

Dr. Xavier Cole, Vice President for Student Affairs
xavier.a.cole@marquette.edu

Six subcommittees:

▶ **Recovery Planning Team**

Jeff Kranz, Assistant Chief of Police, Marquette University Police Department
jeffrey.kranz@marquette.edu
Lora Strigens, Vice President for Planning and Facilities Management
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▶ **Academics** (includes representatives from each college/school)

Dr. John Su, Vice Provost for Academic Affairs
john.su@marquette.edu

▶ **Employees**

Lynn Mellantine, Assistant Vice President of Human Resources
lynn.mellantine@marquette.edu

▶ **External Contacts**

Rana Altenburg, Vice President for Public Affairs
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Stephen Hudson-Mairet, Chair of Digital Media and Performing Arts
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▶ **Medical**

Keli Wollmer, MPAS, PA-C, Executive Director, Marquette University Medical Clinic
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▶ **Student Life/Residence Life**

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Dr. Stephanie Quade, Dean of Students
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