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.

Introduction

Marquette University’s policies and protocols for responding to the COVID-19 pandemic will be rooted in our Catholic, Jesuit mission and designed to help mitigate the spread of COVID-19. Marquette’s plans will be aligned and consistent with local orders and ordinances of Milwaukee, Milwaukee County and Wisconsin. Our plans will 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
- Mitigating the effects of the global pandemic on our Marquette community and minimizing its financial impacts on our university
Marquette intends to resume on-campus operations this fall if medical and government authorities deem it is safe to do so, and with the proper health and safety measures in place to help lessen the spread of the coronavirus. The university will reopen carefully over the course of the summer, adhering to public health protocols. The goal is to have campus operational for students to return in late August.

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 outlined a draft five-step Recovery Plan that will lead to a phased approach for reopening the Marquette University campus.

The protocols in this plan are for Step Three 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.

*This is our current phase.*

**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.

**Step 5**
Implementing this step means that all other steps have been completed. 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.
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 will make 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. Faculty will focus their time on campus in the classroom and/or laboratory.

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

- Establish 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.
COVID Planning and Recovery Strategies

- 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 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.
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. 4.) We are currently in Step Three of our Recovery Plan with limited 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 3 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 signoff 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.

<table>
<thead>
<tr>
<th>Department/Unit Requesting</th>
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<tbody>
<tr>
<td>Requester Name</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>ULC Leader Endorsement</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Requester Contact Number</td>
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<tr>
<td>Date Submitted</td>
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<tr>
<td>Reason for Return</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Date Requested for Return</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Days/Hours of Operation</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Space to be Occupied</td>
<td></td>
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<tr>
<td>Building(s):</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Room Number(s):</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Explain Social Distancing Plan:</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

- Attach professional organization guidance to this questionnaire if available.
- Will physical facility modifications be needed to achieve social distancing? Yes [ ] No [ ]
- If yes, explain potential modifications needed (i.e., plexi shields, signage, office reconfiguration – F&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.
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 your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.
Use Hand Sanitizer When You Cannot Use Soap and Water

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

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

The proper way to use hand sanitizer is:

- Apply the 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’ distance.
- Use remote meetings when possible and in consultation with your supervisor.
- Complete health screenings if asked.
- Do not come to campus if you feel unwell.

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, is addressing building access considerations, circulation and procedures related to restrooms, which will continue to be addressed more fully in Steps 4 and 5 of the Recovery Plan as building occupancy increases.
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 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 as needed through the summer and into the fall semester if central redistribution remains economic and efficient. 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, contact purchasing@marquette.edu prior to submitting a requisition for COVID-19 PPE and supplies.
- A central redistribution process has been set up through the School of Dentistry and Purchasing will help navigate the process upon request.
- 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.
Health and Safety

Cloth face coverings

**Definition**
All employees should bring their own reusable cloth face covering to work. Cloth face coverings are used to protect others. 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 and in the presence of others and unable to maintain physical distancing, it is required that the minimum of a cloth face covering be worn.

**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.

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**

**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**

**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

**Definition**
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.

**Restrictions/Required Training**
None

### 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

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

EMPLOYEE HEALTH SCREENINGS

Faculty and staff approved to work on campus will undergo a pre-work screening process for COVID-19. Faculty and staff will be asked health screening questions by a department designee to determine whether they are able to report to work. In certain circumstances, supervisors and department chairs may determine the need for faculty or staff to answer these questions before arriving to work and share the results.

A positive symptom screening that would send someone home:
1. If a staff or faculty has any of these symptoms:
   - Temperature 100 degrees or higher
   - Cough
   - Shortness of breath
   - Chest tightness

Or 2 or more of the following symptoms:
- Chills
- Fatigue
- New loss of taste or smell
- Muscle or body aches
- Headache
- 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.
Additionally, if the staff or faculty answers yes to either of these questions, the employee will be sent home:

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

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

In addition to the questions, temperature screening utilizing an infrared no-touch thermometer will be conducted by a department designee to check for anyone with a temperature of 100 degrees or higher. In certain circumstances, supervisors and department chairs may determine the need for faculty or staff to take their own temperature before arriving to work and share the results.

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. 28.) 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).

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.
Health and Safety

- 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 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 (Visitor Screening Form). 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 on the Visitor Screening Form 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 be worn by vendors and contractors.

Testing and contact tracing

Efficient and reliable testing for SARS CoV-2, the virus that causes COVID-19, is an important part of the risk mitigation strategy. Marquette’s medical team is in the process of performing a validation study for SARS CoV-2 testing on campus. Once this is complete, we hope to be able to provide on-site testing utilizing an existing analyzer housed in Clinical Laboratory Science.

Contact tracing remains a function of the local health department. However, Marquette will continue to assist with contact tracing and is exploring apps to assist in this important process. Other strategies, including classroom attendance, seating charts and record-keeping of facilities’ visitors, will also be recommended to assist in contact tracing. Isolation and quarantine spaces are being identified on campus for students who are diagnosed with COVID-19 and for those who have been exposed. Affected faculty and staff will be directed to quarantine or isolate at home.
Facilities Preparation, Cleaning and Disinfection

The guidelines below are based on the following assumptions related to resuming on-campus activities:

- Essential functions and those related to advancing academic progress or ensuring the financial vitality of the institution, including research activities, begin in June.
- Additional occupancy for some departments in preparation for fall may begin in July upon ULC leader endorsement and Recovery Team approval.
- Resumption of full or partial face-to-face academic instruction will coincide with the start of the academic year on August 26, 2020.

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 or 3 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 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.
 Facilities Preparation, Cleaning and Disinfection

- 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.

**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.

![Example of appropriate physical distancing in elevators](image)

**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 are to be worn while walking about campus when in the presence of others.
SPACE USE

Building capacity

The FP&M team, in collaboration with other campus units, is working first to identify adjusted room capacities. These adjusted capacities will be 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 is being 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 should always be worn.

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 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 23, 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 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.

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 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.
Facilities Preparation, Cleaning and Disinfection

- 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

As feasible in each campus building, restrooms have posted signage to maintain 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.

In locations where it is not feasible to achieve physical distancing within the restroom, it is recommended that an individual wait for the user to exit the restroom before entering.

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.

Residence hall planning

To adhere to health official guidelines, the Office of Residence Life is planning for the following changes to operations to ensure physical distancing and de-densification to mitigate the spread of COVID-19:

- All residence hall rooms will have a minimum of 12 feet of space between students’ heads while sleeping. To accomplish this, all quads will be converted to doubles, all triples will be converted to doubles and some doubles converted to singles.
- The common areas of residence halls will be de-densified, with signage to explain the number of occupants allowed and to designate appropriate physical distancing.
- Communal bathrooms will have increased frequency of cleaning. Designated sinks and toilets will be encouraged. Signs will be posted not to place toothbrushes on counters. No shared toiletries.
Isolation and quarantine rooms with private bathrooms will be designated in residence halls throughout 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 is tested or presumed positive for COVID-19 and needs to be quarantined.

There will be no student programming in large groups. Rather, any student engagement activities will take place in small group settings, with appropriate physical distancing. Virtual student engagement opportunities will also be offered.

External guests will not be allowed to visit the residence halls.

A policy restricting students living in one residence hall from entering another hall is being considered to help ensure de-densification and physical distancing.

Students will not be allowed to move in additional furniture (futons, etc.), to help ensure de-densification and physical distancing.

PPE for residence hall staff will be readily available as they are often first responders.

COVID-19 prevention posters including proper hand hygiene should be placed throughout common areas and hand sanitizer widely available in common areas and rooms.

### Dining hall planning

In accordance with health guidelines, Marquette is working 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 take out/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.

### 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 is evaluating all instructional spaces on campus, starting with general pool rooms and then departmentally assigned spaces. This group will 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 25 of this document, or contact Dr. John Su at john.su@marquette.edu.

### 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.
Facilities Preparation, Cleaning and Disinfection

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.

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.).
Facilities Preparation, Cleaning and Disinfection

Cleaning and disinfection

- Sanitation stations: Hand sanitizer will be located at the entrance to every building.
- Cleaning tools such as antiseptic wipes, disinfectant and hand sanitizer will be located:
  - In each classroom/meeting space
  - Outside a cluster of classrooms/meeting spaces as occupants would walk into the space or in the path of entry to classrooms/meeting spaces/research floors/office spaces
- 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.

Return to campus disinfection

FP&M has cleaned all areas that were closed as a result of working from home. Routine cleaning is no longer occurring in these areas. All areas currently receiving routine cleaning are listed on the entry to buildings. Departments returning to campus in Step 3 can have their work space inspected by FP&M to assure it has been properly disinfected before staff returns.

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.
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.

Public transit/LIMO

If you must take public transportation, wear a cloth face covering before entering the bus or LIMO and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer as soon as possible and before removing your mask.

Single transport in campus vehicles is ideal and passengers should sit in the back row. If vehicle is large enough for 6-foot distancing, skip rows in between passengers. High-touch surfaces will be cleaned after each transport in campus vehicles. If transporting an ill individual, the vehicle will be cleaned per CDC guidelines.

Next Steps

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

FALL 2020 CLASSROOM SCHEDULING IN CHECKMARQ

Marquette University’s class scheduling effort is an enormously complex task that is not yet completed, so classrooms assigned in CheckMarq for fall 2020 should not be viewed as final. 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, which will restrict the number of individuals in a classroom to no more than 50 (students and faculty).

Adhering to these guidelines will require changes to the majority of 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, may be moved to an entirely online format, although some will retain a meeting schedule to allow for real-time virtual interaction. Our primary goals are to maximize the number of classes that meet in person and to ensure learning outcomes are maintained regardless of how each class is taught.

Further communication will be shared as final decisions are made about class scheduling, currently targeted for mid-July. 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 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 capacity will be established by determining the number of seats available while maintaining a 6-foot physical distance.
- After room capacities are determined, capacity signage will be created and posted at each room.
- Furniture will be 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 23.

Cleaning supplies will be available in classrooms. For common items, such as whiteboard markers, laser pointers, slide advancers, etc., instructors should wipe down after usage. Instructors are encouraged to use their own common items, as available.

Plexiglass is not a substitute for wearing a cloth face covering. The use of plexiglass at lecterns or other locations in classrooms will be determined on a case-by-case basis. It should be used 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.

Next steps include:

- Review building circulation to respond to areas with dense circulation patterns, exploring refinements to scheduling as needed.
- Determining circulation and distancing plans and recommendations for entering and exiting instructional spaces.

Classroom shape and furniture impact room capacity. Two rooms with the same square footage may have different capacities based on these factors. Therefore, each instructional space will have its maximum capacity set based on the configuration and furniture in that particular room. Some generic examples of how physical distancing requirements can impact classroom capacity are illustrated on the next page.

In addition to traditional instructional spaces, the university has identified several “nontraditional” spaces that will be available for instructional use. These spaces will be scheduled through the Office of the Registrar.

ITS will be adding equipment in a grouping of rooms to fill an additional need for recording lectures/classes.
Examples of how classroom capacity can be affected by physical distancing requirements.

- **1660 sf**: 47% of original capacity
- **3220 sf**: 25% of original capacity
- **1945 sf**: 19% of original capacity
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 exposed 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.

Employees may be referred for COVID testing. We do not yet have a process in place — for now we would likely refer them to their primary care physician or direct them to call 211 (COVID hotline) for screening and further instructions. The employee with symptoms will need to isolate until symptom-free for 72 hours and at least 10 days have passed since onset of symptoms.

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

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 an application for Family Medical Leave: marquette.edu/hr/LeavesofAbsences.shtml. Alternatively, vacation time may be used.

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 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.

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, 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 Human Resources 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 self-disclosure form will be completed by Human Resources. 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.
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 sub-committees:

- **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
  lora.strigens@marquette.edu

- **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
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- **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**
  Mary Janz, Director of Residence Life
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  Dr. Stephanie Quade, Dean of Students
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