

## **Student Life Operations – Fall, 2020 (updated 8/11/2020)**

### **Health Check protocols**

- Students should be completing the symptom checks before coming to campus or participating in any student activities.
  - Do you currently have a fever of 100.4 degrees or higher?
  - Do you have a persistent cough?
  - Are you experiencing shortness of breath or chest tightness?
  - Are you experiencing flu-like symptoms such as sore throat, diarrhea, extreme fatigue, muscle aches and/or headaches?
  - Are you currently experiencing a loss of sense of taste or smell?

If “yes” to any of the above questions, participation is prohibited that day

- EVERY student who comes into Student Life needs to be logged by swiping their ID or reporting their student ID number and a current phone number. Club/ Organizations will be responsible for taking attendance at all meetings (noting date, time and location of meetings) especially those which take place in person, to assist with contact tracing if it becomes necessary.
- Scheduled events will have at least 30 minutes in between each group to allow for cleaning in between events by Student Life or Physical Plant staff assisted by the departing Club/Organizations.

### **Events** – Large events will be virtual at this time.

- Large gatherings will be considered anything with over 20 people. Group size may be limited further by the ability to adequately distance all participants with at least 6’ between individuals depending on space and current guidelines on COVID safety procedures. Due to this need, please plan to allow more time for room/space requests to be processed and approved.

### **U111 Workflow**

- Before entering Student Life, Entry/Exit – The entry to Student Life will be through the hallway by the Prospectus. Traffic will be one-way flow around the stanchion to Student Worker Desk where students will check in and let the student workers know the purpose of their visit.
- Students will exit using the double doors leading toward the “L” wing walk way unless there is a need for accessibility, in which case the accessible exit will be through the entrance.
- Doors into Student Life from the “L” Wing walkway will be locked from the outside. These are fire doors and will allow for safe exit from inside student life.
- Doors to high usage spaces in Student Life will be open during business hours to minimize touching doors for entry.

### **On Campus**

- Sign in (for contact tracing) and advisor will acknowledge that all participants are presenting no symptoms for all RSO activities
- If a student informs an advisor of COVID-19 symptoms prior to a campus event, it is the advisor’s responsibility to inform the student they cannot participate. Notify Sara Maxwell and have student fill out an Absence Form, which will be available on the student portal (our Maxient tracking tool).

- Meetings – Encourage virtual whenever possible because students will be limiting their time spent at the college due to hybrid/ online courses
- Student Events – will require extend amount of time for space requests to be approved to ensure adequate cleaning and safe transitions can occur.
- Outside spaces on the Parkland College campus may be utilized. Student Life is happy to assist with scheduling spaces and securing chairs and tables as needed. Maximum group size will continue to be 20 for outdoor activities.
- Scheduled through student life with enough time to allow for cleaning between usage
- Group sizes will be determined by the space being used and the current guidelines for maintaining safety.

### Tabling

- No tabling events in fall 2020

### Food

- grab and go only
- Betsy's Bistro has e-giftcards available for purchase. Student Life can assist with facilitating this order.

**Travel — Parkland College will evaluate each travel request based upon the most current guidance from federal, state, and local health agencies and will make decisions about travel in the interest of safety for all. The following guidelines have been adopted as a starting point for this decision-making:**

- No overnight travel
- Day Trips (For all official travel)
  - Travel must fall within the following guidelines: One-way travel of no more than 80 miles from Parkland College or within District 505
  - Temperature check before boarding any transportation (advisor responsible to ensure this)
  - Screening tool signed off prior to departure for every trip (submitted to advisor prior to departure and turned in to SL upon return from trip)
    - Do you currently have a fever of 100.4 degrees or higher?
    - Do you have a persistent cough?
    - Are you experiencing shortness of breath or chest tightness?
    - Are you experiencing flu-like symptoms such as sore throat, diarrhea, extreme fatigue, muscle aches and/or headaches?
    - Are you currently experiencing a loss of sense of taste or smell?

If answer is "Yes" to any of the above questions, participation is prohibited for that day
  - Advisor is responsible for notifying if anyone displays any of the above symptoms, informing student may not get on the bus, and must be reported to Sara Maxwell. Advisor or student completes Absence Form.
  - Transportation Waiver signed for every instance of travel/service away from the college
  - Transportation

- Need to be social distance of six (6) feet in all confined space (50% capacity in vehicles)
  - Always with masks worn over nose and mouth by all travelling members
- Student expected to sit in the same seat at all times during travel (there and back and any time on bus)
- One student per cluster or row of seats
- Masks must be worn the entire time while in the vehicle
- Buses must be cleaned according to Parkland College protocols as established by Public Safety.
- All expectations are the same for rental vehicles except cleaning protocols (which can be handled by the rental company)