



**TRINITY**  
INTERNATIONAL UNIVERSITY

**FALL 2020**

**COVID-19**

**READINESS  
PLAN AND POLICIES**



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# Overview

Trinity International University will abide by all COVID-19 guidelines from the following governmental authorities:

1. [Center for Disease Control](#)
2. [Illinois Board of Higher Education](#)
3. [Illinois State Government \(Restore Illinois\)](#) and
4. [Lake County Health Department](#)

The health and safety of our community have been our priorities as we consider the start of the fall semester. Trinity has developed health and safety measures that are aligned with the guidelines above, and we realize that changes in COVID-19's progression could alter our plans at any given time. The Fall Readiness Plan is dependent on Lake County maintaining Phase 4 of the state's Restore Illinois plan by the start of the academic year. As guidance changes, the Trinity community will need to remain flexible as planning for the fall semester continues.

Despite efforts to follow public health guidance and community expectations, it is not possible to eliminate risks entirely to participants in educational, residential, co-curricular, and extra-curricular activities in college and university settings.

# Trinity's Community Care Covenant

## Preamble

As we plan for the return of the Trinity community to campus, God's standards are at the forefront of our thinking and planning. Jesus said that the second greatest commandment is to, "love your neighbor as yourself" (Matt 22:39). The Apostle Paul reminds the church of this in Rom 13:10 and in 1 Cor 10:23-24, encourages everyone to seek the good of others rather than simply seeking their own rights. At Trinity, therefore, we desire each person in our community to be committed to caring for their neighbors by acting responsibly to protect the health and well-being of others (fellow students, staff, faculty and guests).

In addition, the Bible teaches that we are to submit to governing authorities (Rom 13:1) unless such submission entails direct disobedience to God and his commands (Acts 5:29). We are committed, therefore, to follow the guidance of the governing and health authorities under which Trinity operates.

## Trinity Community Care Covenant

It is expected that all members of the Trinity community will be committed to abiding by all university policies designed to protect the health of fellow students, faculty, and staff. To that end, all members of the Trinity community will be required to affirm their commitment to these policies by electronically signing the [Community Care Covenant](#) before returning to campus. Those who refuse to abide by these policies will be prohibited from on-campus activities including classes and residence.

All community members and visitors will be expected to:

1. Maintain social distance (generally defined as 6 feet or two meters).
2. Wear masks or face coverings inside all buildings, including classrooms and laboratories. Face coverings are also required in outdoor spaces when in proximity to others. Face coverings are not required when alone in a private office or alone or with a roommate in a residence hall room. Faculty are permitted to teach students in the classroom without a mask if behind a plexiglass shield or using a face shield.

3. Frequently self-monitor your health symptoms (including temperature), and abide by all reporting, quarantine and isolation policies. Submit to screening, such as temperature checks, that may be deemed necessary or appropriate.
4. Abide by all COVID-19 related policies, including quarantine and isolation.
5. Cooperate with TIU staff, as needed, for contact tracing.

Students participating in remote education also agree to abide by the Policy and Guidelines for Class Attendance via Zoom ([see here](#)).

Exceptions to these policies will only be considered based on documented health conditions from an accredited health professional in keeping with our ADA (Americans with Disabilities Act) policies. When exceptions are made, students will be expected to otherwise accommodate to protect the health of others. Questions regarding ADA policies and accommodations should be sent to:

- TC Students - Thrive Center ([thrive@tiu.edu](mailto:thrive@tiu.edu))
- TEDS / TGS - Associate Dean of Students ([mcguthrie@tiu.edu](mailto:mcguthrie@tiu.edu))

## Fall 2020 Readiness

As Trinity prepares for the return of students this fall, we are taking additional measures to ensure the safety of students, faculty, and staff. As such, we are following the guidance of the CDC and the Illinois Department of Health according to the restoration phase.

## Arriving on Campus and New Student Orientation

In order to further protect you and the Trinity community, the university administration has decided to require **all students residing in a dormitory** to be tested for COVID-19 before arriving on campus. We apologize for the timing of this decision and understand that this will be inconvenient for some of you, but we felt it important to be responsive to changing circumstances. We remain intent on and committed to providing the safest living and learning experiences for you this semester. If it is impossible to obtain a test result in time either from your physician or a local health authority, or if your results have not returned before your arrival to campus, please send an email to [covid19@tiu.edu](mailto:covid19@tiu.edu) along with your phone number. A staff member will contact you.

Please obtain a viral test (not an antibody test). The test results should be dated within 14 days before your arrival on campus (e.g. if arriving on campus August 21 your results should be dated between August 7 and August 21). You may contact your [local department of health](#) for testing locations. Additionally, some

pharmacies offer testing with results within 24 hours. This will provide Trinity with a baseline of health on campus. After you have been tested, please fill out the following [form](#).

After dormitory residents arrive on campus, they will be given an appointment for a later test to ensure the health of our community.

**New Undergraduate Students:** All new undergraduate students will move into campus on Friday, August 21. All questions about New Student Orientation may be sent to [nso@tiu.edu](mailto:nso@tiu.edu). More details on the [website](#).

**New Graduate Students:** All new graduate students will be provided access to an online orientation course on August 20. More details on the [website](#).

**Returning Undergraduate Students:** All returning undergraduate students will check into the residence halls between Sunday August 23 - Tuesday, August 25, according to the following schedule, based on the first letter of your last name:

	Sunday August 23	Monday August 24	Tuesday August 25
9am - 12pm		S - Z	S - Z
12 - 3pm	A - I	A - I	
3 - 6pm	J - R	J - R	

To make sure we follow current safety protocols requiring gatherings of no more than 50 people during the check-in process, we ask that you sign up during one of the two time slots assigned to you, using [this form](#). **Please complete the sign up form by Friday, August 14.** You will be limited to one (1) additional person to help you move in.

Please feel free to reach out to [residence-life@tiu.edu](mailto:residence-life@tiu.edu) with any questions or concerns. We have been praying for you and look forward to welcoming you soon!

## Modified Fall Calendar

### Fall break and Thanksgiving break

Because of the increased risk for exposure brought about by travel, the Deerfield campus will modify the fall calendar as follows:

1. We will not take the planned fall break, October 15–16. Classes will continue straight through Tuesday, November 24, taking only the September 7 Labor Day holiday.
2. On or before Monday, October 19, Trinity will inform the community about the return to campus after Thanksgiving break. Please do not make Thanksgiving or end-of-semester travel plans until October 19 or later.
3. Thanksgiving break will be Wednesday, November 25 through Monday, November 30, as currently scheduled.
4. If conditions permit, we will return to classes in Deerfield on Tuesday, December 1, to complete the semester. However, if conditions are such that we judge the back-and-forth travel of the break risks health and safety, we will conclude the semester remotely, with classes resuming, remotely, on Tuesday, December 1. Classes, whether in person or remote, will continue through Wednesday, December 9, 2020.
5. Thursday and Friday, December 10–11, will be reading/study days, in preparation for final exams. (These days substitute for the fall break in faculty schedules.)
6. Final exams will be Monday through Thursday, December 14–17. If the campus is open, students will be expected to remain on campus to sit their final exams; travel is not an acceptable excuse for a final exam change.

### Makeup Commencement Dates

Trinity rescheduled the spring 2020 Commencement ceremonies but now, both the college and graduate commencements will now be held virtually on YouTube (links and times to come).

Further, Trinity has cancelled the December 2020 commencement for TEDS and TGS students. TEDS and TGS December graduates will have the opportunity to participate in the spring 2021 commencement ceremonies.

## Social Distancing

Trinity will ensure a 6-foot physical distance from other persons as much as possible. The expectation pertains to students, faculty, and staff members in all areas and settings to the greatest extent possible. Trinity has posted visual reminders throughout buildings and there are indicators of safe distances in areas where students congregate or line up.

Acrylic barriers will be used wherever possible to protect individuals that may be within 6-foot physical distance.

## Masking

To ensure a healthy and safe return to campus, **Trinity is requiring face coverings inside university buildings, including classrooms and laboratories.** This requirement applies to everyone on campus. Faculty are permitted to teach students in the classroom without a mask if behind a plexiglass shield or using a face shield.

Trinity is also requiring the use of protective face coverings in outdoor spaces on campus when in proximity to others. Face coverings are not required when **alone** in a private office or alone or with a roommate in a residence hall room.

Wearing face coverings greatly reduces the chances of COVID-19 transmission, protecting those around us. Face covering should be used as a complementary measure, not a replacement for established preventive measures, which include physical distancing, respiratory etiquette, proper hand hygiene, and avoiding touching the face, nose, eyes, and mouth.

## Hygiene

- Each day, take your temperature and notify [health@tiu.edu](mailto:health@tiu.edu) if it exceeds 100.4 degrees Fahrenheit.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## Cleaning

Facilities Services follows current cleaning and disinfecting strategies and service levels. In response to the COVID-19 pandemic:

- The Custodial Team will be doing additional cleaning and disinfecting in high traffic, common areas in buildings across campus.
- Disinfection stations will be placed in many locations across campus including every classroom. A disinfection station includes a wall-mounted hand sanitizer dispenser, paper toweling dispenser, and disinfectant cleaning spray. This will allow students, staff, and faculty to wipe down areas that they need to use.

## Dining Services

The TIU Dining Services team has developed a comprehensive plan in order to ensure the safety and well-being of the TIU community is the main focus throughout the dining experience. The following are the major points of focus:

- Face masks will be required to gain access into Hawkins Hall.
- Hand sanitizer will be available at the register area and will be required to be used by each guest before gaining access into Hawkins Hall.
- All tables have been arranged to be at least six feet apart as well as adding acrylic barriers to all tables.
- All Dining Services staff will wear face masks and gloves at all times both during food prep in the kitchen as well as serving food to all guests in the serving areas and out by the register area.
- All food will be served by the Dining Services staff, there will be little to no self-serve of food in the dining hall.
- Additional clear acrylic barriers have been placed at all serving areas to prevent anyone from being able to serve themselves.
- There are new traffic flow patterns in the serving areas, dining hall, and the dish return area. Signage and floor decals are posted throughout the areas to help navigate these changes.
- All dishwashing procedures have been intensified and the use of disposable containers have been increased to ensure proper sanitation levels are met or exceeded for the health and well-being of the TIU community.
- All high traffic and high volume touch areas will be washed and sanitized a minimum of every 30 minutes throughout the day. This pertains to the kitchen area as well as out in the serving and dining areas. This is a new Creative Dining standard.
- Due to all of the COVID restrictions and guidelines, Dining Services will request that all guests enter with the sole purpose of eating a meal and

exiting Hawkins Hall promptly after finishing a meal. We ask that no meetings be held in Hawkins and that no studying takes place in the dining hall. The seating capacity is very limited and we ask that it be taken into consideration when deciding to dine inside of the Hawkins Dining Hall.

For additional information or answers to questions about Dining Services, please contact Matt Aspinall, Director of Dining Services at [maspinall@creativedining.com](mailto:maspinall@creativedining.com).

## Residence Halls

Trinity will implement the following recommendations from the American College Health Association (ACHA):

- Require personal face coverings in common areas.
- Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms.
- Restrictions on events and social activities as per current physical distancing guidance.
- Reconfiguring seating in common areas to ensure proper physical distancing. Establish allowable occupancy and develop plans to monitor and enforce.
- Restrictions on building access by non-residents, including outside guests, non-residential staff, and others
- For your safety, the Open House program has been temporarily suspended. Only students who reside on a specific floor or suite will be permitted to enter that floor or suite. Common areas of each residence hall will be restricted to the residents of that building.
- Enhanced cleaning in all common areas and high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings.
- Widely shared/posted information in common areas about COVID-19 prevention.
- Training on public health measures and signs/symptoms of COVID-19 for all Graduate Residence Advisors (GRA), Resident Assistants (RA) and others in similar roles.

Specific details pertaining to each residence hall will be provided by the residence life staff. If you have questions, please email [residence-life@iu.edu](mailto:residence-life@iu.edu).

## Academic Buildings

- Sanitizing stations will be in every classroom, which includes a wall-mounted hand sanitizer dispenser, paper toweling dispenser, and disinfectant cleaning spray.
- Occupancy limits for each classroom have been determined—most will be at 50% of the normal capacity. These will be posted on the outside of each room.
- Classrooms will be arranged to provide a minimum of 6 feet between the closest student and the faculty member.
- In the hallways of classroom buildings, there will be a number of lecterns on wheels with attached plexiglass shields for faculty to use if they wish.
- Students will be required to wear facemasks from the moment they enter the building until they depart the building, including their entire class session.
- Students in labs will be provided a face shield to use in addition to their facemask.
- Classroom hallways and stairways in most buildings will be one-way.
- In some buildings, there will be separate doors for entering the building and for exiting the building.
- HEPA filters will be used in all HVAC units.
- UV lights are being added to ductwork in McLennan so that recycled air can be treated before re-entering the classrooms (including music practice rooms).
- One or two windows should be opened slightly in the classroom to allow fresh air to come in, weather permitting.
- Forearm door pulls will be installed on the doors of main restrooms where leaving the doors propped is not an option.
- Custodial staff will do additional cleaning/disinfecting of high-touch surfaces in high-traffic, common areas and bathrooms during the day in addition to their regular scheduled daily cleaning of classrooms, common areas, and restrooms.

### Transition Protocol for classrooms

#### Entering 1-2-3

1. Enter with a mask.
2. Fill the front middle chairs first then work outwards ( you may have to usher students reminding them to keep social distancing).
3. Sanitize your hands and wipe down your area (table & chair)

#### Exiting 1-2-3

1. Remind students to keep their masks on inside the building.
2. Remind students to keep chairs where they are (socially distant).
3. Dismiss people by rows (so that they can file out and keep distant), and monitor hallway congestion before dismissing students from the classroom.

## Library

- In accordance with university policy, everyone must wear masks while inside the library, unless they are in a private study room or office.
- There will be an occupancy limit of 70 people in the library.
- Only one person will be allowed per study table.
- Eating food will only be allowed in the front “cafe” area of the library. The “Public Domain” cafe will not be selling food in the fall, but food will be available from the vending machines. Initially, the Keurig, microwaves, teapot, and refrigerator will not be available for use, but this may be reassessed later in September.
- The children’s room will be closed. One adult at a time may gain access to the children’s book collection or lactation room by asking at the checkout desk.
- Study rooms will be limited to one person at a time. Reservations may be made online.
- Doctoral carrels will not be assigned to students. Instead, doctoral students will be assigned shelves for their books.
- Plexiglass dividers will be in place at the checkout and research desks and in the front cafe area. Floor decals will mark 6-foot distances at the checkout line.
- Staff will regularly clean the public computers, and cleaning supplies will be available for students to clean keyboards.
- Returned books will be quarantined for 24–48 hours before being reshelved.
- The library will close at 10 p.m. in the fall to allow time for facilities and student library staff to do the cleaning.
- Disinfecting stations and hand sanitizer will be provided for students to use.
- All course reserves will be provided electronically (either through e-books or PDF scans of physical books). No physical course reserves will be available.

## Events

- Event planning on campus will look significantly different this semester due to the COVID-19 pandemic. All events on campus must adhere to university,

state, and CDC guidelines. A COVID-19 Event Planning Guide will be sent to all departments for a more detailed report of changes and guidelines.

- Internal and student events will take precedence. External events will be limited and closely regulated.
- In Phase 4, groups up to 50 people will be allowed. Occupancies will be set for each room and event space. Please refer to the [COVID-19 Event Planning Guide](#) for more details.
- A new [COVID Catering Guide](#) will also be distributed. Catering will continue on campus and Dining Services will work with students, departments, and groups to ensure safe dining throughout campus. As a reminder, all food served on campus to groups larger than 5 people is required to go through Dining Services. This will be especially important to maintain health standards during COVID-19.
- There are changes to room availability, custodial policies, catering policies, and IT capabilities. Please refer to the COVID-19 Event Planning guide for more details or reach out to Meagan Dietz directly.
- Please contact Meagan Dietz at [medietz@tiu.edu](mailto:medietz@tiu.edu) or 847-317-7133 with any questions, concerns, or inquiries.

## Internal Events

All internal student events will be requested through the Dean of Students office to ensure limited attendance and social distancing. Please email [studentlife@tiu.edu](mailto:studentlife@tiu.edu)

## Chapel

### *Trinity College*

Trinity College chapel will continue for fall 2020 through small groups called “Family Groups,” with 8–12 students per group, patterned on the format of Life Together Groups, and meeting virtually for 12 weeks.

### *Trinity Evangelical Divinity School*

TEDS chapel will continue for fall 2020 with live sermons broadcast virtually through a livestream and supplemented with brief virtual meetings for fellowship and prayer.

## International Students

### **All International Students**

If you are outside the U.S. and plan return to Deerfield in August:

- International students who traveled internationally are required to be tested after arriving in the U.S. and report the results to the school before the start of classes on August 26.
- Positive cases will be isolated according to our residential isolation plan. Please factor in the possibility of a positive result and the extra time needed for isolation into your travel plans.
- If COVID-19 results are negative, you will need to quarantine for 14 days after arrival in the U.S. in your residence (either on or off campus) monitoring your health and practicing social distancing.

If you are outside the U.S. and unable to return to Deerfield in August because of travel restrictions or visa issues:

- Trinity will work with you to continue your degree remotely.

### **New International Students**

New or initial students outside the U.S. will likely NOT be able to obtain their I-20s or F visas to study in the U.S. if their program of study will be fully online for the Fall 2020 session. Therefore, they must take at least one in-person class for their I-20 and F-1 visa issuance. These students will be given priority registration for in-person courses, to ensure that their programs are not fully online. This regulation does NOT include initial students staying in the U.S.

*New students* refers to international students who are applying for an F-1 visa in their home countries to enter the U.S. for their studies at Trinity. *Initial students* are international students who are transferring to Trinity from other institutions in the U.S. or who have changed their education levels at Trinity.

Please contact the International Student and Scholar office at [isso@tiu.edu](mailto:isso@tiu.edu) with any questions.

### **Athletics**

- At all CCAC competitions, the athletes, coaches, officials, and other staff will be screened for possible symptoms of COVID-19 and have their temperatures checked.
- All host schools' players, coaches, and staff will be allowed to conduct their screening and temperature checks under the guidance of their institutional plan.

- All visiting players, coaches, officials, and staff will complete the CCAC COVID-19 screening sheet and will have their temperature checked by a competently trained person from the host institution.
  - The designated person will not be a member of the opposing team or coaching staff.
  - The level of elevated temperature will be determined by CDC guidelines.
  - If an athlete shows an elevated temperature with an infrared thermometer, they will be retested with an oral thermometer.
- All completed screening sheets will be kept by the host institution to help with contact tracing should a member test positive.
- All host institutions will have a policy to isolate those that did not pass the screening.
- All visiting institutions will have a policy on how they will transport home an individual that did not pass the screening.

## Travel

Members of the TIU community are reminded to build in as much flexibility as possible when making travel plans this academic year. Please remember that state- and local-based quarantine orders are likely to evolve over the next few months and that you will be required to follow any regulations or orders that pertain to you.

Only essential business travel is permitted and funded for Trinity employees during fall 2020. For your personal well-being and in consideration of the health of others in the campus community, all are strongly encouraged to refrain from personal travel beyond the Chicago metropolitan area throughout the fall semester.

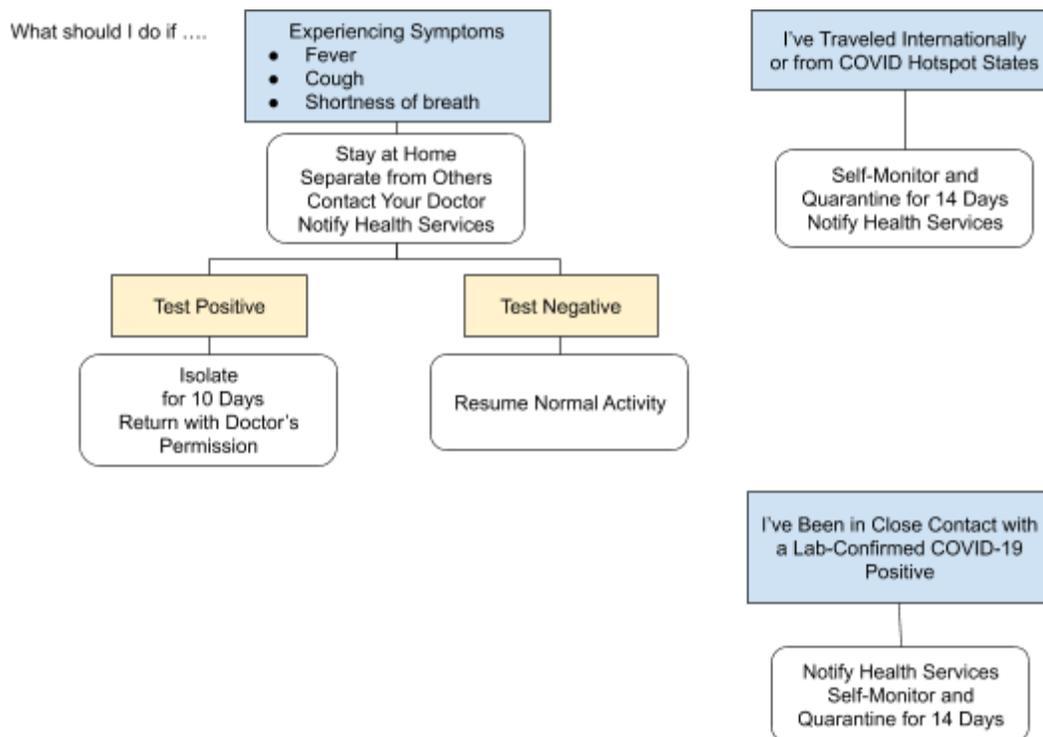
# Guidance

Asymptomatic individuals may still need to be quarantined for 14 days in the event they have either travelled internationally (or to hotspot states designated by local and state authorities), or those who have been in recent contact with a person diagnosed with the COVID-19 virus.

Accumulating evidence supports ending isolation and precautions for persons with COVID-19 using a symptom-based strategy. Specifically, researchers have reported that people with mild to moderate COVID-19 remain infectious no longer than 10 days after their symptoms began, and those with more severe illness or those who are severely immunocompromised remain infectious no longer than 20 days after their symptoms began. Therefore, CDC has updated the recommendations for discontinuing home isolation as follows:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days\* have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved.



## Notifying Health Services

If you are experiencing symptoms, have traveled internationally (or COVID hotspot states), or have been in close contact with a COVID patient, please do the following:

- Immediately Contact Health Services ([health@tiu.edu](mailto:health@tiu.edu)).
- Submit the [COVID-19 Screening Form](#)

After you notify Health Services, an appointment will be immediately arranged for further screening and testing.

## Testing

During the fall 2020 semester, Trinity has contracted for on-campus testing administered by the Health Services Coordinator RN. Trinity will have analyzer equipment (Sofia SARS Antigen Fluorescent Immunoassay) onsite to provide results within 15 minutes of a nasal swab test.

Student-athletes will be tested as a part of preparticipation examinations in accordance with [NAIA guidelines](#). COVID-19 testing will also be administered as needed based on results from regular screening questionnaires. We are asking all students to frequently self-monitor health symptoms (including temperature), and abide by all reporting, quarantine and isolation policies.

## Contact Tracing

Trinity has a contact tracing protocol to determine anyone who might have been infected by a person who was recently diagnosed so those contacts can quarantine themselves and prevent further spread.

At Trinity, contact tracers have been trained through the [Johns Hopkins online course for Contact Tracing](#).

Trinity Contact Tracers:

- Dallise Goodson is the TC/TGS faculty contact tracer
- Kati Tetour is the contact tracer for TEDS faculty.
- Linda Brundidge is the contact tracer for staff
- Javier Michel is the contact tracer for students

# Quarantine and Isolation

- **Isolation** separates sick people with a contagious disease from people who are not sick. The trigger for isolation is a positive test for the COVID-19 virus.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Triggers for quarantine include contact tracing procedures, travel abroad, and federal/state/local mandates.

## Protocol

If you have been directly exposed to someone with the COVID-19 virus, you will be asked to **quarantine for the next 14 days** for the safety of the community. If **you are diagnosed with the virus, you will need to isolate for a minimum of 10 days**, then discontinue isolation according to CDC guidelines or your healthcare provider.

At Trinity's Deerfield campus, quarantine and isolation will require one of the following during the quarantine/isolation period:

- Commuters: Quarantine/isolate at your permanent residence.
- Apartment Residents: Quarantine/isolate at your Trinity apartment,
- Dormitory Residents: Quarantine/isolate at Carlson Hall (or other designated areas). Owens Hall residents may quarantine/isolate at their single dorm room.

During your 10-14 day quarantine/isolation:

- You will attend courses remotely.
- If you have a meal plan, your meals will be provided.
- You will be required to stay away from other students as directed by Trinity's health service personnel.
- You will continue to follow all hygiene and masking protocols.

If you choose to spend the quarantine at your permanent residence, we ask that you see your healthcare provider and verify that it is safe for you to resume normal campus activity before returning to campus.

At the end of the quarantine/isolation period, if you are still symptom-free, you may return to your dorm and resume coursework in the normal classroom setting, as directed by Trinity's medical personnel.

## Transporting those in Isolation or Quarantine

Only one caregiver should be designated for pickup to minimize exposure.

- Home quarantine/isolation instructions must be reviewed by the person being transported.
- The caregiver will wear a surgical or procedural mask when interacting with those being transported.
- The patient or caregiver instructed to call the student's primary care physician (PCP) or regular doctor if the student's symptoms worsen after leaving campus.
- Caregiver or other family members/roommates should limit exposure and follow home quarantine/isolation guidelines as instructed and monitor/report to their PCP or regular doctor any symptoms per CDC COVID-19 guidelines.
- Those being transported will wear a surgical or procedural mask.
- If possible, those being transported should sit in the backseat of the vehicle.
- The caregiver will wear a surgical or procedural mask.
- Following return home, the patient needs to self-isolate/quarantine per CDC COVID-19 guidelines.
- The patient's caregiver disinfects the vehicle after transporting.

## Continuity of Instruction

- The COVID-19 situation is fluid, and the science continues to evolve; instruction will need to flex between identified scenarios.
- If the situation requires remote learning, all courses and instructors are prepared to shift into an online and/or streaming modality (Zoom - see below)
- The University's emergency communication plan for COVID-19 will supply up-to-date and prompt information to all stakeholders (e.g. RAVE, email, website).
- While teaching in classrooms, the University will provide a safe and healthy learning environment consistent with Occupational Safety and Health Administration guidelines and recommendations from the CDC, Illinois Department of Public Health, and Lake County County Department of Health.

- The University will set up a procedure for certain students and employees to learn and teach from home during this pandemic (e.g., those at higher risk for severe illness).

## Learning Modalities

### Trinity College

The College plans to offer in-person, face-to-face, classes in the fall semester, following social distancing and other guidelines from the CDC and local health authorities. We will implement one-way traffic patterns in McLennan to alleviate crowding on the stairs and hallways during the passing periods between classes.

There will be a remote learning option for most Trinity College classes so that students who are ill, in self-isolation because of possible exposure to the coronavirus, or who are simply not ready to return to face-to-face classes will be able to continue their education. Due to the hands-on nature, certain classes such as science labs, music ensembles, and clinical experiences in education, will not be available for remote learning. Contact the dean's office, [tc\\_tgs\\_dean@tiu.edu](mailto:tc_tgs_dean@tiu.edu) for further information about the remote synchronous option.

### Trinity Evangelical Divinity School

At present, TEDS plans to offer face-to-face and synchronous classes in the fall semester, following social distancing and other guidelines from the CDC and local health authorities. Synchronous-only classes will also be offered as needed. Faculty may opt to teach synchronously rather than in person. One-way traffic patterns to alleviate crowding on the stairs and hallways during the passing periods between classes will be implemented. Faculty and students who are ill, in self-isolation because of possible exposure to the coronavirus, or who are simply not ready to return to face-to-face classes will be able to continue their teaching/learning synchronously.

### Trinity Graduate School

The programs of Trinity Graduate School are already delivered using various modalities, and this flexibility serves students well in the present circumstances. Fully online programs or those with extensive online options, such as the Master of Education and the Master of Arts in Bioethics, will continue to offer online classes. The Master of Leadership program employs video conferencing technology to connect students at the Deerfield campus and additional locations. For the fall 2020

semester, all MA in Leadership courses will be conducted via video conference (remote synchronous). Due to the hands-on nature of athletic training, classes will meet in person with social distancing and other measures. Please consult the information about TIU-Florida for information regarding the Florida-based Master of Arts in Mental Health Counseling.

## Clinical Site Guidelines

Trinity is requiring face coverings to be worn at all clinical sites. Depending on the amount of contact with others at the sites, additional Personal Protective Equipment (PPE), such as gowns, gloves, face shields is highly recommended.

Wearing face coverings greatly reduces the chance of COVID-19 transmission, protecting those around us. Face coverings should be used along with physical distancing, respiratory etiquette, proper hand hygiene, and avoiding touching the face, nose, eyes, and mouth.

## Policy and Guidelines for Class Attendance via Zoom

Students who wish to participate in remote instruction via Zoom are expected to closely adhere to the following guidelines and meet the described conditions. Failure to do so can result in removal from the class. If there are compelling reasons why you cannot adhere to the guidelines or meet the conditions, discuss this with your professor in advance.

### Policies

#### Getting Started

- **Permission:** You may only participate via Zoom if:

TEDS: You have properly registered for remote instruction (section 21 or 22). Only in unanticipated emergency situations will remote participation otherwise be allowed.

Trinity College: You have received permission from the Dean of the College (email [tc\\_tgs\\_dean@tiu.edu](mailto:tc_tgs_dean@tiu.edu)). You will be registered for a remote synchronous section (21-22).

- **Computer use required (not phone):** You must use a personal computer and not a smartphone for Zoom participation. This is because you will need a large screen to be able to read PowerPoint presentations and texts. You may also need to be able to see other students in “Gallery Mode,” which is not possible with a phone.
- **Name:** Set up Zoom to use your real name, including first and last name, so that your professor can properly identify you. If for security reasons this is a problem, contact your professor in advance.

- **Test your technology:** Do this well in advance of the start of instruction to ensure that your software, webcam, microphone, and internet connection are properly functioning. For best results, download the Zoom app and use it for meetings.
- **Connectivity:** You must have a strong internet connection to enable video transmission.
  - Ideally use an ethernet cable connection
  - If using Wi-Fi, be in close proximity to the router.
  - If the connection is still weak, turn off other devices in the network, such as other computers and phones, that are using bandwidth.
- **Location:** You must have an undisturbed location where you can participate in the Zoom meeting without interruption or having to relocate during instruction.
  - Participation from public spaces (e.g. Starbucks, public library, parking lots) is not permitted because (1) it is a distraction for you and other participants, (2) this may inhibit your participation in discussions, (3) persons who are not students may view or overhear instruction (a violation of privacy)
  - If there are children or pets in the home, be sure that another person is responsible to care for them and that they will not interrupt or distract you and other course participants.
  - Be seated indoors at a desk or table, not in an easy chair, on a bed, or outdoors. You must be in a location that is fitting and conducive to a serious learning experience.
  - Avoid locations where there is loud background noise, e.g. construction, traffic, music.
- **Privacy:** Instruction via Zoom is intended only for students properly enrolled in the course and may include confidential information, which is not to be shared with others.
  - Non-enrolled persons may not participate in or overhear instruction and discussions. Use earbuds or headphones if other persons are present.
  - Do not record Zoom meetings without the express permission of the professor.
  - Treat personal prayer requests or experiences as confidential. Do not pass on personal information to others.
  - **Some fellow students may live or work in security-sensitive locations where their identity or activity should not be made public. Respect their privacy!**

## **During Instruction**

- **Attitude:** you must view instruction via Zoom with the same seriousness as you would if you were sitting in the physical classroom.
  - It is not the same as merely watching a video: be attentive, take notes, ask questions, participate in discussions.
  - Zoom instruction is more taxing and demands more attention than “in-person” instruction.
  - Resist the temptation to be passive during Zoom instruction.
- **Be on time:** Arriving late to a Zoom meeting is a greater distraction than in a classroom. When returning after a break or from a breakout group, punctuality is especially important. The professor cannot easily call everyone back to order as in a classroom. If the teacher has not opened the class yet, be patient and remain in the “waiting room.”
- **Video (webcam) must be turned on.** There are several reasons for this and guidelines to be followed.
  - Much of learning is social. Having visual contact with all participants helps create more of an “in-person” experience for both students and professors.
  - The professor needs to see that you are attentive and engaged, and not distracted or multitasking.
  - Try to be located so that you do not have a bright light behind your head. Ensure that your face is lighted and facial expressions can be seen. Indirect light usually works best.
  - Dress and groom appropriately as if you were attending an “in-person” class (at least from the waist up): no tank tops, low cuts, pajamas, etc.
  - Avoid distracting movements: walking around, eating, rocking, changing location, etc. Inform family members or roommates not to be moving around in the background. The nature of video amplifies such distractions.
  - During breaks, you may turn off the video.
- **Mute your mic:** After perhaps saying hello, mute your mic during instruction unless you are called upon or have a contribution to make. This reduces extraneous noise for all participants.
- **Asking questions and discussion:** The professor should clarify how she/he wants to handle questions and discussion on Zoom. In most cases, you may simply raise your hand to be recognized or use the chat function. Unless the class is very small, do not simply speak without being first recognized by the professor; otherwise, participants sometimes speak at the same time creating confusion. Remember to unmute yourself when speaking, and mute yourself again when done.

- **Chat function:** Use the chat function only as the professor has instructed. Do not use the chat to communicate non-course related messages. Note that chats are recorded with the Zoom meeting.
- **No virtual backgrounds:** It has become popular to use Zoom virtual background images, some of which include motion (beach scenes, animals, historic sites, etc.). These reduce your image quality and are a distraction to other participants. Do not use them.
- **No multitasking!** No texting, web browsing, gaming, and other non-course related activities during instruction. Because learning via Zoom is mentally more demanding than “in-person” class instruction, it is even more important to be fully engaged and not distracted.

## Suggestions

- **Make the most of breaks:** Because learning via Zoom is mentally more taxing than “in-person” instruction, get away from the computer during breaks. Avoid screens, texting, email, or other digital activity during breaks. Give your eyes and mind a rest. Step outside, leave the room, stretch, etc. This will help you resume concentration for the next class session.
- **For the quiet student:** You may be a student who is reluctant to ask questions in class, but prefer to informally ask the professor or another student questions during breaks or after class. Consider these options:
  - Use the chat function during class time. The chat function can be set to communicate with the professor only and not be seen by other participants.
  - Ask the professor for a personal appointment after class or at another time when you can ask questions. Sometimes you can stay in the Zoom meeting with the professor after others have left the meeting.
  - Ask a fellow student for a virtual meeting after class.

# COVID-19 Readiness Task Force Members

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Dr. Karen Wrobbel, Dean of Trinity College and Graduate School

Dr. Graham Cole, Dean of Trinity Evangelical Divinity School

Amanda Onapito, Dean of Students

Linda Brundidge, Director of Human Resources

Steve Geggie, Chief Information Officer

Heather Logue, Associate Dean of Students / Athletic Director

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## **Healthcare Advisors:**

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