

# Fall 2020 Returning to Campus Guide



## DO NOT COME TO CAMPUS IF:

- You are experiencing any COVID-19 symptoms (full symptoms list at [CDC.gov](https://www.cdc.gov)).
- You have had close contact with a person diagnosed with COVID-19 within the past 14 days.

## Upon entering campus each day, you must:

1. Complete a daily electronic symptom self-screening form.
2. Wear a face covering/mask.
3. Maintain physical distancing.
4. Wash/sanitize hands frequently.
5. Students and employees are encouraged to wear their Oakton ID. Employees may also wear their Oakton employee name badge.

SCAN ME



## Who is allowed on campus?

1. Approved employees
2. Students with scheduled classes or appointments
3. Guests/visitors approved by administration



# Added Safety Measures/Building Modifications

## ▪ Limited Entry Points

- Des Plaines main building: Enter through Doors 5 (via Circle Drive) and 10 (near Lot A).
- Des Plaines Lee Center: Enter through the Main entrance (Door 50) off Lot D.
- Skokie building: Enter through Doors 1N and 1S.

## ▪ Increased daily cleaning by facilities staff.

## ▪ Maximum occupancy signs posted on rooms and elevators.

## ▪ Directional signage in hallways and stairwells.

## ▪ Distancing markers on floors and workspaces.

## ▪ Furniture rearranged to maintain physical distance. (Do not move the furniture.)

## ▪ Plastic barriers installed in reception areas and offices.

## ▪ Alternating sinks and stalls blocked in restrooms.

## ▪ Restrooms will be closed several times per day for cleaning.

## ▪ Limited campus dining service.

## ▪ Touchless water bottle filling stations are accessible. Drinking fountains are restricted.



**Face masks  
required on campus**

# Fall 2020 Classes and Services

## Course Delivery Formats

- Most fall classes will take place online, with scheduled meeting times (synchronous) or non-scheduled times (asynchronous).
- Limited lab and studio courses will take place on campus, including career technical education and health career courses.
- Some classes have both classroom and online components.
- All fall 2020 non-credit courses through Alliance for Lifelong Learning's Continuing Education, Training, and Workforce Development (adult education, Emeritus, Continuing Education for Healthcare Professionals, English as a Second Language, High School Equivalency and literacy, etc.) will be held online.



## Staying safe during in-person classes

- Classroom occupancy limits
  - Added cleaning procedures
  - Physical distancing
  - Face masks
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# Student Services/Access to Resources



Limited student services are available on campus, by appointment. See **Student Information, Resources and Services** at [oakton.edu/return](http://oakton.edu/return) for availability and scheduling instructions.

Hours and availability are subject to change.

Student services will remain available remotely during the fall semester.

## In-person Services

- Admissions
- Bookstore (for purchase of books and supplies)
- Cashier
- Enrollment Services
- Counseling
- Financial Aid
- Health Services
- Learning Center
- Library (curbside pickup)
- Student Care
- Testing Center
- Student Care
- TRIO Student Support Services

Services are subject to change

## Services Available Remotely Only

- Access and Disability Resource Center
- Academic Advising
- Career and Transfer Center
- Language Lab
- Student Life and Campus Inclusion

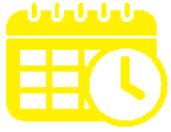
## Not Available in Fall 2020

- ❌ Early Childhood Center (Daycare)
- ❌ Performance Arts Center events
- ❌ Koehnline Museum of Art exhibitions
- ❌ Campus Rentals

## Technology Resources

- Expanded WiFi coverage in campus parking lots.
- Chromebooks, laptops, WiFi hotspots and webcams are available for student loan.
- Cybercafé spaces and computer labs will be redesigned to allow computer access to students with scheduled classes or appointments.

# Information for Employees



## Determining Your Work Schedule

Employees should work with their supervisor (who will seek appropriate approvals) to determine individual work schedules, and to determine whether they can work remotely or are required to report to campus.



## Leave Options and Employee Accommodations

Employees may be eligible for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

Contact Human Resources at [hr@oakton.edu](mailto:hr@oakton.edu) for questions related to leave options.



### Other accommodations (per HR approval):

- Extended leave to care for children whose school/daycare is closed.
- Members of vulnerable populations and those living with members of vulnerable populations (per CDC.gov).



## Quarantine Policy

Employees must quarantine for 14 days if they have been in close contact with someone diagnosed (clinically or test-confirmed) with COVID-19. Contact Human Resources to understand leave options.



## Travel

College-related travel is currently restricted. Once Illinois reaches the approved phase for travel, nonessential travel should be minimized and the Centers for Disease Control and Prevention guidelines regarding isolation after travel will be implemented.

*All Return to Campus procedures are designed to be flexible and are subject to change based on the guidance from state and local health officials.*