

Erikson Institute

Safety Procedures for Students and Employees

Revised 1/7/22

The entire campus community must recognize that the current COVID-19 pandemic is likely to continue to challenge our operations, as well as the health and safety, of our community. Erikson has set forth its current plans and expectations in these **Safety Procedures**, with which all students and employees must comply as part of our shared responsibility to help protect the health and safety of the community.

Erikson also reserves the right to change or alter its programs, services, methods of delivering course content, schedules, safety guidelines, and operations. You may expect that these Safety Policies and Procedures and other guidelines are subject to modification and update in accordance with CDC, Illinois, public health, and other guidance, consistent with the evolving needs of Erikson.

Before you arrive

1. If you are sick or have symptoms of COVID-19, do not come to Erikson. Seek medical advice first and then contact [Maggie Brett](#), Interim Director of Student Affairs (students), or [David Wilson](#), Chief Human Resources Officer (employees), if you have been notified that you were exposed or confirmed to have a positive COVID-19 test and have been on campus in the prior 10 days.
2. The CDC recommends “self-monitoring of symptoms and require individuals to stay at home and obtain medical evaluation if they are showing any symptoms” and “self-quarantine or isolation . . . when an individual has symptoms, has been exposed to an individual who has tested positive . . .or has traveled in a high-risk area.” Anyone who has any COVID-19 symptoms must follow [CDC requirements](#) before coming to the Erikson campus.

3. If you have traveled recently outside Chicago, please follow the latest travel advisory language for the City of Chicago which you can view [here](#) before coming to campus.
4. Notify Security at security@erikson.edu in advance of any visitor's or client's arrival. In our effort to maintain social distance and to properly limit the number of persons in the facility, no unscheduled visitors or clients will be allowed access.
5. Staff will work on campus based on their approved schedule and contact their supervisor to modify their schedules.
6. Staff who work from the campus facility may request to have their workspace reassigned to a safer option via an email to dwilson@erikson.edu.
7. Students and Staff will provide proof of vaccination or have an approved exception by the due date instructed.

Building Entry

1. Everyone entering the Erikson campus must wear a face mask/covering that covers their nose and mouth.
2. Everyone must sanitize their hands.
3. Everyone is required to be vaccinated or provide proof or confirmation of a **negative COVID-19 test** as per [Erikson's COVID-19 Vaccine Mandate Policy](#).
 - Proof of vaccination or request for medical or religious exception shall be provided prior to September 19, 2021. For staff, please [submit your proof here](#). For students, please submit your proof to: registration@erikson.edu
 - If you have not been vaccinated, you must show proof of a negative COVID-19 test to the security officer.
4. Building hours of operation will vary based on campus activities and class schedules. We plan to maintain core hours of **8 am – 9 pm Monday through Thursday, and until 6 pm on Friday (during the academic term when classes are in session)**. Saturday hours will be added as needed.
5. Any person who does not strictly follow the Safety Policies and Policies will be asked to leave the facility.

Health and Safety Policies while in Facility

1. Face masks/coverings are always required in common areas and classrooms or when unable to social distance. Face masks/coverings will not be required in private offices with the door closed or cubicles when seated.
2. Everyone will be required to maintain social distancing in all hallways and common areas.
3. Frequent hand washing is recommended or use of hand sanitizer when soap and water are not available.
4. No more than 2 people on an elevator at one time.
5. Floor decals, directional signage and all other signage must be followed.
6. No more than a maximum of 50 people may gather in any space with at least 6-foot social distance. Lower group sizes will be mandated based on the room size/square footage. See **Appendix A** for classroom capacity.
7. Students and Staff must report if they experience COVID-19 symptoms while on-campus. Students and Staff will be asked to leave the facility.

Appendix A

Classroom Capacity

50% capacity

<u>Classroom(s)</u>	<u>Maximum Capacity</u>
201	25
202	25
201/202(combined)	50
203	20
204	20
205	20
219	20
305	20
306	20
Seminar Rooms	8