

Principia College Protocols for Application of Illinois Executive Order No. 88 (9/3/21)

Fall 2021

Last updated 11/5/21

This is a working document. The protocols outlined in this document are being updated regularly as we learn more about the expectations of the State's [Executive Order](#) and other relevant local, state, and federal directives. For comments, corrections, clarifications and additions, please send them to the [COVID Committee Form](#).

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Our Goals

Over the past 16 months, the College administration has stated its two primary obligations:

- 1) the continuation of delivery of a quality undergraduate education program; and,
- 2) the health and safety of our students, employees, and guests.

Introduction

During the COVID-19 pandemic the Principia College community—students, faculty, staff, families, and visitors—actively participated in “Prayer and Protocols” to protect our health and safety. At a time when many institutions of higher education closed in-person instruction as growing cases of COVID-19 were reported on their campuses, Principia was able to deliver both remote and in-person instruction during the 2020-2021 academic year, with only two cases of COVID-19 reported amongst students and student-facing employees: one student and one student-facing employee. Both events were promptly handled—through prayer and appropriate practical responses. Both individuals experienced healthy recoveries. “Prayer and Protocols” helped us to achieve our goals—the continuation of delivering a quality undergraduate education and maintaining the health and safety of students and employees.

Over a year ago, the Principia Board of Trustees made the decision not to require testing of students and employees, unless required by law. Subsequently, the decision was made not to require vaccination, unless required by law. Both decisions were made in respect of Principia’s policy of individual treatment choice and with regard to Federal and Illinois State religious exemption provisions. The College administration believes that getting vaccinated is a personal and private choice and will keep this information as confidential as reasonably possible.

The State of Illinois has mandated vaccinations, or weekly testing for those who wish to utilize religious exemptions for being vaccinated, for employees and students at all higher education campuses—public and private—in the state. The [Executive Order](#) requires that either a proof of vaccination is documented, or weekly testing of individuals takes place, and is documented. The President of the United States on September 9, 2021 announced an intent to have OSHA through the Department of Labor (DOL) prepare and release requirements for vaccination or weekly testing of employees who work for employers who have more than 100 employees; the anticipated OSHA regulations will apply to all Principia Employees. The Principia Board of Trustees state that Principia will follow the law once it is enacted.

Principia continues to offer pandemic pay for those employees who are impacted by illness and/or quarantine.

Purpose of these Protocols

Taking practical steps to quell fear and obey these lawful mandates supports our relationship with each other, our communities, and the state. We trust that our daily prayers and our obedience to the Biblical command to “put on the whole armour of God” (Ephesians 6:11) has an effect. Following protocols does not undermine our relationship to God or our ability to demonstrate the omnipotence of divine Life, Truth, and Love. We ask that our community continue to actively support our “Prayers and Protocols,” which we have demonstrated effectively throughout the last year. The protocols outlined in this document are being updated regularly as we learn more about the expectations of the State’s [Executive Order](#) and other relevant local, state, and federal directives.

Definitions

Higher education personnel and students

The [Executive Order](#) defines higher education personnel and higher education students. Embedded in these definitions are the expectations for visitors to campus, and what “on-campus” means.

According to the [Executive Order](#), “Higher Education Personnel means any person who 1) is employed by, volunteers for, or is contracted to provide services for an Institution of Higher Education, or is employed by an entity contracted to provide services for an Institution of Higher education, **and** 2) is in close contact (fewer than 6 feet) with other persons on the campus or in a campus-affiliated building or location for more than fifteen minutes at least once a week on a regular basis.”

The term “Higher Education Personnel” does not include any person who is present on the campus or at an affiliated off-campus location for only a short period of time and whose moments of close physical proximity to other on site are fleeting (e.g. contractors making deliveries to a site where they remain physically distanced from others or briefly enter a site to pick up a shipment).”

If you are getting paid, or volunteering, to provide a service to the institution you are considered “higher education personnel” and thus required to submit vaccination records or negative test results. This applies to Dual Campus staff, Trustees, Contractors, and other temporary visitors who are either volunteering their time or being paid to support the educational program.

The following sections outline the expectations based on the type of “higher education personnel” category, specifically contractors and dual campus employees, and Trustees.

Regular Contractors

Principia College is following Illinois [Executive Order](#) No. 88 for all employees and students, specifically: masking indoors, appropriate physical distancing, and weekly testing or proof of vaccination. Please see Section 4. Vaccination and Testing Requirements for Higher Education, part (a) Definitions, item (i) as it pertains to contractors working at colleges and universities.

Our expectation is that as a contractor at Principia College, you will maintain appropriate records to be compliant with this mandate.

If you have a contractor coming on campus, follow these steps:

- 1) Communicate with contractors that Principia College is following Illinois [Executive Order](#) No. 88 for all employees and students, specifically: masking indoors, appropriate physical distancing. In order to come to campus, contractors must provide proof of vaccination or submit a negative COVID test result.
- 2) Determine if the contractors have a pre-existing vaccination or testing requirement,
 - a) if they do, notify them that Principia expects them to maintain documentation on their employees.
 - b) If they do not have a vaccination or testing requirement, inform them that their employees will need to complete the prior to coming onto campus, uploading their vaccination or negative COVID test results that are taken within 72 of coming onto campus to the [Principia College Vendor and Volunteer Form](#). The results need to be uploaded 24 hours prior to arrival on campus.

Dual Campus Employees

In accordance with the [Executive Order](#), dual campus employees who work on the College campus will need to update their ADP profile to show their vaccination status. For those individuals utilizing religious or medical exemption from being vaccinated, a negative test result will need to be submitted to HR through this form: <https://www.myprincipia.com/testing> before arriving on campus, or sign up for appointments each week using [Calendly](#).

Employees can sign up for a time slot each week, and opt to have [Calendly](#) send reminders via email and/or text.

Trustees

Trustees are considered volunteers in the higher education personnel definition of the [Executive Order](#), described above. Therefore, any Trustee who comes onto campus must follow similar protocols and submit their paperwork through the [Principia College Vendor and Volunteer Form](#) at least 24 hours prior to visiting. For those utilizing the religious exemption provided in the

[Executive Order](#), a negative test result must be taken within 72 hours of arrival on campus and submitted through the online form.

Vendors and other temporary contractors (speakers, DJs, etc)

According to the [Executive Order](#), higher education personnel include those who provide a service to the institution. Examples of these types of vendors or other temporary contractors are: applied instructors, external program peer reviewers, DJs, musicians, temporary visiting faculty, artists, etc. These types of vendors and temporary contractors must follow similar protocols as our higher education personnel and submit their paperwork through the [Principia College Vendor and Volunteer Form](#) at least 24 hours prior to visiting. For those utilizing the religious exemption provided in the [Executive Order](#), a negative test result must be taken within 72 hours of arrival on campus and submitted through the online form.

Other volunteers

According to the [Executive Order](#), higher education personnel include volunteers who are performing services to the institution you are considered. Examples of a temporary volunteer are: guest speakers, actors, musicians, alumni board members, etc. These types of volunteers must follow similar protocols as our higher education personnel and submit their paperwork through the [Principia College Vendor and Volunteer Form](#) at least 24 hours prior to visiting. For those utilizing the religious exemption provided in the [Executive Order](#), a negative test result must be taken within 72 hours of arrival on campus and uploaded to the online form.

Campus facilities

While the definition of campus facilities is not spelled out in the [Executive Order](#), it does refer to “campus buildings”, “campus-affiliated building or location” and “affiliated off-campus location”. Private Houses and apartments on campus, rented by employees will not, for the purposes of this order, be considered part of the Campus Facilities. Accommodations for employees within Student Housing, Guest House, and Cox Cottage are considered part of Campus Facilities.

Shared indoor spaces

The College administration defines “**shared indoor spaces**” as those spaces, occupied by two or more unrelated persons who do not live together, such as classrooms, offices, workspaces or workshops, laboratories and studios, performance and meeting areas, dining areas, etc. This also includes vehicles, which is consistent with federal transportation rules (for public transportation) and guidance (for private vehicles). Single person offices or enclosed workspaces (so long as the occupant is alone or with a family member), as well as dwelling spaces occupied only by family members, are not “shared” indoor spaces. This definition

means that an office of a single person may become a shared space when entered by one or more unrelated persons.

Quarantine

Being under quarantine is when an individual who has been exposed to COVID or suspected to be exposed to a sick individual is separated from the community through extra protocols related to housing, masking, and social distancing. (for more details about our quarantine procedures see section titled Contact Tracing and Quarantine/Isolation Policies on p. 17). Our quarantine and isolation protocols have been developed in response to Jersey County Public Health's expectations and [CDC guidelines](#).

Isolation

Being in isolation is when an individual who has symptoms consistent with COVID, has tested positive, or is part of contact tracing is isolated from others whereby they are asked not to interact with others (for more details about our isolation procedures see section titled Contact Tracing and Quarantine/Isolation Policies on p. 17). Our quarantine and isolation protocols have been developed in response to Jersey County Public Health's expectations and [CDC guidelines](#).

Protocols or Plan for Fall 2021

Steps to take if feeling unwell / or staying home to care for family members

If feeling unwell, **please stay home**.

- Employees contact your supervisor if experiencing symptoms that could be related to COVID.
- Students contact your RC and/or Cox Cottage if experiencing symptoms that could be related to COVID.
- Supervisors who have unwell employees with concerns of COVID related symptoms, contact Human Resources and they will contact Workplace Safety, if necessary.
- For students who wish access to testing, please contact Cox Cottage for support.
- For employees experiencing COVID symptoms and wish to access testing, please work with Workplace Safety or through your individual insurance carrier.

If your child is feeling unwell or quarantined from daycare/school, and you have to stay home.

- Employees contact your supervisor to talk about next steps
- Employees need to talk with Human Resources for leave options
- Employees may stay home with their child due to care responsibilities. Human Resources will work through this with you.

Capacities of classrooms and other indoor spaces

Based on the [CDC's Guidelines for Schools](#), we reduced the physical distancing requirement to three feet. This means that we may return to regular classroom capacities. Signs have been placed in each classroom to indicate the maximum capacity of the room. Signs indicate capacity limits of other shared spaces. We expect all community members to adhere to maximum capacity limits.

Illinois Executive Order Mandate

As outlined in the definitions section above, the [Executive Order](#) outlines requirements for higher education personnel and students. There are specific expectations outlined in the [Executive Order](#) mandate, which must be implemented by Sunday, September 19th.

- Wearing masks when indoors.
- Providing evidence of vaccination
- Using religious or medical exemptions for vaccinations,
- Those who utilize the state outlined exemptions, undergo weekly negative COVID testing
- Definition of higher education personnel and students
- Definition of campus facilities
- Visitors to campus
- State bodies ensuring that the [Executive Order](#) is being followed

Wearing Masks

Before the [Executive Order](#) was announced, Principia College had determined that we needed to return to a mask mandate. The [Executive Order](#) also requires “all individuals in Illinois who are age two or over and able to medically tolerate a face covering...to cover their nose and mouth when in an indoor public space.” Masks, neck gaiters and other face coverings that cover the nose and mouth are accepted at Principia College.

The [Executive Order](#) also recommends that masks are worn in crowded outdoor settings that involve close contact with others.

The [Executive Order](#) also states that “face coverings may be removed temporarily while actively eating or drinking...”. Face coverings may be removed temporarily when individuals are alone and “when they can consistently maintain six feet of distance (such as when workers are in their office or cubicle space).”

Principia College asks all students and employees to respect the mask mandate when driving in vehicles, ensuring that at least three feet distance is maintained for individuals who do not share a household. When the [Executive Order](#) is rescinded, Principia College reserves the right to continue to require wearing masks on campus.

Providing evidence of vaccination

The [Executive Order](#) expects all higher education personnel Proof of vaccination will be stored differently for employees and for students. Employees will have their information stored in ADP, which is the employees work portal. Employees download the ADP App and complete the survey regarding vaccination. Students will use the Magnus App for storing their information.

The [Executive Order](#) accepts three types of proof: “1) a CDC COVID-19 vaccination record card or photograph of the card; 2) documentation of vaccination for a health care provider or electronic health record; or 3) state immunization records.”

Those individuals who have provided evidence for vaccination will not be required to submit weekly COVID test results.

Religious or medical exemptions for vaccinations

The [Executive Order](#) states that “All Higher Education Personnel and Higher Education Students must have, at a minimum, the first dose of a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine by September 19, 2021, and the second dose of a two-dose COVID-19 vaccine series within 30 days following administration of their first dose in a two-dose vaccination series.”

In other words, the [Executive Order](#) expects all higher education personnel and students to be vaccinated at least with the first dose of the vaccine by September 19th. A negative test result will be required weekly until they are fully vaccinated (two weeks after final dose), or for those who have requested religious or medical exemptions.

The [Executive Order](#) allows for religious and medical exemptions from vaccinations. The Order states: “Individuals are exempt from the requirement to be fully vaccinated against COVID-19 if (1) vaccination is medically contraindicated, including any individual who is entitled to an accommodation under the Americans with Disability Act or any other law applicable to a disability-related reasonable accommodation, or (2) vaccaint would require the individual to violate or forgo a sincerely held religious belief, practice, or observance. Individuals who demonstrate that they are exempt from the vaccination requirement shall undergo, at a minimum, weekly testing as provided for in Subsection (d).”

While the [Executive Order](#) provides for a religious or medical exemption from being vaccinated, it does not provide for a religious or medical exemption from testing. Principia College will follow

the [Executive Order](#), and therefore will require all students and employees who are seeking religious and medical exemptions from being vaccinated to submit weekly negative test results.

Weekly COVID-19 testing

Free testing on-campus

In order to be in compliance with the [Executive Order](#) and for sake of convenience for employees and students, Principia College is providing the opportunity for free testing. Free testing is available three days a week in the Faculty/Staff Dining Room. The testing times are: Tuesday 11:00 am- 1:45pm, Wednesday 12:00- 1:45 pm, and Friday 12:00- 1:45pm. These days and hours are subject to change. Any changes are communicated through the internal Watercooler messaging system. The free testing follows the [Illinois Department of Public Health guidelines for rapid COVID19 testing](#).

Please allow up to 15 minutes for testing. The tests offered are antigen tests. The tests provided are the fastest tests for getting results. Individuals receive an email with a screenshot of the results submitted to the State of Illinois. Employee results are uploaded into ADP, students upload their results into Magnus.

Individuals who have had COVID in the past 90 days may present a positive test result. In this case reliable documentation of having had COVID in the last 90 days will be required. What counts as reliable documentation of having COVID may vary on a case by case basis. If an individual does not have documentation of recent COVID treatment from a health care provider, the individual may provide other documentation to Principia's Workplace Safety Director who will review the documentation and determine if it is adequate to explain that a positive test result is attributable to having had COVID in the last 90 days and not attributable to actually currently carrying the virus. The Workplace Safety Director may, in making this determination, consult with additional individuals including but not limited to independent medical professionals.

Test results from on-campus testing are sent to the State of Illinois. Names of both negative and positive tests are sent to the State of Illinois, however, only the identity of individuals with a positive test result are shared with Jersey County Public Health. Jersey County is provided with the total number of tests performed.

If the first test result is positive, an individual is given a second test. If the second test is positive, Student Life, Cox Cottage, and Workplace Safety are notified of the individual's name so that contact tracing can commence and quarantine measures can be taken. The Department of Public Health for Illinois will also be notified of positive test results by Jersey County Public Health. Please see the section on Isolation/Contract Tracing to learn more about the expectations for individuals who test positive.

Here are the steps to take to sign up at the free testing on-campus

1. [Students](#) or employees sign up for a 5 minute appointment on [Calendly](#).
2. Students or employees are asked to sit & stay masked in the outer room of the Fac/ Staff dining hall.
 - a. Please bring:
 - i. a form of ID with your photo and name on it.
3. Student or employee fills out information while the tester prepares droplets for the test.
4. Tester swabs each nostril for 15 seconds each and puts the swab in the test card.
5. When the results are available, at the end of the testing session, the test results are emailed to the individual who took the test. Employees' information will be sent to HR who uploads it to ADP. Students are responsible for uploading their test results in Magnus once a week.
6. Students or employees who test positive are called within 15 minutes. They are asked to return to the testing site, through the outside entrance, and they are given a second antigen test. If they test positive again, Cox Cottage, Student Life or Workplace Safety will be notified. Contact tracing and measures to isolate the student are taken; employees are asked to return to their homes.
7. Cox Cottage reports positive cases to Jersey County Health.
8. All test results (positive and negative) are sent to Red Cap Lab with the State of Illinois.

If a student wishes to confirm the positive COVID results with a PCR test, they will need to find their own transportation to a location where [free PCR tests](#) are offered. Free rides are given through Tri County Transit for COVID tests, vaccinations or booster shots. Tri-County transit requires a 2-3 day notice (618-498-6003) and picks up at the Flagpole.

Use of Other Testing Services

Students and employees are welcome to use other testing services that are registered with the State of Illinois. Those volunteers or other experts who are enriching the educational environment and staying on campus for longer than a week will need to submit their weekly test results using this [Testing Attestation Form](#).

Self-testing

Consistent with the revised [Executive Order](#), and the practice of other private liberal arts colleges, Principia College does not accept self-testing.

Expectations for all community members

The campus is open. In accordance with the [Executive Order](#), everyone is required to wear masks in shared indoor spaces, unless only with family members. Sponsors of on-campus visitors are expected to explain the COVID protocols to their guests. If a guest is unwilling to

follow COVID protocols they will be asked to leave campus. Sponsors notify the Gatehouse of guests coming to campus by emailing Campus Security at watch.security@princpia.edu.

Students are not allowed to have overnight visitors in their houses until further notice.

All community members and visitors must follow these **requirements**:

- Adhere to posted occupancy limits, especially for classrooms, gathering spaces, and venues in which a number of people may gather for a period of time;
- Continue safe hygiene, including frequent washing of hands and use of hand disinfectant.
- Outdoor classrooms are expected to maintain at least three foot social distancing. If students are sharing materials outdoors, faculty are expected to bring hand sanitizer to the outdoor classroom space. If three foot social distancing is not possible when outdoors, students should wear masks.
- While we are NOT requiring daily health screening, we strongly encourage everyone to be alert to your physical wellbeing, and take appropriate precautions if you are feeling unwell. To learn more about symptoms to watch out for, please see the list of symptoms on the [CDC website](#). See section above (page 5) regarding what to do when not feeling well.

Should health circumstances change, we will take appropriate steps to protect the community, which might require phased “closing of the campus.”

Food in Buildings during COVID pandemic

According to the State of Illinois Executive Order (COVID-19 Executive Order No. 87), masks are required for all indoor shared spaces. Face coverings may be removed temporarily while actively eating or drinking. We ask that anyone eating in the classrooms or shared spaces have their mask off for less than 15 minutes.

Employee Safety Protocols (to be adhered to at all times):

In accordance with the [Executive Order](#), employees must wear masks indoors and maintain three-foot physical distancing from others at all times. If an employee is found to be in violation of required protocols, Human Resources, the employee’s supervisor, and an administrator will address concerns immediately and directly. Should the violations be persistent, appropriate consequences will be imposed, up to and including dismissal.

1. Masks are required in classrooms and all shared indoor spaces, including residential shared spaces.
2. Masks are not required when you are outside, eating, or alone in an individual office.
3. Individuals have the ability to and are expected to practice good hygiene.

4. Employee meetings: Department heads and committee chairs are encouraged to schedule meetings remotely.
5. Dining: Masks must be worn while going through the Scramble Room and the Concourse. When seating in the Dining Room, employees and students are expected to sit at least three feet apart.
6. Athletic Facilities: Indoor athletic facilities will be open.
7. If you are feeling unwell, please stay home.

Expectations for Athletic Facilities Use

In accordance with the [Executive Order](#), Hay Fitness Center is open to all internal users and Principia Athletic Club (PAC) Members. Those using Hay Fitness Center must remain masked while using the facilities.

Crafton weight rooms are closed to recreational users and PAC members. The track, indoor courts, and swimming pool are open to all recreational users – internal and external. Masks must be worn, unless swimming.

Hexberg Tennis Center is open for use by reservation only. Recreational users, including PAC members, can make reservations to use the indoor tennis courts. Masks must be worn during recreational use.

Varsity Sport Protocols

Our varsity sport protocols have been developed in order to be eligible to participate in St Louis Intercollegiate Athletics Conference (SLIAC) and NCAA competitions.

General Athletic Event Protocols

- Athletes, coaches, and officials adhere to [NCAA Vaccination and COVID testing requirements](#). They submit proof of vaccination or a negative test result within a day of the competition.
- Athletics staff wear masks at score tables and other work areas indoors.
- Athletes and coaches are not required to wear masks on the team benches.
- Seating indoors should be every other seat. If we reach our seating capacity of every other seat, we will turn fans away.
- Venue capacity limits indoors are determined by the number of available seats providing sufficient social distancing for fans.
- If it is expected that demand for seats may exceed capacity limits, the hosting team extends an invitation to the home and visiting teams so they can place a limited number of fans on a list. The rest of the fans are allowed in on a first come first served basis.

Protocols may change based on the ongoing situation in Illinois and on campus.

Intercollegiate Competitions (Home and Away Contests)

- Visiting Teams: will comply with SLIAC and [NCAA Guidelines for Resocialization of Sport](#) including providing proof of vaccination or regular testing. If the visiting team is not a member of the SLIAC or the NCAA, they must have similar guidelines, approved by Principia's Athletic Director.
- General Protocols for fans, staff and personnel at all athletic events:
 - Masks not required for fans, game day staff, and table workers at outdoor events.
 - Masks are required in all buildings – game day staff, table workers and fans must wear masks indoors and maintain social distance as much as possible.
 - Competitors, coaches and officials will not be masked indoors.

Spectators at Athletic Events

Outdoors: Masks not required for fans.

Indoors: Masks are required in all buildings – fans and game day staff must remain masked indoors, while competitors, coaches and officials are not required to be masked indoors.

Home and Visiting Teams and Officials: Must comply with NCAA and SLIAC Guidelines for sport including proof of Vaccinations or proof of a negative test within a day of the competition. If the visiting team is not a member of the NCCA or the SLIAC, they must follow similar guidelines, approved by Principia's Athletic Director.

Fan Seating Indoors: In support of the [SLIAC expectations for fan attendance](#), every other seat will be used. We will allow seating to occur in a first come first serve manner. If we reach our seating capacity, we will turn fans away. If demand for seats frequently exceeds capacity limits, we will extend an invitation to the home and visiting teams so they can place a limited number of fans on a list. The rest of the fans will be allowed in on a first come first serve basis.

Athletics: Principia College Athletic Club

- Crafton Athletic Center Weight Rooms are closed to PAC members.
- Crafton Pool, the Indoor Track, Outdoor Tennis Courts, and Hay Fitness Center remain open for Athletic Club Members. Tennis Club members may reserve courts in Hexberg Tennis Center.
- Masking and social distancing is enforced in indoor athletic facilities.

Athletics: Facilities Rentals/ Events

Outside groups who wish to rent Principia Athletic facilities - Tidal Wave Swim Club, High Schools, Colleges, Recruiting Events, etc. - must comply with the Athletic Department protocols for facility use outlined below and events must be approved by the Athletic Director.

Outdoor facility rentals

- Masks are not required outdoors.
- Dining facilities will not be open to those renting facilities on campus. A list of local eateries will be provided when the contract is signed.

Indoor facility rentals

- The facility will be reserved exclusively for the facility users at that event.
- Masks are required indoors during facility rentals (Crafton Athletic Center, Hay Fieldhouse Gym, Crafton Natatorium, Hexberg Tennis Center) at all times.
 - The facility will be closed to the general campus during the event.
 - Advance notice will be communicated to the campus community and Athletic Club members prior to the event.

Campus Visitors

Visitors are expected to wear masks, abide by social distancing and follow all on-campus protocols outlined above.

Visitors are **not** subject to submitting vaccination records or weekly testing. **Visitors include, but not limited to: admissions guests, alumni, family members of employees, job applicants, parents, prospective students, spectators, visiting athletes.**

If you are unclear if you need to abide by the Governor's mandate, please check with your sponsoring college department.

Gatehouse entry procedures for visitors

Visitors to campus, as defined above, are required to check-in at the Principia College Gatehouse.

Any visitor to campus buildings who does not abide by our mask and social distancing protocols will be required to leave Principia College. Any refusal to leave, once asked, will result in local Law Enforcement being notified to respond to the campus.

Driving tours

- Bus tour visits are not allowed at this time.
- Campus driving tours are allowed without proof of vaccinations or testing, as long as the occupants of any touring vehicle remain in their vehicle while on campus.
- Approved guided tours are allowed and will follow guidelines set forth in the guided tour agreement made with Principia College.
- Tours need to be pre-arranged through the Admissions Office, Alumni Field Relations office, or the Office of the College President.

Guest house

Some guests staying at the Guest House are considered temporary contractors/vendors or volunteers who will need to abide by the vaccination or testing mandated by the [Executive Order](#). These volunteers or paid consultants/experts are expected to follow these protocols:

- Mask at all times when inside a building.
- Masks are not required when in their guest room.
- 24 hours prior to arrival, provide evidence of vaccination OR
- if using religious or medical exemptions for vaccinations, submit a negative COVID test that was taken 72 hours prior to arrival on campus
- Please use the [Principia College Vendor and Volunteer Form](#) to submit documentation.
- Individuals who are staying longer than a week will be required to show a second test (which can be scheduled on campus)

For visitors who are not providing services to the educational program, please mask at all times when inside a building. Masks are not required when in the guest's room.

Field Trips and Study Abroad Programs

Field Trips

In accordance with the [Executive Order](#), Principia sponsored field trips shall follow campus protocols, including mandatory masking in "shared spaces" and social distancing as much as possible. Social distancing will be expected in vehicles, which may require additional vehicles. This policy shall apply even if the host site or institution has less stringent requirements. Principia groups should be prepared for the host site to require vaccination or testing proof in order to enter the site. General recommendations for vehicle usage include: Cars = Driver + 3 passengers; Minivan= Driver + 5 passengers; Full-size Van= Driver + 7 passengers; Extra Large full-size van= Driver + 10 passengers; Truck= Driver + 3 passengers.

Overnight trips should prioritize placing students from the same house in rooms together and if deemed necessary provide students with singles. Exception to this rule would be the Athletics program due to the level of testing that is required by the NCAA.

Field trips staying overnight for more than 2 nights are expected to make a contingency plan for if a student falls ill during the trip and needs to be isolated. Contingency plans will need to be shared with Student Life and the Academic Dean prior to leaving. The contingency plans should consider how the program will manage any student illnesses and need for isolation during the field trip. If a single faculty member is taking the group, a second faculty member may be necessary, or a second person may need to be on-call to bring a vehicle, should it be necessary. Transportation and housing issues for isolating students should be explained in the contingency plan.

Study Abroad Programs

Depending on the country some of the requirements like vaccination may be required in order for students to enter the country. All individuals entering the United States will be required to do a COVID test before being allowed back into the country. Principia abroad programs should plan on quarantine locations due to the potential of a positive in the group.

Sunday School

Sunday School on campus will follow the protocols set by the campus at that time. Refer to the section on Purpose for Protocols section of this document.

Protocol Phases for Student Residential Houses 2021-2022

This fall we will only have two phases designed to build off the success we had with students last year while respecting the need to be prudent and enhance the safety of the entire community. We are implementing the phases below in recognition of the fact that our students are traveling from all over the United States, as well as internationally.

Blue phase

[This phase happens at the start of the semester, whenever the community returns from break, or if there is a need due to an outbreak on campus.](#)

Blue phase is planned to commence after Thanksgiving on Saturday November 27 (or sooner, should there be a need).

The following steps will be implemented:

1. Everyone will wear masks when inside any shared public space on campus. For students, this includes shared public spaces within their house, but not in their own room.
2. Everyone will practice social distancing of three feet (which will allow normal occupancy in classrooms).
3. Everyone is allowed to sit in the dining room and take off masks while eating at the table. Chairs need to remain as set up by dining services.
4. While in cars with others and/or off-campus, everyone is expected to wear masks when in shared indoor spaces. Three foot social distancing is expected (see expectations section above).
5. There are no overnight visitors in the houses.

Purple phase

The following steps will be implemented:

1. Anyone living in a student house is now considered a cohort and no longer required to wear masks when in their house.
2. Everyone visiting another house will be required to wear a mask inside. Once a non-cohort member enters the house, it becomes public space, and everyone in the group needs to wear a mask.
3. Everyone will practice social distancing of three feet (which will allow normal occupancy in classrooms)
4. Everyone is allowed to sit in the dining room and take off masks while eating at the table. Chairs need to remain as set up by dining services.
5. While off campus, everyone is expected to wear masks when carrying passengers in their vehicles and when in off-campus public indoor spaces.
6. There are no overnight visitors in the houses.

Note: As the campus, local, and national health and safety situation improves, we will take appropriate steps to “loosen the mask.” Consistent with the best current understanding of the nature of the transmission of COVID-19, especially the Delta variant, our requirement applies only to indoor spaces.

Quarantine and Isolation and Contact Tracing Protocols

Our quarantine and isolation protocols, contact tracing, return to class and return to work protocols have been developed based on requirements of the Jersey County Health department and based on [recommendations of the CDC](#).

Quarantine and Isolation

Following Jersey County Public Health guidance, if someone is identified as positive, they must go into isolation for 10 days and monitor for symptoms (see section above for definitions of isolation and quarantine). Isolation means that students are removed from their house and employees stay at home with no contact with others.

If a vaccinated person has been identified as positive, they also are required to isolate for the 10 day isolation period. Student isolation rooms are in Joe McNabb and Cox Cottage. One of the sites is for Covid-positive individuals either with or without symptoms, and the other is for contact tracing of individuals either with or without symptoms. Employees should stay at home.

Once communication is established between a student and Cox Cottage regarding their COVID status, contact tracing commences and arrangements will be made with Campus Security regarding access to the isolation site, and with Dining Services for meal delivery during quarantine or isolation.

Contact Tracing

In close consultation with Jersey County Public Health, we have developed the following contact tracing protocols for the Principia College campus. If a vaccinated student or vaccinated employee has been in close proximity to someone who has been positive, and is vaccinated, they must undergo a form of quarantine, which includes masking at all times (including when outside around others) and self-monitor for symptoms for 14 days. Students and employees in this category may be able to go to class and go to work. If a student experiences symptoms at any time during this period, they must contact Cox Cottage immediately.

If an unvaccinated student or unvaccinated employee has been in close proximity to someone who has been positive, they must contact Cox Cottage and isolate for 10 days. For day students who may be living with someone who has COVID, they must isolate up to 10 days after the household member is symptom free. Faculty and staff who need to isolate for either themselves or while caring for a family member, should work with their supervisor to determine how their work responsibilities can be met. For further details regarding options for testing out prior to the 10 day isolation period, please contact Cox Cottage.

According to expectations established by the [CDC](#) and Jersey county public health, during quarantine or isolation, students must mask and self-monitor for symptoms for 10 days and continue to mask and self-monitor for an additional 4 days upon return to their house. If symptoms occur at any point, students must contact Cox Cottage.

Students in isolation will need to communicate with their faculty members about how to participate in their courses remotely along with their work supervisors to determine how their work responsibilities can be met. The Academic Dean can support students should they need assistance with contacting their faculty members.

If there are multiple students in quarantine or isolation, we expect that they limit contact with each other.

For students with questions related to testing, quarantine, or isolation, please contact Cox Cottage. Employees should contact Human Resources and/or Workplace Safety.

Return to Classes after Quarantine Protocol

Students must remain in close communication with the Director of Christian Science Nursing throughout their quarantine and isolation. Students must be cleared by the Director of Christian Science Nursing prior to returning to in-person classes and/or to work.

Faculty and work supervisors should ask the student for proof from the Director of Christian Science Nursing that they have been approved to return to the classroom or work. Proof would include an email, text message, or letter that deems the student able to return to class and/or work.

Per County Health Department guidance, individuals who have tested positive are exempt from testing 90 days from the test date of the positive COVID test results. However, the individual will keep in contact with the Director of Christian Science Nursing, if any symptoms arise.

Return to Work COVID Protocols and Parameters for College

In consultation with Jersey County Public Health and [OSHA guidelines](#), Individuals who test positive or need to quarantine due to contact tracing, and need to be taken off work must follow these processes in order to return to work.

Positive Case

1. Individuals provide HR and/or Workplace Safety through Supervisor positive test result documentation.
2. Individuals are required to stay home from work or school for 10 days per state of Illinois mandate for isolation of positive cases.
3. Individuals can return to work from a positive case once cleared by the County Health Department or Doctor, or have completed 10 days and have no symptoms. If applicable, HR and/or Workplace Safety will request proof through email communication from the County Health department or Doctor showing the release date. (Note: the county can be delayed a couple days)
4. Once back on campus the individual will keep in contact with HR/Workplace Safety and/or the Christian Science Nurse if any symptoms arise.
5. Per County Health Department guidance, individuals who have tested positive are exempt from testing 90 days from the test date of the positive COVID test results.

Close Contact

Jersey County Public Health has delegated the responsibility of contact tracing to Principia College personnel. These guidelines closely follow the [expectations in Executive Order No. 90](#). A close contact person is someone who has been unmasked and not socially distanced for more than 15 minutes with an individual who has tested positive for COVID within the last 48 hours.

1. With contact tracing, we work closely with Jersey County Health department to implement the County's and [State of Illinois' recommended guidelines](#). Individuals who are close contacts and unvaccinated, or unwilling to test, will be out of work or school for 10 days after last contact with a positive case. Isolation starts from the first day when the positive case's symptoms start. An individual who has been in close contact must have not had symptoms arise in the last 24

hours of a 10-day isolation period, otherwise they will need to continue isolation until clearance is received.

2. Individuals who are vaccinated must mask at all times for the duration of the quarantine period. Individuals who are vaccinated can't test out of quarantine until 5 days after contact by taking a test and presenting a negative result. If they do not have any symptoms, they may continue to work and attend classes during that time.

Pandemic pay is allowed for individuals who test positive or who have been in close contact with a positive case and are required to be off work due to isolation.

State bodies ensuring that the Executive Order is being followed

The [Executive Order](#) expects state agencies, such as [Illinois Department of Public Health](#) and the [Illinois Board of Higher Education](#) to effectuate this order. In other words, these bodies will be monitoring Principia College's obedience to the [Executive Order](#).

Enforcement

As is always the case at Principia College, the community has made a commitment to one another to let Matthew 18:15 guide our interactions: "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over" (New International Version). We will approach each other in the spirit of love and mutual respect. Because the residential protocols are about following the law, as directed by the [Executive Order](#), as well as about community safety, it is the College Administration's belief that the entire community is responsible for holding each other accountable.

Some protocols are visible, such as wearing masks. Others are much more private, such as providing proof of vaccination or weekly testing. For the visible protocols, such as wearing masks, we encourage every student and employee to gently and kindly remind each other around campus to put on their mask, give space to others, or break up groups when or if they see people not abiding by the campus protocols to which we have all agreed. We encourage everyone to offer their reminders in the spirit of goodwill and to assume the best about each other. The most likely explanation is that someone just forgot. We also encourage everyone to receive reminders in the spirit of goodwill and to assume the best about each other. The most likely explanation is that the person approaching you just wants the whole community to feel safe.

The more private protocols such as testing weekly or providing proof of vaccination are monitored on an individual basis. For students, Student Life sends reminders for the weekly testing and will hold students accountable for meeting this [Executive Order](#) expectation. For employees, Human Resources sends reminders for weekly testing and will hold employees accountable for meeting this [Executive Order](#) expectation.

Student Accountability

As noted above, our assumption is that most people have simply forgotten the protocols, and with a reminder, will comply. In the case that someone displays an unwillingness to comply, is belligerent when asked to comply, or repeatedly forgets, the following process will be followed to hold that student accountable. (Note: accountability for employees will work differently because of employment regulations. Please review the section below on Employee Accountability.)

This section will address two forms of accountability because the Executive Order treats mandatory masking and testing/vaccinations differently.

Mandatory Masking

In order to remain compliant with the [Executive Order](#), if you are not wearing a mask, you will not be served. You will be politely turned away from the gym, the dining hall, class, your RC's room, an event, etc. If you go home and get your mask, you may return to the activity.

If you ask someone to comply with the mask rule and they refuse, if you have to ask them multiple times, or they are belligerent, please send an email to studentlife@principia.edu. This email is important in helping us to document violations and hold community members accountable. Do not send an email if you have only asked a person once, or if their initial response is negative but they then changed their behavior and complied.

We realize that we are all growing in grace, and initial responses may not be indicative of an individual's best self. When a report comes in, Student Life will meet with the student, in order to ensure that they understand what is expected and what will happen if they fail to comply going forward. The report will be seen initially by the student's RC and the Residential Director, who will meet with the student to discuss the report. Failure to comply after initial reports may result in a loss of privilege all together (e.g. no more access to the gym), some form of restorative justice (e.g. cleaning of spaces), or removal from campus. These potential sanctions will be determined by a community board.

Vaccination Records and Weekly Testing

The [Executive Order](#) states, “An Institution of Higher Education shall exclude Higher Education Personnel and Higher Education Students who are not fully vaccinated against COVID-19 from the premises unless they comply with the testing requirements specified in Subsection (d).” Weekly testing is part of complying with the testing requirements set forth in the Executive Order. In the case that a student fails to test or upload test results by Saturday at midnight each week, per the [Executive Order](#), they cannot remain on campus.

Each week on Friday, students who failed to upload their test results will receive reminders to upload their results by the Saturday midnight deadline. The purpose of this reminder is to alert students before weekly campus testing closes.

On Saturday students will receive an alert that test results must be uploaded by the Saturday midnight deadline or the process for removal from campus will be initiated.

The process for removal from campus begins on Sunday. Students will have 48 hours to depart campus. Students will be withdrawn from all their classes for the remainder of the semester. Meal and key card access will be terminated. For more information about the rebate policy, see the [College Catalog](#). No rebate is available for tuition, room, or board after Friday of week four, September 24th.

Employee Accountability

Because these protocols have been developed in order to follow the law, as directed by the [Executive Order](#), as well to maintain community safety, it is the College Administration’s belief that the entire community is responsible for holding each other accountable. As noted above, our assumption is that most people have simply forgotten the protocols, and with a reminder, will comply. In the case that an employee displays an unwillingness to comply, is belligerent when asked to comply, or repeatedly forgets, the following process will be used for accountability.

When an employee is asked to wear a mask, a verbal warning will be provided on the first occurrence. If an employee is instructed repeatedly, the employee will be written up using the employee event record form. If the employee is written up more than three times then the employee will be placed on an unpaid leave of absence for a period of time or until resolution is achieved.

Employees who have not filed a copy of their vaccination card or weekly evidence of testing results will be asked to comply before the deadline for each week. If an employee does not comply, the employee will be asked to stay off campus until the proper documentation is provided to Human Resources. If the employee is not compliant and is required to stay off campus, the supervisor and Human Resources will work on a solution best for Principia and the employee. While it is not favorable for either party, in some cases the best solution may be that the employee be placed on an unpaid leave of absence.

Appendix A Vendor and Volunteer Registration Form

www.principia.edu/visitor

View Results

If you are an employee of the College, please use [this form](#).

Full Name *

Email Address *

Purpose of Visit

- Work
- Academics
- Athletics
- Alumni Relations
- Admissions
- Parent
- Event
- Other...

Contact Person (if known)

Vaccination Status

- Fully Vaccinated
- Partially Vaccinated
- Not Vaccinated

COVID-19 Test

- Negative
- Positive
- n/a

SUBMIT