



DOMINICAN  
UNIVERSITY

# RETURN TO CAMPUS GUIDE

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8.20.20

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## INTRODUCTION

While the fall semester will look different, in many ways, than previous semesters, Dominican University will open the 2020-2021 academic year on Monday, August 31 as regularly scheduled. Adapting to a “new normal” in the midst of a global pandemic may be a bit unsettling, but the university has been working intentionally all summer to ensure that we can welcome students back to a healthy, safe environment, while providing the excellent education that is a hallmark of Dominican University. We appreciate the expertise of professionals at our long-term partner, Rush University Medical Center, who are providing guidance on our reopening plans.

The COVID-19 outbreak is a constantly evolving situation and our planning will need to remain flexible as we deal with this global pandemic. Since last spring, our ongoing response has aligned with the recommendations of the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), the Illinois Board of Higher Education (IBHE) and Illinois Governor Pritzker’s Restore Illinois Plan. We continue to monitor this situation locally, regionally and nationally and our plans may change as we adhere to the guidelines issued by these agencies.

This document is intended to answer many of your questions about Dominican’s plan for reopening this fall. More information about Dominican’s response to the pandemic is available on the COVID-19 page on [dom.edu](https://www.dom.edu).





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# EXPECTATIONS AND GUIDELINES

Dominican University is a compassionate, mission-driven community. Our faculty, staff and students have shown great resilience and concern for each other since the beginning of this pandemic. While the university continues to do all that it can to provide a safe environment, the safety of our community is a shared responsibility and we expect each person to be moral agents, mindful of their personal responsibility to the health of others. This is the *caritas* upon which Dominican was founded.

To ensure the health and well-being of our community, Dominican expects all faculty, staff and students to read and uphold our *Caritas Commitment*, a set of community standards and guidelines to help reduce the risk of COVID-19 on campus. These community standards will be reinforced during trainings and meetings throughout the semester. Noncompliance with the *Caritas Commitment* will be considered to be a violation of the “Student Code of Conduct” found in the [Student Handbook](#), as well as an example of “Prohibited Conduct and Behavior” as described in the [Employment Handbook](#), and may result in disciplinary action.

All members of the Dominican community are expected to self-monitor their personal health status, on a daily basis, before coming to campus or leaving their residence hall room.

While the university will make available a number of educational videos about COVID-19 before the start of the fall semester, before coming to campus you should familiarize yourself with COVID-19 symptoms identified by the CDC, including:

- Dry cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Headache
- Runny nose or sinus congestion
- Muscle or body aches
- Fatigue
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

## Self-Monitoring, Testing and Contact Tracing

Dominican will be using a mobile app, **#CampusClear**, for self-monitoring, self-reporting and contract tracing should we have confirmed cases of COVID-19.

#CampusClear is an app that starts with a single question and offers a range of recommendations based upon the answer to a series of questions. It is designed as a first-line of defense for detecting COVID-19. Based on your responses, you either will be either cleared to report to a screening station for a temperature check or prompted to stay off campus or in your residence hall room.

The [#CampusClear app](#) is available to download on the Apple App Store and the Google Play Store. Everyone is encouraged to download the app before coming to campus.



We are using a thermal temperature scanning system that will be available at primary campus entrances. You are expected to self-monitor at home before coming to campus (or leaving your residence hall room) and will undergo temperature scanning when you arrive. Individuals displaying a temperature of 100.4 degrees or higher will need to leave campus or return to their residence hall room. Report your condition on #CampusClear.

We are partnering with Rush University Medical Center on COVID-19 testing. If #CampusClear indicates that a test is warranted, it will be provided on-campus at no charge.

#CampusClear also will be used for contact tracing following direct exposure to someone with a confirmed case of COVID-19. Our Wellness Center will conduct contact tracing on campus and the IDPH will conduct tracing with external contacts. Dominican's contact tracing will be focused on campus impact so that appropriate cleaning can be conducted and notification made to anyone in prolonged, close contact (less than six feet for 15 minutes or more while not wearing a mask) while on campus.

We take data security seriously and will be utilizing several safeguards, including separation and limited long-term storage of data, to maintain individuals' privacy. Results from #CampusClear are viewable only by the Wellness Center.

## What To Do If You Have Tested Positive

If you have a positive COVID-19 test, report your condition through #CampusClear.

You must stay away from campus for a minimum of 10 days after the onset of symptoms, including being symptom-free without fever-reducing medication for at least 24 hours. If you are an employee, you may arrange with your supervisor to work from home or you may use sick time for your absence.

Resident students who live within 60 miles from campus are required to go home to isolate. Students who live farther than 60 miles from campus should contact the Residence Advisor on duty to receive instructions for being placed in an isolation room.

Students who are in isolation will be supported by the Division of Student Success and Engagement in their effort to remain engaged in their coursework as much as possible.

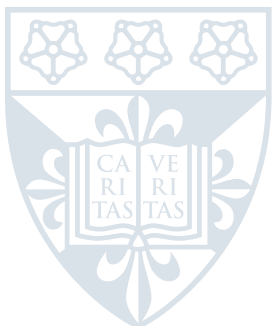
You may return to campus activities after a minimum of 10 days and have remained symptom-free for at least 24 hours without fever-reducing medication.

## What To Do If You Have Been Exposed to COVID-19

If you have been in close proximity (six feet or less for 15 minutes while not wearing a mask) with someone with a confirmed case of COVID-19, you must stay away from campus for a minimum of 10 days after the date of exposure, including being symptom-free without fever-reducing medication for at least 24 hours. After you have reported this exposure with #CampusClear, you will be provided information about testing.

Resident students who live within 60 miles of campus are required to quarantine at home. Students who live farther than 60 miles from campus should contact the Residence Advisor on duty to receive instructions for being placed in a quarantine room. The university has reserved a number of quarantine rooms with private bathrooms.

Students who are in quarantine will be supported by the Division of Student Success and Engagement if their quarantine impacts their ability to stay fully engaged in their coursework.



## Facial Coverings

To minimize risk to others, facial coverings are required to be worn by all faculty, staff and students when in the presence of others and in public settings, including hallways, common work spaces, meeting rooms, classrooms, etc. Be careful to cover your mouth and nose. While individuals are encouraged to use their own facial coverings, Dominican will have available branded, washable cloth masks before the start of classes. Disposable masks will be provided at all Welcome Information Desks (WIDs) and are in the Campus Safety dispatch office for anyone not having a mask, including visitors. They also are for sale in the Stepan Bookstore.

Face shields are optional and considered an additional protection for the wearer. The CDC does not recommend face shields for everyday activities or as substitutes for cloth face coverings. However, if face shields are used without a mask, they should wrap around the sides of the wearer's face and extend below the chin.

The university will make accommodations to the facial covering requirement for documented medical purposes. All accommodation requests from students should be directed to Disability Support Services. Faculty and staff should contact Human Resources.

## Physical Distancing

Keeping space between you and others is one of the best ways for avoiding exposure to COVID-19 and slowing its spread. Because people can spread the virus before they know they are sick, it is important to stay away from others when possible. Individuals should stay at least six feet (about two arm's length) from other people at all times, refrain from gathering in groups and avoid crowded places and mass gatherings. Always wear a facial covering when not in a private room and, especially, when physical distancing is not possible.

## Handwashing

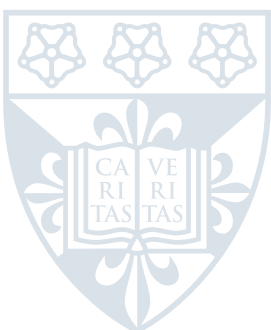
Wash your hands frequently with soap and hot water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing or sneezing. If soap and water are not available, use hand sanitizer, making sure to cover all surfaces of your hands. Avoid touching your face with unwashed hands.

## Disinfecting Classrooms and Personal Spaces

While the university's custodial contractor, Able Services, will be conducting an ongoing deep cleaning process of all buildings, employees are responsible for cleaning their own workstations, including keyboards, doorknobs, surfaces, etc. Faculty and students are encouraged to wipe down surfaces before and after each class. A cleaning kit will be available in each classroom.

Resident students also are encouraged to clean frequently used areas in their rooms. Cleaning kits will be available in residence hall lounges. Community bathrooms in the residence halls will be cleaned frequently by Able Services.

Submit a [Support Center ticket](#) to Physical Plant/Housekeeping to get cleaning supplies or you can pick up supplies in Office Services.



## Office Etiquette

The university expects all employees to follow viral prevention guidelines established by the CDC, including:

- Whenever possible, hold meetings in a virtual environment. Common meeting rooms have been prioritized for classes and may not be available.
- Limit use of telephone receivers in common areas and disinfect after each use.
- Minimize the use of shared work equipment and materials (printers, office supplies); disinfect after each use.
- Refrain, when possible, from using common refrigerators, microwaves, coffee pots and other kitchen equipment; disinfect after each use.
- Have facial coverings handy if you work in a private office but welcome visitors.
- Faculty office hours should be conducted in a virtual environment whenever possible. The same is true with staff who often meet with students.

## Enforcing Responsible Behavior

Faculty, staff and students are expected to abide by the community standards contained in the Dominican *Caritas Commitment*. Students who are not adhering to these guidelines may be reported via the academic alert system for adjudication through the student conduct process. Staff/faculty who are not adhering to the Commitment may be reported to Human Resources, which will work with the appropriate supervisor to address the employee's behavior.

“Safety Ambassadors” are being trained to monitor campus and encourage appropriate facial covering protocol, distancing and cleaning. It will take all of us, working together, to reinforce our safety protocols.



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## SAFETY MEASURES

In addition to the regular deep cleaning provided by Able Services, Dominican's Physical Plant is following a number of protocols to keep campus safe, including:

- Installing Plexiglas shields at strategic high traffic areas and main service points (WIDs, Crown Library, Coughlin Commons, Dining Services, etc.)
- Installing antimicrobial film on high-touch surfaces (door knobs and crash bars at main entrances)
- Providing facial coverings for individuals without them.
- Upgrading HVAC operations and equipment to improve air flow and quality and introduce more outside air, where possible. MERV13 filters are being used for Parmer Hall, the Fine Arts Building and Murray Hall systems. In-room air purifiers with ionization technology will be installed in all other classrooms and some offices with larger, unavoidable densities.

### Hand Sanitizers

We have installed hand sanitizer stations throughout campus. Sanitary wipes stations are mounted in key areas, particularly near elevators. Large sanitary gel containers are available at main service points, including WIDs, Coughlin Commons, STARS Connect and the IT Support Center.

### Common Areas

When navigating hallways, you are expected to walk on the right side. Decals will serve as reminders. If necessary, stairwells will be designated for one-way up and down traffic. Individuals are encouraged to use the stairs if possible. If you must use an elevator, follow signs regarding the maximum number of riders and position yourself in each corner of the cab, while wearing a face covering.

### Restrooms

We will be blocking some stalls near sinks to limit proximity in some restrooms. Able Services will be cleaning restrooms on a regular basis. Wear a face covering and wash your hands with soap and hot water for at least 20 seconds.

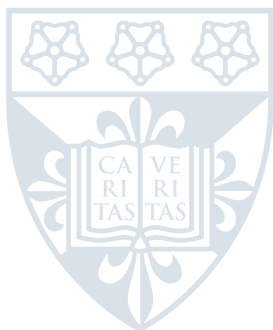
### Shuttle Service

Shuttle service will be provided between the Main and Priory Campuses, and from the Green Line in Oak Park during anticipated peak times.

We will be adhering to the 50% capacity rule on the shuttles. Drivers will depart the destination as soon as they reach capacity but we will provide multiple runs as needed. Once we have a better idea of usage in the first few weeks of the semester, we may adjust the schedule accordingly. We ask for patience during the first couple of weeks.

Plexiglas will be installed behind the driver and a flex plastic barrier to the right of the driver. We will be using assigning seating on the bus, taking every other seat "offline." Occupants must wear face coverings.

Drivers will have cleaning supplies for spot cleaning between runs as necessary or as they are able. The overnight shuttles will be deep cleaned for next-day use. Cloth seats in the larger bus will be fitted with leather seat covers to make them easier to clean. We will be installing antimicrobial copper film on the handrails.





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# ACADEMIC PLAN

The Fall 2020 semester will begin Monday, August 31, with classes offered in a blend of face-to-face, hybrid and online formats, including online with fixed class meeting times and those without fixed meeting times.

While it is true that more classes will be offered online or in a hybrid format than in past semesters, the educational quality of these classes will not be diminished. Faculty and staff have been developing new methods for enhancing the student learning experience.

Starting the week of November 23, classes for the remainder of the semester will be offered online to reduce the risk of spreading COVID-19 on campus following Thanksgiving, the busiest travel time of the year.

## Course Modalities and Scheduling

The university has worked to substantially reduce the number of face-to-face classes on campus, to limit density in individual classrooms, and to address congestion during peak class times.

While the overall mix of modalities was guided by the need to reduce on-campus volume, decisions about specific modalities were guided by what works best in the various disciplines and helps promote student success, as well as health considerations for faculty and students. We know that for some students, face-to-face courses are a priority, while, for others, online is preferred, and many prefer a mix. We are striving to create a university environment that is as responsive as possible to students' needs.

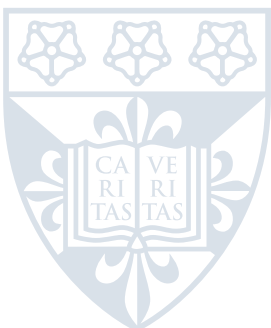
## Classroom Density

Although Dominican students already benefit from relatively small classes, classroom density has been reduced by at least 50%, ensuring that seating capacity meets physical distancing protocols. Classroom seating is being re-configured to comply with physical distancing and maximum occupancy guidelines, providing at least six feet of space between students and from the instructor.

Meeting rooms and lounges on the Main and Priory campuses will be assigned for classes, because of their larger size or to reduce density in other parts of campus.

## Off-campus Learning

Clinicals, field placements, student teaching, and internships will proceed following safety protocols established at the external sites. All students are expected to adhere to these external safety protocols, understanding that they may be different than those mandated by Dominican. Upon returning to campus, students must adhere to Dominican's safety protocols.



## Study Abroad and University-Sponsored Travel

There will be no student study abroad opportunities and all university-sponsored international travel is prohibited during the fall semester.

To ensure the safety of the Dominican community, faculty and staff are required to report all personal international travel to their supervisors. Individuals also should follow [CDC travel advisories](#) regarding domestic travel as these are being updated frequently.

## Computer Equipment and Technology

Students will be receiving a survey to ascertain their technology needs.

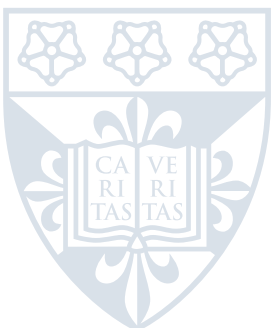
For best results when attending online classes or working remotely, the IT department suggests that you have access to a desktop computer or laptop with a webcam and microphone. The university's inventory of this equipment is limited and demand is high right now. To check out equipment, contact the Support Center at [supportcenter@dom.edu](mailto:supportcenter@dom.edu). The Support Center is located in Lewis Hall 048 and is open Monday through Friday from 8 a.m. to 5 p.m.

If you are interested in buying equipment, we suggest, but don't endorse, the following:

- Webcam: Logitech C920 or compatible
- Headset microphone: Jabra Evolve 40 MS or compatible
- Computer: Comcast is offering an [iS laptop running Windows 10](#) for \$150.

Information about discounted software can be found at <https://support.dom.edu>

Several WiFi access points have been made available for public use at no cost and with no required contract. For more information, visit the [Support Center website](#). Comcast customers currently have no data caps and data speeds are being upgraded. To find a Comcast access location, visit: <https://www.xfinity.com/support/articles/open-xfinity-wifi-hotspots>



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## RESIDENT STUDENTS

Dominican is excited about welcoming resident students back to campus. We have been working over the summer to ensure that our new and returning students have safe residences. Your health and well-being is our highest priority during this unprecedented time. While the fall semester will be a bit different than it has been in past years, we are confident that you will have a rewarding and successful experience.

To reduce density in our residence halls, we are assigning the majority of students to single occupancy rooms. There may be limited double room options in Murray and Power Halls.

### Move-in Process

Seven days prior to your arrival to campus and moving into your residence hall, get a COVID-19 test. Self-quarantine in your home for the next seven days and monitor your health, taking your temperature twice a day. Bring your negative test results with you when you come to campus. If you have a positive test, record this in #CampusClear and do not come to campus.

To reduce density on campus, we have extended the typical move-in period to five days, from Wednesday, August 26 to Saturday, August 29, and an appointment-only date on Sunday, August 30 for students who could not move in on their designated date. No more than 10 people will be moving in at one time.

Please review your housing assignment to confirm your move-in date and time. Students will not be able to move in on a date or time that is not designated to them. Please consult Student Life at [housing@dom.edu](mailto:housing@dom.edu) for details on move-in dates and times for specific residence halls.

Students who have been assigned to Coughlin, Mazzuchelli, Murray or Power halls should check in at Coughlin Commons. If you have been assigned to a room in Aquinas Hall, report to the Priory Campus.

All students and guests (one guest per student) are required to wear a face covering while moving in to the residence halls. After a resident's items have been moved in, guests will be required to leave the hall to minimize the number of people in the building. Elevator use will be limited to transporting items only.

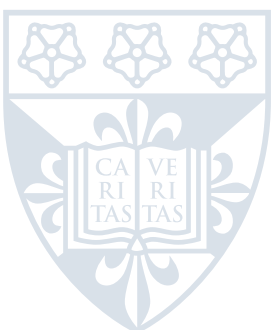
Bring a thermometer to monitor your temperature daily. Bring cleaning supplies and hand sanitizer—for your personal living space and for common bathrooms.

Once you have moved in, remember that face coverings must be worn in all residential common areas, including hallways, lounges and bathrooms.

No guests or visitors will be allowed in the residence halls, including family and/or commuter students.

### Isolation/Quarantine Rooms

The university has reserved a number of isolation rooms for resident students who have tested positive for COVID-19 and quarantine rooms for students who have been in close proximity to someone with a confirmed case of COVID-19. These rooms are available only for resident students who cannot isolate or quarantine at home. Meals will be brought to students in isolation or quarantine.



## Dining Services

Over the summer, we have renovated the Main Campus server area. Working with our food service contractor, Quest Food Management Services, we have developed strategies for creating the safest possible dining environment. We have reconfigured the Dining Hall to limit the number of tables and chairs and installed additional Plexiglas shields in the area.

We also have adjusted staffing levels and increased cleaning rotations. Line control staff will help manage the number of patrons in a serving area at any one time.

Patrons will be required to wear a face covering when not eating, including while in line to receive food. Hand sanitizers will be available at entrances and exits. All containers will be disposable and we will be using pre-packaged tableware (napkins, utensils).

Our plan is to continue offering a full-meal service program with multiple stations in the Dining Hall, with grab-and-go options. Diners will not be allowed to re-enter the area for second helpings. The Cyber Café will have grab-and-go options only. There will be no “made to order” options in any dining location. The Priors Campus will offer to-go meals and grab-and-go options for breakfast and lunch service—dinner options are still to be determined.

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## STUDENT LIFE

### Campus Organizations

The Office of Student Life will host many events and opportunities for engagement this fall. We are excited to support registered student clubs and organizations in building community on campus as well as our Resident Assistants who will be creating meaningful experiences for our resident students. Mark your calendar for our Student Club and Organization Week during the third week of classes. The week will feature an online Involvement Fair and offer information on great opportunities for Dominican students. For more information, visit [engageDU.dom.edu](https://engageDU.dom.edu) and follow Student Life on Instagram @DUbeinvolved.

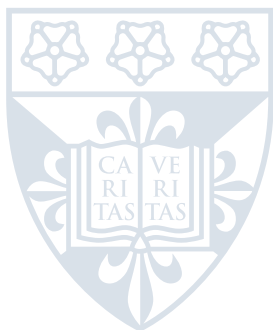
### University Ministry

Prayer experiences, ministries, community-building and faith justice activities will be presented this fall via virtual platforms, supplemented by in-person opportunities when possible. [University Ministry](#) is peer-led, meaning that most of our programming is developed by students, for students. Information on our activities can be found on [EngageDU](#) and our social media outlets.

University Ministry is working with community partners to create meaningful, safe internships in the local community through our Ministry *en lo Cotidiano* and Beloved Community programs.

Sunday Mass will be held at 4 p.m. in Rosary Chapel, in accordance with public health guidelines. The chapel has been restructured for physical distancing—in-person attendance will be limited to 45 people. Face coverings will be required. Using hand sanitizer will be required before entering the chapel and will be available during the liturgy, including before and after Communion.

Designated weekly times will also be available for personal prayer in the chapel.



## Fitness Center and Igini Sports Forum

Dominican's Fitness Center and Igini Sports Forum (for open gym) will be open only to current students, faculty and staff and use will be limited throughout the day to reduce density. Patrons will be required to wear a mask while working out and waiting to enter, have their temperature taken and go through a health assessment screening prior to entering.

Patrons must sign up through the [DUstars.com](https://dustars.com) website for limited slots in advance of showing up. Some equipment will be marked off and unusable to allow for physical distancing and patrons will be asked to clean machines and equipment after using. Additionally, student workers will be assigned to clean equipment on a regular basis. Only individual workouts and exercise will be permitted; no group workouts or pickup games.

Patrons of Dominican's Fitness Center and the Igini Sports Forum will not have access to the locker room.

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## STEPAN BOOKSTORE

The Stepan Bookstore is open Tuesday through Thursday from 10 a.m. to 4 p.m. and on Friday from 10 a.m. to 3 p.m. Beginning August 24 through September 30, the store will be open Monday through Thursday from 10 a.m. to 5 p.m. and on Friday from 10 a.m. to 3 p.m. The store also will be open on Saturdays, August 29 and September 5, from 10 a.m. to 2 p.m.

Capacity in the store is 10 people. Face coverings must be worn and, before entering, patrons must use hand sanitizer which will be available outside the door.

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## EVENT SERVICES / VIRTUAL EVENTS

The DUPAC/Events Services team will support virtual events (both public and internal) just as they would in-person. They have developed processes to meet the needs of different kinds of events - i.e. speaker, interview, panel discussion - and are creating a "studio" on the Lund stage in the Fine Arts Building for hosting virtual events that can be live-streamed or recorded.

*Arts & Minds* events will be presented virtually during the fall semester. Siena Center and Brennan School of Business speakers as well as the Theatre Arts fall production will be presented online. Dominican University Performing Arts Center (DUPAC) concerts are on hold until we can safely host large numbers of patrons.

Seating in Lund Auditorium and Martin Recital Hall has been amended to accommodate physical distancing requirements should the venues be used for class or meeting purposes.

State guidelines for safely hosting events will determine plans for the spring semester and whether public engagements will continue to be virtual.





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## REBECCA CROWN LIBRARY

The Rebecca Crown Library will open on August 17 with a new Learning Commons. Due to the pandemic, there will be some changes in hours and services. Here are some of the things you can expect for the new semester.

- The library will be open Sunday through Thursday, 8 a.m. to 8 p.m., and on Friday and Saturday, 8 a.m. to 5 p.m.
- Students will find the Academic Enrichment Center and Disability Support Services located on the first floor of the library's Learning Commons.
- All those using the library and Learning Commons will be expected to wear a mask and follow physical distancing guidelines.
- Density capacity will be followed and those using the library and Learning Commons services will be expected to show their current Star Card. Once the capacity has been reached, we will need to limit the number of people in the building.
- We will follow best practices for handling library material during the pandemic, which includes quarantining for three to five days material that is returned via the outdoor and indoor book drops.
- There will be no physical reserves at the Circulation Desk due to quarantine guidelines.
- I-Share services will be dependent on the participating libraries' service levels and material availability.

We encourage you to use the library's many online services and resources. Reference is available via library chat, [email](#), and by [Zoom appointments](#). The library subscribes to many collections of eBooks, digital articles, and streaming videos and all are available to Dominican students, faculty, and staff with a current network ID. For more information, the [A-Z list of all online library databases](#) is located on the library website. [Library Instruction and Online Learning](#) is available and faculty are encouraged to schedule an online library session for classes and/or embed a librarian into their Canvas site. Lastly, please take some time to explore the library's new [online catalog](#), videos, and research guides.

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## VISITOR MANAGEMENT

All visitors—those people without an active Dominican Star Card (campus ID)—must register their presence at a WID location and receive a pass for the day. Visitors must comply with university practices on physical distancing and face coverings. Masks will be provided for visitors who do not have them. Visitors are not allowed in the residence halls.

Guest lecturers and individuals invited to campus for the enrichment of classes must have sponsorship from program directors or deans.

Please meet your guests at a WID location. Plan to meet food delivery workers in a specific location.



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## MENTAL HEALTH AND WELL-BEING

We understand that the challenges of the COVID-19 pandemic can create lifestyle changes and great stress and anxiety for many individuals. Please be conscious of your mental health during this crisis.

Students are encouraged to contact the Wellness Center at 708-524-6229 or [wellness@dom.edu](mailto:wellness@dom.edu) if they would like to make an appointment with a counselor. Students must schedule an appointment first—walk-ins will not be allowed.

Employees should contact the Employee Assistance Program at 1-888-319-7819 if they would like to make arrangements to speak to a counselor.

Faculty, staff and students also are invited to access pastoral care from University Mission and Ministry at [DU Caritas](#).

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## VIRTUAL TOWN HALL MEETINGS

Learn more about our plans for a safe, engaging and vibrant fall semester during our online town hall meetings, presented for different campus constituencies.

Students are invited to participate in a town hall with President Donna Carroll and other campus leaders, as well as with a representative of Rush University Medical Center, on either **Tuesday, August 4** at 5:30 p.m. (for returning students) or on **Wednesday, August 5** at 5:30 p.m. (for the incoming freshman class). Information about these town halls will be sent directly to students.

Staff are invited to participate in a town hall with President Donna Carroll on **Tuesday, August 4** at 3:30 p.m. [Register here](#).

A town hall specifically for faculty is being arranged; information will be sent to faculty with a link for registering.

**Responding to the COVID-19 pandemic is a fluid situation. Updates or changes to this Return to Campus Guide will be shared with the Dominican community as they are available.**

