

Residence Life FAQ

What are the guidelines and check-in/check-out procedures for scheduled breaks or emergencies which may take the student off campus? (Please see update below)

Check-out/departure from campus:

- During office hours, the parent/guardian will call the RC office upon arrival. The telephone number will be posted to the door of the residence hall.
- For scheduled breaks, students will be in their respective residence hall rooms waiting for parent/guardian arrival.
- The student will be notified of the arrival and asked to come to the hall common area with any belongings needed to depart campus.
- A Residence Life staff member will greet the parent/guardian at the hall's vestibule door.
- The parent/guardian will present a valid ID.
- The student will turn in keys/fobs.
- The parent/guardian will sign the student out.
- The student and parent/guardian will depart.

Check-in/return to campus:

- During office hours, the parent/guardian will call the RC office upon arrival. The telephone number will be posted to the door of the residence hall.
- A Residence Life staff member will greet the student at the hall's vestibule door. The student will be the only one able to enter the residence hall.
- The student will be temperature checked and symptom screened.
- The student's keys/fob will be returned.

Update: Due to the brief cohort time frames, students will not be given an opportunity to travel home. If students leave campus prior to a cohort's official end, they will not be allowed to return for in-person learning. The only exception is if there is a medical emergency, e.g. a student falls and hurts their arm and IMSA personnel transports the student to a hospital/doctor.

Please note that there are no scheduled breaks or extended weekends in either of the 2 cohort time frames.

Can I drop off something quickly to my student?

If there is a *need* for a drop-off, the parent/guardian will need to contact the RC office, during office hours, to make arrangements to drop off the item(s). Any item(s) being dropped off will

need to be sealed and labeled appropriately. The parent/guardian will not be allowed into the residence hall.

When will a student be sent home due to illness?

In accordance with IMSA's policies and with guidance from the Illinois Department of Public Health, the following symptoms will result in a student being sent home:

- Fever (IMSA states 100.0° F or higher) or chills
- New onset of moderate to severe headache
- Shortness of breath
- Cough
- Sore throat
- Nausea or vomiting
- Diarrhea
- Abdominal pain from unknown cause
- Congestion/runny nose
- New loss of sense of taste or smell
- Fatigue from unknown cause
- Muscle or body aches
- Additional symptoms may be added in accordance with the CDC or IPDH

Or

- Recommendation of Health Office staff or Chief Student Affairs Officer

What happens if my student has a confirmed or probable case of COVID-19?

Students with confirmed or probable cases of COVID-19, as determined by IMSA's Health Office, will be sent home immediately.

- Parents will be contacted via telephone and must pick up their student as soon as possible, but no more than 8 hours of notification. For safety reasons, the student may be relocated to the isolation wing/hall until they are picked up.
- Approval from IMSA's Student Health Office will be required before return. Email nurse@IMSA.edu or call 630.907.5008.
 - A student who has a COVID-19 **positive** test will be required to stay home at least ten calendar days from onset of symptoms **AND** be fever free (without fever-reducing medication) for 24 hours **AND** have significant improvement of symptoms.
 - A student who has COVID-19 symptoms and a **negative** COVID test, with or without an alternative medical diagnosis, will be required to stay home until symptoms have improved/resolved **AND** be fever free (without fever-reducing medication) for 24 hours. The student will also have to meet the return-to school

criteria for the diagnosed condition as per school policies (i.e. concussions) and IDPH Communicable Diseases in Schools.

- A student who is a close contact to a confirmed or probable COVID-19 case will be required to stay home for 14 calendar days after last exposure to the COVID-19 case. If the student develops COVID-19 symptoms during this time, the student will be required to remain at home at least ten calendar days from onset of symptoms **AND** be fever free (without fever-reducing medication) for 24 hours **AND** have significant improvement of symptoms.
- A student who has COVID-19 symptoms and is not able to see a physician or obtain COVID-19 testing will, by IDPH guidelines, have to follow the guidelines of a positive test result and will be required to stay home at least ten calendar days from onset of symptoms **AND** be fever free (without fever-reducing medication) for 24 hours **AND** have significant improvement of symptoms.
- If a parent/guardian or student requests to obtain items from the residence hall room before leaving campus, the parent/guardian may do so under the following circumstances:
 - The parent/guardian does not have a fever of 100.0° F or higher and is not exhibiting any symptoms of COVID-19.
 - The parent/guardian goes to the room prior to making physical contact with their student, not after.
 - The parent/guardian packs up any items the student needs in one trip.
 - If a move-out of the halls is needed, a time can be scheduled at a later date for completion of this process.
- Please note: This information is subject to change based on updates from CDC and IDPH.

What is the process if I want to contribute to a wing dinner and/or drop off food?

During repopulation, students will be able to have wing dinners and treats outside of our food service provider, with the condition that the following guidelines are adhered to:

For wing dinners and treats, e.g. for a birthday:

- In an effort to organize details, parents/guardians need to notify RC or hall staff of their desire and intention to have a wing dinner and/or provide a wing/hall treat. Options include:
 - Order food from restaurants for delivery. Food must be individually wrapped or in individual containers.
 - Purchase individually packaged items, e.g. individually wrapped cookies or cupcakes.
 - Provide monetary donation for RC/hall staff to purchase food.

- Keep in mind the dietary needs of students and the need for paper products (plates, forks, napkins).

Will wing refrigerators be available for use?

Communal wing refrigerators will not be available. We recommend that all students eat their meals and discard waste after designated meal times to avoid the need for separate refrigerator use. In addition, we encourage students to pack, and bring to campus, only necessary items. If absolutely necessary, individual refrigerators may be brought to campus and kept in a student's room.

When will students need adult IMSA supervision?

Per the repopulation document, students will either be in class, designated areas, or in their residence hall rooms or wing common areas. Time has been set aside to have social/fun time in the main building, in designated areas, during evenings and on weekends. During these times, there will be IMSA adult supervision. In addition, any special events or activities will also require IMSA adult supervision. Any such events and/or activities will be communicated to students in advance.

What will main building access look like during the week and on weekends?

- During the academic day- If students have an hour or less break in between classes, then they may remain in the main building. During this time, students can spend time in various open spaces around campus, including the IRC, fitness center, math study area and cafeteria, where they can still practice physical distancing.
- Evenings/Weekends- Students will have access to the South end of the main building to utilize the fitness center, gym, Student Union and other spaces. These spaces will be supervised by a Resident Counselor or another staff member. Additional programming space will be available for use with the supervision of a staff member.

When is the Opt In/Opt Out form due?

Students and families have the choice to opt-in to the full residential learning experience or opt-out and remain in distance learning for the remainder of the spring 2021 semester by completing the form sent to student and parent email address on file in PowerSchool no later than **February 26, 2021**. All families must complete one form per IMSA student, regardless of the decision to opt in or opt out. Families who have not completed the form by the deadline will be considered distance learners for the remainder of the semester and will not be eligible for the in-person cohort.

When will students/families need to complete Repopulation Orientation?

During the week of March 15, 2021, both the virtual Repopulation Orientation and the virtual Health and Safety Checklist/Titan Pact Agreement will be released on Canvas.

All Canvas class modules must be completed by both the student and one parent/guardian for those who have opted to return to in-person learning. The deadlines are:

Cohort 1 must complete these Canvas courses by March 24, 2021.

Cohort 2 must complete these Canvas courses by May 4, 2021.

Will students have the same RC and hall/wing assignment as listed in PowerSchool when repopulation occurs?

Not necessarily. Our priority is to ensure housing for each student who wishes to return to in-person learning. This may require certain changes to the RC and hall/wing assignments for students. Communication on room assignments will be emailed on March 15, 2021.

What testing is needed in order for students to return to in-person learning?

All students must have a negative COVID-19 test result before entering any Academy building. Students can elect to be tested upon arrival on campus. On campus testing will be conducted by a School Nurse. Students should arrive 30 minutes prior to their scheduled move in time if they plan to be tested on campus. Testing will be conducted in the East parking lot and students will be asked to wait in their cars for their test results (approximately 15 minutes). Students may also provide a negative test result from a test taken three to five days prior to the scheduled move in date. Proof of a negative test result can be either emailed to IMSA's Student Health Office at nurse@imsa.edu or faxed to 630.907.5938.

What is the cleaning schedule in the residence halls?

Residence hall commons, wing commons and high touch areas will be disinfected daily by IMSA's custodial staff and sanitized once per week with an electrostatic fog process. Cleaning will take place throughout the day by Residence Life staff between office shifts. Students will be required to complete housekeeping cleaning duties that will include using products such as disinfectant solutions, dish soap, disinfectant wipes, disposal rags, Swiffer wet mop, sweeping, garbage removal, etc.

All of the cleaners that Facilities and our custodial staff uses are on the CDC/EPA COVID-19 approved list.

- a. 1. **Disinfect:** Spray all high touch hard surfaces, such as desks, door handles, light switches, telephone handsets, chairs etc., with Peroxide Multi Surface Cleaner and Disinfectant. Surfaces will be sprayed until wet. The minimum dwell time will be one minute.

- b. 2. Cleaning: Reapply Peroxide Multi Surface Cleaner and Disinfectant to hard surfaces and wipe down with a microfiber cloth. Each surface will be wiped with one fourth of one side of a microfiber cloth to avoid cross contamination. One cloth can wipe up to eight surfaces. Remove garbage and recycling. Floor damp mopping or vacuuming as needed. Glass cleaning as needed.
- c. 3. Sanitizing : Fabric surfaces such as chairs and carpet will be sprayed with Mediclean X-590 Bactericide, Disinfectant, Anti-microbial, Insecticide, Deodorant.

What paperwork/documentation is needed for in-person learning?

Registration paperwork was due at the beginning of the academic year. If you have any outstanding forms/documentation needed, you have been contacted by Ms. Minerva Ratsamy. You may contact her directly via email at mratsamy@imsa.edu.

In addition, all families will need to complete the Titan Pact, COVID-19 testing consent form and the release of liability form on Canvas. More information will be forthcoming.

Can I switch cohorts?

No. Cohorts have been carefully chosen based on students' academic year at IMSA, academic schedule and the availability of residence hall rooms to allow us to provide each IMSA student with the option to return for in-person learning.

What can I bring with me during repopulation?

Students are encouraged to pack "light" due to the limited time they will be on campus and in case a scenario presents itself in which a quick move-out is necessary. Important items to bring include: 5-10 washable masks; disinfectant wipes or spray; personal hand sanitizer and hand soap; laundry detergent; paper towels; bedding (twin-long sheets); computer and accessories; books and other academic items; toiletries; clothing; towels; lamp; school supplies.

Please do not bring any furniture or excessive decorations.

Note: No items may be stored in the main building at any time with the exception of musician instruments with permission of [Ms. Mary Beth McCarthy](#).

What is a "jump bag"?

If a situation arises in which a student needs to be taken to the isolation wing, students should have essential items put into a "jump bag" that can be grabbed quickly and brought to the isolation wing.

Do I have to be vaccinated in order to return?

IMSA is not requiring students to be vaccinated prior to return.

I am a senior. Can I stay on campus through graduation?

Those seniors who opt for in-person learning will be allowed to stay on campus up until graduation day.

How many times per day is a student required to complete a temperature check?

Temperature checks will be conducted a minimum of 2 times daily. All students must have their temperature checked before departing their residence hall and entering the main building.

What is the process to go into the main building before classes?

Prior to being allowed to leave the residence hall for the main building in the morning:

1. The Hall Professional (HP) will monitor while students take their temperatures and log the student's temperature. Students who display a temperature of 100.0 or higher will be sent back to their room to await instructions from the Nurse.
2. The HP will ensure that all students complete the LiveSafe Daily Health Questionnaire checklist before going to the main building and that they have a green confirmation checkmark. If a student is displaying symptoms, the LiveSafe screening tool will instruct the student to remain in their residence hall room and await instructions from the Nurse.
3. When the student enters the main building, a Security or staff member will be present to view the student's phone/computer that says they are "LiveSafe" approved for the day and they will have their ID out ready to enter.
4. Students need to be prepared to have their LiveSafe/WorkSafe information ready to be displayed each time they enter the main building

Can students go back to their residence hall at any time during the day?

Employee supervision will be in each residence hall throughout the day, allowing students to return to their hall throughout academic days during repopulation.

Will students be required to be COVID-19 tested? If so, what will this process look like?

Students must submit for COVID-19 testing twice per week. These will be nasal swab rapid tests. The schedule for each student will be communicated directly to the students via email. This is a requirement in order to remain on campus. Students who do not submit to testing will be sent home.

What happens if a member of the live-on staff has a confirmed, or exposure to a confirmed, case of COVID-19?

The isolation wing may also be used for live-on staff members, if there is a confirmed case, or exposure to a confirmed case, of COVID-19.

What is the student mail process?

Due to the shortened length of time for each cohort, we do not recommend that students receive mail directly to IMSA.

How will students be held accountable for violating IMSA's health and safety expectations?

Health and safety is the primary concern during repopulation. Students will be expected to uphold the guidelines, rules, and expectations as set forth in IMSA's repopulation plan, repopulation addendum and the 2020-2021 Student Parent Handbook, and will be held accountable should violations occur. Violations may result in some or all of the following: warning, parental notification, sending the student home, hearing, and sanctions.