

Angel of God Resource Center, Inc. (AOGRC)
Alternative Program Plan-Coronavirus (COVID-19)

Due to the declaration of the pandemic by the World Health Organization on 11th March 2020. Universities, Vocational Schools and Social Service agencies around the world had to close their sites down in the spring of 2020 and shift all their academic programs online. AOGRC was not prepared for such a transition from classroom-based education to completely online education.

Nevertheless, it was a challenge for AOGRC to map our educational activities in an online space. Additionally, staff and students faced a wide range of logistic, technical, financial, and social problems.

AOGRC is an essential organization for staff services but we are setting up to deliver online courses through various platforms such as, Google Classroom, which allow instructors to share notes, turn in assignments and helps instructors keep track of the progress of the student. Videoconferencing tools like Zoom, and WebEx, which help in organizing online lectures and discussion sessions.

Depending of the recommendation of the CDC, Illinois State and City of Chicago, we will arrange our classroom accordingly.

Core Responsibilities

Social and Physical Distancing

Increasing the physical distance between individuals can reduce transmission of the virus, and everyone returning to the site must consistently follow social distancing practices. In all shared spaces, the Agency will establish protocols and reminders to keep at least six feet of space between individuals. Depending on the context, social distancing may be achieved by working or learning on a remote or “blended” basis, limiting meetings and gatherings, postponing non-essential meetings and events, reducing occupant density through staggered or extended schedules and shifts or access control, removing seats from shared spaces, modifying circulation patterns and sitting areas inside and outside of buildings, providing signage, touchless alternatives, and/or physical barriers and/or partitions in public areas such as elevators, lobbies, classrooms, cafeterias, and densely populated areas. Additional guidance will follow to assist with infrastructure decisions, complying with policies, and identifying opportunities for improving social distancing on site.



Face Coverings and Face Masks

When used properly, face coverings and face masks can reduce transmission of the virus. In accordance with CDC guidelines, state and local orders, it is required that clients wear face masks in all public and shared environments on site, and in alignment with other guidance about the use of masks on site. The latter includes when in densely populated offices and classrooms, common areas, restrooms, and elevators. Please also follow appropriate safety guidelines in laboratories with hazardous materials. All clients will receive a set of reusable face masks, with instructions on how to wear and care for their masks. Additional details will be provided on how to order re-usable and single-use masks, along with other protective equipment.

Enhanced Cleaning Protocols and Good Personal Hygiene

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is a critical aspect of reopening our site. All employees are required to keep desk and work surfaces empty of paper or other clutter to enable thorough cleaning. Employees should regularly wipe down their personal work areas and frequently touched objects, such as workstations/desks, keyboards, keyboard-enabled conference speakers, and telephones. Sites will receive guidance on how to obtain supplies of appropriate cleaning and disinfecting products and training on how to properly clean their spaces. Additional cleaning protocols may be necessary to address heightened risks, such as following a confirmed COVID-19 case.

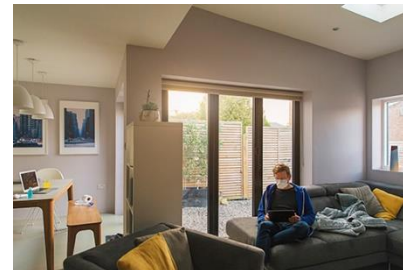


Across the Agency, clients are expected to maintain responsible personal hygiene: hands should be washed frequently and faces should be covered when sneezing or coughing (even when wearing a mask). Limiting the touching of shared surfaces reduces the spread of the virus.

Health Monitoring

To help prevent the spread of COVID-19 and reduce the risk of exposure, clients are expected to regularly monitor their personal health status. Clients should not come to the site if they are showing symptoms such as a fever, cough, shortness of breath or difficulty breathing.

Individuals are expected to self-isolate if they are in non-incident direct contact with individuals who test positive for COVID-19 or if they have fever or symptoms consistent with any respiratory infection. Management and staff are empowered to equitably enforce policies that support protecting the health of the broader Angel of God Resource Center, Inc. community. All clients are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or are self-isolating due to suspected or known exposure to COVID-19. You can report using our online website at www.angelofgodresourcecenter.org.



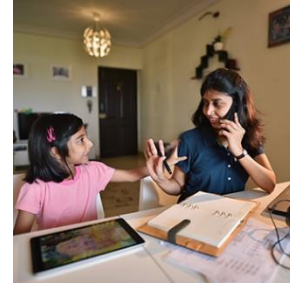
Communication

In concert with physical and operational modifications, Sites must develop a communication plan for providing essential information and training to clients and visitors who will occupy and visit their facilities. Any local guidance developed by agency's or units should be done in consultation with the respective Return to the site subgroups.

Protecting the Vulnerable and Community

All of our personal situations will be unique. Some clients may be more vulnerable to complications of COVID-19 that increase the risk of infection or the severity of symptoms. Those who have questions or need are encouraged to contact the Project Supervisor.

Given the evolving nature of the COVID-19 pandemic and the drastic alteration of patterns of work, transportation, family support, child-care, travel, and other fundamental modes of life, we expect our leaders, managers, supervisors and staff members to model flexibility and foster a community of wellness and awareness to the maximum extent possible. Flexibility includes readiness to immediately adapt to changing circumstances by implementing more restrictions and/or returning quickly to shelter-in-place. Additional resources will be provided for navigating human resources and student wellness challenges in support of our community.



Definition	
Quarantine	Isolate
Quarantine and stay away from others when you have been in close contact with someone who has COVID-19.	If you are sick or test positive Isolate when you are sick or when you have COVID-19, even if you don't have symptoms.
When to Stay Home	
Calculating Quarantine The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. Learn why CDC updated guidance for the general public.	
Step 1	
IF YOU Were exposed to COVID-19 and are NOT up to date on COVID-19 vaccinations	Quarantine for at least 5 days
	Stay home and quarantine for at least 5 full days.
Step 2	
After quarantine	Take precautions until day 10
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.	Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public.
Step 3	
If test positive before coming back to work, repeat Step 1	Call HR, send results via email for confirmation. (773) 941-4691

Return to the Site Policy

Purpose

This policy is intended to mitigate the risks of spread of COVID-19 as administration, staff and students continue to return to work and classes on site. All staff and clients are expected to follow and model compliance with this policy in order to sustain a healthy site while the community recovers from a global pandemic. It is important that we all diligently adhere to these health precautions.

This policy is subject to frequent change with the introduction of additional public health guidelines from local, state and federal authorities. Any policy amendments or updates will be communicated immediately through the Agency Policies and will take effect as of the date and time of publication. It is expected that this policy, or subsequent versions of it, will be in force through at least the FY2021 but may be modified at any time.

This policy aligns with the Core Responsibilities outlined above.

Audience

This policy applies to all staff who return to work physically on our sites or are planning to do so. This policy also applies to our clients upon their return to the site to attend classes.

The expectation for clients is reviewed below under “Expectations for Clients”.

The Agency expects staff who currently work remotely to familiarize themselves with, and abide by, the terms of this policy during any subsequent visit or an eventual return to the site.

Policy Implementation

The following conditions shall apply to all admin, staff and students instructed or permitted to return to the site during the Phased Return to the site and until otherwise deemed not applicable by the Executive Officer.

Reporting to the Site

- Management and staff returning physically to the site should align with the site’s Return to the site plan .
- **Leadership is expected to monitor their faculty and staff who return to the site and ensure compliance with the agency’s Return to the site Plan.**
- As a condition of returning to the site, all staff, faculty and students returning to the site must complete the **mandatory COVID-19 training (available through HR).**
- Where applicable, management and staff may be required to return to remote work at any time and are required to cooperate if directed to do so. In any such situations, site and agency leadership will take appropriate measures to ensure on-going participation of such Management and staff in their core professional and teaching activities, respectively.

General Health and Hygiene Rules

- All Management and staff shall refrain from visiting site or Agency facilities whenever they are sick or have symptoms of respiratory illness (see below).
- Management and staff must wear a face mask or face covering.
- Management and staff must follow these health guidelines as part of the phased return to the site:
 - Monitor temperature and health regularly at home and complete a daily symptom check form (via manual form) before coming to the site. If experiencing any symptoms of COVID-19 or other respiratory illness, do not report to work in person until such symptoms are no longer present and as directed by CDC guidance.
 - Wash hands frequently for at least 20 seconds, particularly after coming into contact with high-touch surfaces, such as doorknobs, handrails, and commonly used equipment.
 - Cough/sneeze into sleeves, preferably into the elbow. When using a tissue, discard it properly and clean/sanitize hands immediately.
 - Avoid touching your face — particularly your eyes, nose and mouth — with your hands to prevent infection.
 - Clean and disinfect frequently touched objects and surfaces in personal workspaces.
 - Keep desk work surfaces clean of paper and other materials every night, to allow for proper cleaning.
 - If you feel sick, stay home.

COVID-19 Specific Health Reporting Requirements

- **All staff are required to report the following to HR:**
 - Any positive tests for COVID-19 not obtained directly through Angel of God Resource Center, Inc.
 - Management and staff must call the main office and report any positive test for COVID-19 to the Office of Human Resource.
- **Staff must provide notification immediately by contacting the main site (773-941-4691) and the Office of Human Resources to request leave.**
- In the event of a positive or suspected COVID-19 diagnosis, Management and staff are required to cooperate fully with the Agency's self-isolation, contact tracing, and notification protocols, in alignment with the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).
- Management and staff health information reported pursuant to this policy will be shared only with those who need to know to assist with contact tracing requirements.

Social Distancing Rules

- Management and staff must maintain at least six feet of social distance from others wherever possible.
- **All managers and supervisors must continue to develop and refine plans for facilitating and implementing the social distancing of Management and staff, utilizing resources and guidance provided by the Agency.**
- Managers, supervisors, and staff are required to follow any capacity and space restrictions outlined by the Return to the site Workgroup.
- Management and staff are required to follow any signage or instruction regarding the use of common spaces, hallways, or pathways through site.
- Management and staff are expected to report locations or examples of social distancing congestion to assist with identifying potential problem areas.

Personal Illness and Quarantine

- Management and staff may not report or return to the site while they are experiencing any symptoms of COVID-19 (or other respiratory illnesses), such as cough, shortness of breath or difficulty breathing, fever, new loss of taste or smell, sore throat, muscle pain or body aches, headache or chills. The CDC maintains a current list of symptoms associated with COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Staff who experience an onset of symptoms while at work must leave site immediately. Staff should contact their supervisor and Human Resources.
- Employees who are unable to work due to personal illness should use available sick time. If an employee's available sick time has already been exhausted, they should **contact a Human Resource to discuss available leave options.**

Remote Work (When a site has been compromised)

- When a site has been compromised, where applicable, remote work could continue until further notice.
- Management and staff returning physically to the site should align with the agency's **Return to the site plan.**
- Commuting to the site is the responsibility of employees. Employees not wishing to utilize public transit may evaluate other mechanisms to travel to the site, such as driving and parking, or utilizing ride-share services.

Expectations for Students

It is our responsibility, together, to uphold community standards for ourselves and those in our community, on and off site.

Requirements

Angel of God Resource Center, Inc. (AOGRC) has established the following requirements for all students returning to the site. All students must:

- Review and agree to a set of standards and expectations. These expectations include:
 - Abiding by safety or hygiene standards recommended by AOGRC, the Illinois Department of Public Health, or the CDC, including standards regarding face coverings, social distancing, limiting gatherings, hand washing and sanitizing, and cleaning shared surfaces.
 - Complying with AOGRC testing (monitoring Temp) and contact tracing efforts.
 - Completing a daily [symptom-monitoring form](#).
 - Following Agency guidance regarding quarantining and self-isolating.
 - Acknowledging that activities may be cancelled or postponed, and courses with in-person components might have to shift to online delivery at some point.

AOGRC will address the range of student behaviors, from isolated low-level incidents, like failure to wear a face covering, to the most severe cases, such as hosting a gathering that does not comply with expectations, which could lead to suspension or expulsion.

- Isolated low-level concerns will be responded to with notification and education to reinforce and lift up the expectations of our community. Repeated low-level concerns will require an escalated response.
- Severe incidents — those that put our community’s safety at risk — such as hosting a large event on or off campus without social distancing will require swift and significant action. Credible reports of actions that endanger the health and safety of our community will result in interim actions (e.g., restriction from the site) and in the most severe cases may result in suspension or expulsion once the case has been fully resolved.

For additional information regarding your responsibilities and accountabilities, please contact HR at 773-941-4691.

Where to Report a Concern

We encourage each member of our community to remind each other of these expectations. In instances where we are unable to hold each other accountable with a friendly reminder or a conversation about these expectations. Report concerns to HR at 773-941-4691.

Modes of Instruction

Class schedules will clearly identify if courses have in-person components — either entirely face-to-face or a hybrid with some face-to-face meetings — and which will be entirely remote. Remote courses are synchronous with meetings at scheduled times.

Mode	Description	Time	Space
Fully Remote: Synchronous	Remote class that meets at scheduled times or has other synchronous elements	Will have a start/end time on class schedule	Will not be assigned site space
Hybrid	Class has remote component and face-to-face meetings	Will have a start/end time on class schedule	May request site space
Face-to-Face	Class meets in-person in a site space	Will have a start/end time on class schedule	Will use site space.

Flexible Work Arrangements

AOGRC's work encompasses a wide range of positions to fulfill its mission. AOGRC recognizes that the implementation of a flexible work arrangement can often optimize the needs of the Agency and the staff member or work team and supports flex work arrangements where possible.

The availability of flexible work arrangements varies by site and position based on business and operational needs; the approval or denial of a request for a flexible work arrangement is at the Executive Officers' discretion. When appropriate, both individuals and teams may propose and use a flexible work arrangement if approved by the Executive Officer.

On-Site Activities

IN-PERSON INSTRUCTION

Use of site instructional spaces by courses is approved for face-to-face or hybrid modes of instruction, study space or other instructional activities, provided:

- Spaces have been deemed suitable for instruction and appropriate space reservations or requests have been made and approved
- Social-distancing, new classroom behaviors and other health-related guidelines are followed

VISITORS TO THE SITE

All visitors to Angel of God Resource Center, Inc.'s site must adhere to the Agency's safety protocols and comply with Expectations for Visitors to the site.

Expectations for Visitors to the site

All visitors to Angel of God Resource Center, Inc.'s site must adhere to the Agency's safety protocols and follow general guidance that aligns with the nature of their reason for visiting site as outlined below. A visitor is any individual who is not a currently enrolled student in good standing, a registered participant in Angel of God Resource Center or active employee for the Agency.

Angel of God Resource Center, Inc. students or staff who invite visitors to the site are considered "hosts" and should support visitors in adhering to expectations, including guidance on community behaviors, gatherings, meetings and events. To comply the Agency's public health efforts, all visitors must follow established safety protocols, including:

- Masking in site public and shared environments, including outdoor spaces and instructional spaces
- Maintaining social distance
- Adhering to maximum capacity limits
- Handwashing
- Monitoring symptoms and avoiding site if you are experiencing COVID-19-related symptoms

This guidance defines various categories of permitted visitors, as well as those who are not allowed, and outlines general guidance by group as well as responsibility for contact tracing and reporting. Some visitors, such as contractors and individuals on site for business or academic purposes, are required to register as a visitor. Angel of God Resource Center, Inc. provides guidelines for additional coordination

with sponsoring departments that plan to host special events. The expectations below provide specific details for these scenarios.

The following categories of visitors are permitted

Contractors and service providers

- Contractors whose physical presence is required on site to perform certain services must adhere to the Agency's Return to the site Policy.
- All contractor and service provider visits must be coordinated with the appropriate Angel of God Resource Center, Inc. host with advance notice and approval via the HR.
- Faculty and staff who invite contractors and service providers to the site should ensure registration with the Agency.
- Contractors must report any COVID-19 diagnosis if they were in close contact (less than 6 feet, for 15 minutes or more) with any Angel of God Resource Center, Inc. community member within two days prior to diagnosis or isolation by contacting HR.

Visitors for academic, business or research purposes

- Visitors whose physical presence is required to provide or perform certain services such as guest lecturer, interviews, meeting attendance or research activities must adhere to the Agency's Return to the site Policy.
- The Agency should provide access only to individual visitors who have received approval and attested to their health condition. Visitors must report a COVID-19 diagnosis if they were in close contact (less than 6 feet, for 15 minutes or more) with any Angel of God Resource Center, Inc. community member within two days prior to diagnosis or isolation by contacting HR.

Agency-sponsored events and programs

- Clients and invited guests attending Agency-sponsored events and activities such as athletic competitions, site tours for prospective clients or visiting lecturer are welcome on site.
- Agency special events such as celebrations are permitted within state and local capacity guidance, but they must be coordinated on a case-by-case basis.
- The sponsoring site is responsible for event registration that will support necessary reporting to local health department or Agency-led contact tracing efforts.
- The sponsoring site must include COVID-19 safety and health guidelines during participant registration, and include Angel of God Resource Center, Inc.'s guidelines in its agreement.