

Dear Faculty, Staff and Students,

As of 3:00 P.M. Central time today, March 20, 2020, the Governor of the State of Illinois issued an Executive Order entitled "Shelter in Place". To be consistent within our entire campus community, and in anticipation of a similar State of Arizona Executive Order being issued in the upcoming days, I am implementing the following modifications to the current Midwestern University 2020 Emergency Plan, effective tomorrow March 21, 2020.

What does a "Shelter in Place" Executive Order Mean?

- Shelter in Place pertains to non-essential businesses and activities. It is a means to encourage everyone to stay home during this unprecedented crisis. It does not mean that roads, bridges, grocery stores, pharmacies, and other essential services are not available. City services and important government functions such as police, fire and garbage collection continue.
- It does not mean you lock yourself into your home and not take a walk, purchase groceries and other household essentials. It's overall purpose is to enhance social distance guidelines already in place.
- In Illinois, the Executive Order is in place until April 8, 2020. Midwestern University will comply with the published date on both the Glendale and Downers Grove campuses.

What is exempt from Shelter in Place?

- Health Care Hospitals, Mental Health Facilities, Clinics and their health care providers
- Veterinary Clinics
- Educational Institutions for the purposes of facilitating distance learning
- Child care facilities
- Gas Stations, auto repair shops, and all skilled trades and construction
- Agriculture and transit including airports
- And all corporate departments that provide essential services that include security, payroll, human resources, accounting, maintenance, sanitation and management.

How does this impact the Midwestern University 2020 Emergency Plan?

- It accelerates our temporary work at home program
- This means that more faculty and staff will be working from home as of Monday, March 23, 2020.
- We originally wanted to reduce staffing by 50% of all positions to further expand our efforts in social distancing. We are adjusting this percentage to meet the new regulations while maintaining all critical functions on campus
- Later today Ms. Amy Gibson will be providing additional details to Faculty and Staff

What positions does Midwestern University consider "essential"?

- While all of you are essential to our mission, I am placed in the position of legally identifying an "essential" category on campus. The following departments and positions meet this criteria.
 - Campus Facilities
 - Security
 - Mail Room Services
 - Student Counseling and Student Services

- Animal Vivarium, Pathology Labs and Large Animal Facilities
- Information Technology Services
- Clinics/health care faculty and staff
- Laboratories
- Faculty (both on campus and those approved to work from home)
- Academic Deans, Programs Directors and Chairs
- Human Resources and Payroll
- Management

What Midwestern University facilities will be closed during Shelter in Place?

- Wellness and Recreation Centers
- 24-hour study rooms
- Student Lounges and gathering places
- Library study space however, library online access will remain available

What facilities will remain open?

- Student Housing
- Campus Food Service offering “Grab and Go” and Cafeterias
- The Glendale Club House will remain open to housing students only
- All Midwestern University Clinics
- Research Labs
- Academic Dean and Program Director Offices
- Select Computer Labs in the Downers Grove Commons and the Glendale campus Cholla Hall

As Faculty, Staff and Students, how do we know if we should be on campus or in a clinic?

- Midwestern University Clinics will be staffed by faculty and management personnel. Some support personnel will be rotating through the clinics based on the decision of Medical Directors, Deans and Clinic Supervisors. Some support services are needed in order to provide excellent patient care.
- Third-year students will not be in any of our Clinics during this period; however, faculty and staff are preparing online experiences, case studies and other materials that will assist students to progress to summer quarter.
- Fourth-year students will be assigned to the Clinics, as needed, to provide them with the necessary experiences and hours to qualify for graduation this spring.
- Research labs will be staffed by faculty to assist our Biomedical Students to complete their thesis.
- All other questions regarding whether you should be on campus should be addressed to your direct supervisor.

If I am a student, where can I study and connect to the Midwestern University WI-FI?

- We are encouraging social distancing of all students. If you have access to WI-FI at home or in your campus housing unit please study at home.
- If you need to connect to Midwestern University WI-FI, the Dining Rooms are open for student study however, social distancing will be monitored and enforced.
- The Cafeterias will close at 10:00 P.M. every evening for cleaning and not reopen until Breakfast hours the next morning.

Food Service and Other Essential Functions

- We have a commitment to our students living on campus and the faculty and staff that will help us maintain our essential services to have access to meals. The Cafeteria will remain open during regular service hours.
- Faculty and staff on campus can use their new meal benefits by swiping the ID at the cash register.

Visitors to Campus

- Only vendor deliveries and construction crews are allowed to be on campus.
- Visitors are discouraged from coming to campus.

Important Reminders

- Remember your health and wellbeing are of utmost importance. We do not have a confirmed case at this time, but as testing for COVID-19 increases, we expect additional cases in all of our communities. We are implementing a notification system of any faculty, staff or student or a member of their household that is being tested for COVID-19. Testing cases will be reported to Ms. Amy Gibson, Director of Human Resources and Dr. Ross Kosinski, Dean of Students. Instructions on notification policies and procedures will be shared at a later date.
- Please take all necessary steps to protect your health and the health of your family.
- To all our students, know we are doing everything possible to continue your progress toward completing your degree and course work for the Spring Quarter. For those preparing for graduation, we are committed to helping you fulfill all requirements in a timely manner. I know how important your federal loans are to your wellbeing and we are committed to helping you maintain these important benefits.

I have implemented a new COVID-19 Response Team. We are meeting daily to address evolving issues on behalf of every faculty, staff and student. I will be issuing a daily announcement regarding the ongoing steps we are taking to keep our faculty and staff secure in their positions while we face this crisis together. Let's show kindness, compassion and care to every member of the Midwestern University Community. We are all impacted by COVID-19.

Please remain diligent as a member of the health care community. Remain positive, calm and professional to all of our colleagues, neighbors, friends and family. They are looking to us for support.

Be well and thank you all for helping me address this crisis. We are doing this together.

Dr. G.