



## **ANSWERS TO COMMONLY ASKED QUESTIONS**

### Quincy University's Response to the COVID-19 Pandemic

The following are some frequently asked questions and answers on the COVID-19 pandemic with regard to the Quincy University campus. You can find the latest information at [www.quincy.edu/coronavirus](http://www.quincy.edu/coronavirus). This Q&A document is intended primarily for students and their families.

New information about the COVID-19 pandemic continues to be provided to Quincy University and the general public by federal, state, and local authorities. QU will revise this document from time to time to update its contents. The most current information available from QU about the pandemic response may be available in email messages sent directly to students, faculty, staff, and family members.

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*Most Recently Updated:* November 23, 2020 (*updates denoted with \**)

#### **Q: Where do I need to wear a facemask when on the Quincy University campuses?**

**\*A:** You will need to wear a mask any time you are in a hallway, public restroom, campus office with other people present, or in a classroom, laboratory, or any outdoor space where other people are present and social distancing cannot be guaranteed.

Students and faculty should wear facemasks when entering, leaving, or moving around a classroom or lab.

If you have come to campus and have forgotten your mask, please call the phone number posted on most exterior campus doors, so that someone can bring a mask to you.



If you are alone in a campus office or room, or are in your residence hall room with your roommate, you will have the option to remove your mask. You should put your mask back on if someone else comes in the room.

If you are outdoors, you have the option to remove your mask if you are walking alone or can safely maintain a distance of six feet or more from other people. When in doubt, though, you should always wear your mask.

**Q: When do Quincy University students need to get a COVID-19 viral test?**

**\*A:** Students are asked to complete entry testing and provide proof of a negative COVID-19 test, as a condition for taking face-to-face courses during the 2021 spring terms.

The university will ask that any student who has one or more COVID-19 symptoms get tested for COVID-19. Depending on the circumstances, students who have been exposed to someone testing positive for COVID-19 also may be asked to complete testing.

The university will provide a mix of voluntary and mandatory surveillance testing during the 2021 spring terms. More information about QU's COVID-19 testing programs will be provided before the beginning of those terms for students who will be housed or taking hybrid or face-to-face courses during those terms.

**Q: Is it a violation of HIPAA rights for a student's COVID-19 viral test results to be provided by the student to Quincy University?**

**A:** No, it is not a violation of HIPAA rights to require that students provide this information to the university, just as it is not a violation of HIPAA for universities to require proof of certain immunizations. Other universities also are requiring documented evidence of negative COVID-19 status as a condition of beginning any new academic term. This testing requirement is commonly called COVID-19 "entry testing."

**Q: Is Brenner Library open?**

**\*A:** After final examinations are complete for the 2020 Fall Semester, Brenner Library will be open for appointment only from 10:00 a.m. to 2:00 p.m. Monday – Thursday. Please schedule your time at least 24 hours in advance. Appointments can be requested by completing the following form: <https://forms.gle/65A2yJ5S57DUZaSr5>. Library staff are also happy to help you through email via [library@quincy.edu](mailto:library@quincy.edu). Our electronic collections are extensive, including e-books, e-journals, research databases, and streaming videos. These resources may be found on the library's website:

Library's home page: <https://www.quincy.edu/brenner-library/>

Library's e-resource page: <https://www.quincy.edu/academics/brenner-library/e-resources/>

**Q: What measures are being taken to keep the campus clean?**

**A:** Our partners at National Management are working hard to continue deep cleaning of campus buildings to maintain a safe environment for those students and employees who are on campus. Our cleaning and sanitizer products are recommended by the CDC. The QU Facilities staff has placed sanitizing hand stations and wipes at the major entrances to campus buildings and in many public areas around campus. Where it is possible to do so, some of you will see door stops used in key areas to reduce physical contact with heavily used doors. In addition, heating and air handling systems have been cleaned in all campus buildings.

**Q: How should I contact my professor when taking online courses?**

**A:** You can contact your professor via email. You can find your professor's contact information in your course syllabus or at <https://www.quincy.edu/directory/>

**Q: What if I have a payment plan and can't make the deadline?**

**A:** Families who are experiencing financial difficulties with their student account balances are encouraged to reach out to Kristi Shelton as soon as possible. Kristi will work with you to explore resources that may be available to you and work out a payment plan that will work for you and your family. We encourage you to reach out as soon as possible, as some resources may be time-sensitive. Kristi can be reached by email at [sheltkr@quincy.edu](mailto:sheltkr@quincy.edu), or you are welcome to call her during regular business hours at 217-228-5432 ext. 3724.

**Q: Can I use Quincy University's Health & Fitness Center when I am on-campus?**

**\*A:** The HFC is open for students and members with limited hours. The full schedule for the winter break is listed below. Until further notice, all public events in the HFC have been canceled.

**Q: What food service is available on-campus?**

**\* A:** Dining services is open for limited carry-out service during the winter break. Please check this link for the days and hours of operation:

<https://dineoncampus.com/quincy/hours-of-operation>.

**Q: What are the hours of the QU Mailroom?**

**\*A:** Mailroom hours will be Monday through Friday from 10:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 3:00 p.m. with the exception of December 21 - 23 and December 28 - 31 when it will be open only from 1:00 p.m to 2:00 p.m. The mailroom will be closed on Christmas Eve, Christmas Day, New Year's Day and Martin Luther King Day. Email [wingesh@quincy.edu](mailto:wingesh@quincy.edu) with any questions.

**Q: What are the campus building hours?**

**\* A:** The campus building hours listed below are effective Wednesday, November 25  
Hours of operation are subject to change:

**Student Success Center**

Open Daily from 8 am to 5 pm

Closed November 25 through 29 and December 19 through January 3

**Brenner Library**

- Monday, Nov. 23 - 8:30 a.m. - 11 p.m.
- Tuesday, Nov. 24 - 8:30 a.m. - 5 p.m.
- Wednesday, Nov. 25 – Sunday, Nov. 29 – Closed
- Monday, Nov. 30, 2020 – Sunday, Jan. 24, 2021 - appointment only from 10 a.m. to 2 p.m.
- Monday, Dec. 21, 2020 – Jan. 3, 2021, – Closed
- Monday, Jan 25, 2021 - resume regular hours

**Health & Fitness Center**

- Monday, Nov. 23 – Monday, Jan. 25,

- Monday – Friday, 7 a.m. - 8 p.m. (pool open 7:30 a.m. - 10 a.m.; 12 p.m. - 2 p.m.; 5 p.m. - 7 p.m.);
- Saturday, 10 a.m. - 2 p.m. (pool 10 a.m. - 1 p.m.)
- Sunday, noon - 4 p.m. (pool noon - 3 p.m.)
- Thursday, Nov. 26 – Closed
- Friday, Nov. 27 – Closed
- Thursday, Dec. 24 – Saturday, Dec. 26 – Closed
- Thursday, Dec. 31 – closing at noon
- Friday, Jan. 1, 2021, – Closed

### **Francis Hall**

Student card access available weekdays from 10 am to 7 pm

Closed - November 25 through 29 and December 19 through January 3

Mailroom will be open from Monday - Friday from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. From Dec 21 – 23 and 28 – 30 the mailroom will only be open 1:00 p.m. to 2:00 p.m. Closed Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Day and Martin Luther King Day.

### **North Campus**

Closed with the exception of students approved for research or music.

### **Student Union**

Faculty/Staff/Student card access available using lower level key card door.

Upper door will be open when cafeteria is open.

The Café will be open limited hours. Please check <https://dineoncampus.com/quincy/hours-of-operation> for days and times of operation.

The Bookstore will be open Monday – Friday from 8:30 a.m. to 3:00 p.m. and will be closed early Christmas Eve and closed Christmas Day. [www.quincyushop.com](http://www.quincyushop.com) is available for online service.