



John Carroll University AmeriCorps Program COVID-19 Guidelines

Throughout the COVID-19 pandemic, our leadership and supervisors at JCU have made decisions with care, compassion, empathy, and flexibility for members as you endure change in your positions and lives. In preparation for the start of a new AmeriCorps service year in August 2020, we are committed to assisting in the transition back to face to face service. While the University will continue to help members manage service and personal life to the extent possible in the face of the challenges of COVID-19, we have committed to our partners to have an in-person, face to face experience this fall. We do expect that our members will serve in-person in the fall to meet students', community members' and patients' expectations and needs. To help assist members with requests for flexibility or accommodations in light of COVID-19 challenges, the University has in place policies and procedures to assist our members in the transition to reasonably accommodate those who need adjustments to their work conditions.

Our Interim COVID-19 Policy sets expectations regarding returning to service, including wearing a cloth face covering, maintaining six feet of social distancing, and practicing good hygiene habits, like hand washing. We are following best public health practices to maintain a healthy and safe environment. Please know that circumstances may continue to change based on new health directives and guidance from the State of Ohio.

Below you will find the guidelines and requirements as they pertain to AmeriCorps service members out of John Carroll University.

- John Carroll University remains open, but our operations are impacted in a variety of ways. Many of our campus buildings are closed or operating on limited hours.
 - We realize that you may have questions about COVID-19 symptoms, testing, and the impact of the virus on your service and learning. As a reminder, symptoms of COVID-19 include a fever greater than 100.4 degrees, cough, body aches, nausea, and diarrhea. Please reference our guide to COVID-19 treatment and care for more information. If you are having any symptoms of COVID-19, are being tested for COVID-19, or are otherwise ill, you should not come to campus. If you have tested positive for or been diagnosed with COVID-19, we request that you notify Anita Iveljic, Director of AmeriCorps so the University can appropriately follow up.
- You are not to be on campus, unless approved by the AmeriCorps Director.
- Prior to Campus arrival, all members must complete the COVID-19 Symptoms Screening form.
 - https://docs.google.com/forms/d/1hiVjmeK1K2KG_SjJrfCO3OtMMP2jfvnex5M_dKosiMY/edit
 - If you present with any symptoms, you will be asked to join virtually and maintain safe social distancing



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- Upon arrival to campus, all members must wear masks along with practice 6 feet safe social distancing.
 - Members may be asked to take temperatures and complete a screening form once on campus.
 - Members may be asked to leave campus if they present symptoms upon arrival.
 - Any presentation of symptoms should be reported to site supervisors and Director of AmeriCorps immediately.
 - All missed hours will be the responsibility of the member to make up. Excused absence does not correlate to excused hours. All full-time members must complete a minimum of 1700 hours and part-time members a minimum of 900 service hours during the duration of the service year.
 - Any make up hours must be approved by the Program Director.
 - As always, it is important to remember that the best way to prevent any respiratory illness is to practice routine good hygiene habits:
 - Wash your hands and avoid touching your mouth and eyes.
 - Stay home at the first sign of symptoms. If you are sick, don't go to service sites. Don't cough or sneeze near others.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Avoid others who are sick.
 - Clean and disinfect common touch surfaces frequently.
 - Take care of yourself. Be sure to get enough sleep, eat healthy and drink plenty of water.

Members are expected to practice the same safe COVID-19 regulations at assigned sites as well as JCU campus. If at any point a member would like to excused from duties, members need to follow the outlined attendance policy and request accommodations. Site Supervisors should work with the Director of AmeriCorps when members requests accommodations, which are modifications or adjustments in essential service duties and responsibilities, the service environment, or the way service is usually done. We intend to rely on our current policies and processes as much as possible to manage requests for accommodations and work adjustments, such as requests to continue to service from home for a longer period based on health accommodation or requests for changes in schedule due to dependent care needs. If members feel the need to request coronavirus accommodations, please contact Anita Iveljic in order to complete the accommodations form. All accommodations forms will be assessed on a one-on-one basis and decisions around accommodations will be provided to members. Appropriate documentation must be provided with accommodations requests.

Accommodations for members may be managed under one of the following processes:

- Requests for temporary or permanent accommodation or work adjustment in essential service duties due to one's own health conditions and/or risk factors, including being



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at Higher Risk for Severe Illness, as defined by the Centers for Disease Control (CDC), could fall under the provisions of our Reasonable Accommodation Policy. To begin the accommodation request process, please review the policy and complete the Reasonable Accommodation Request Form- https://docs.google.com/forms/d/e/1FAIpQLScrNEJDpbAf93b8bID2PyVX5Md3x-nx2ZroBpBjwe30_UdjEA/viewform , even if you are not sure if your concern or health condition falls under the strict definition of a disability under the Americans with Disabilities Act. The AmeriCorps Director will process these requests either under the Reasonable Accommodation Policy, when applicable, or under a general service accommodation review process for risk factors or health issues that do not constitute a disability.

- Requests for temporary or permanent accommodation in essential job duties due to concerns over the health conditions and/or risk factors of a dependent, such as a spouse, child, or parent, would not qualify under the Reasonable Accommodation process. However, you may qualify for a pause in service. Please contact the AmeriCorps Director immediately.

For additional information, please review the JCU COVID-19 page: <https://jcu.edu/healthupdate>

If you have any questions, please contact Anita Iveljic at aiveljic@jcu.edu or at 216-397-4597!
Thank you!