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Employee FAQ

Updated April 2, 2021

Who is the CIH or health care professional who did the hazard assessment for the residence halls?

IMSA has followed the guidance from CDC and IDPH on reopening and it is in compliance.

What if the temperature is under 50°F or above 80°F?

Windows can still be opened.

How wide does each window need to be opened to provide effective ventilation?

This is not measurable.

How many air changes per hour (ACH) will the MERV-13 air filters provide, and where are the underlying calculations to support this claim?

This is not measurable.

Don't the MERV-13 air filters only affect supply air?

Filters recirculate room air and combine it with outside air and pass it through a MERV 13 filter.

How will Management address density, increased source strength due to people having to eat, and increased aerosol generation from loud talking during lunch?

Tables have been set to physically distance students. Capacity numbers have been set by student life and how many students will be eating at once.

Why would IMSA use the cafeteria space for dining if additional air quality mitigation can't be provided in this high-density, high-traffic area where people will not be wearing masks?

Use of the cafeteria complies with CDC and IDPH guidance.

How does IMSA account for CDC's reference to ASHRAE which has specific recommendations on restrooms.

IMSA is in compliance with the IL Building code and CDC guidance.

How does IMSA account for ASHRAE COVID-19 guidance which recommends HEPA?

IMSA is in compliance with the IL Building code and CDC guidance.

Isn't there clear scientific evidence that (a) toilet flushing generates aerosols above normal levels, and (b) toilets have tested positive for COVID-19 in numerous cases.

IMSA is in compliance with the IL Building code and CDC guidance.

Updated April 1, 2021

Why is classroom monitoring necessary?

The teacher's union, IMSA Council 604, notified the management bargaining team on March 29th and March 30th that they do not feel safe to return to campus. We have provided them with all of the information regarding the health and safety protocols and procedures that IMSA has implemented to insure that we are in compliance with the CDC and IDPH standards for repopulation. However, they have made additional requests and we are continuing to bargain with them regarding those requests. In the meantime, we welcome students and any teachers who want to return back to campus and we are putting monitoring in place for the safety and success of our students who are joining us.

What is involved in the monitoring?

Monitors will check in on classrooms twice each hour to ensure students are all masked and maintaining physical distancing requirements and to generally ensure students are safe.

Will monitors be paid a stipend?

No. IMSA staff will do monitoring checks twice each hour during their regular work day.

Who is monitoring?

The monitors are primarily from the Principal's Office and CTL.

Can I volunteer to monitor?

Yes! If you'd like to be a classroom monitor, please email the Principal's Office at prinoffc@imsa.edu.

Updated March 30, 2021

What is IMSA doing to improve air ventilation in Residence Halls?

IMSA is already in compliance with [CDC guidelines for Residence Halls](#) as each individual room has at least two windows that open. As well, wall units use outside air, each unit has continual exhaust running and there will only be one student in each room.

In addition, the IDPH released updated guidance on March 8, 2021 that schools should “Improve ventilation to the extent possible, including some or all of the following activities: Increase outdoor air ventilation, using caution in highly polluted areas. When weather conditions allow, increase fresh outdoor air by opening windows and doors.

If students who are scheduled to return during Cohort One leave the state for spring break, can they still come back to campus? If not, couldn't that affect whether a class will run in person?

As in the Repopulation Plan, students have been asked to quarantine before coming to campus. Families have been encouraged not to travel. In consultation with our health partner, IDPH is not issuing guidelines regarding spring break travel and quarantine or testing after returning home. If our students do travel, our health partner has asked them to test when they arrive on campus regardless of whether they had a test at home or not.

Will the numbers for in-person classes be reevaluated prior to either Cohort One or Two? What happens if a class is scheduled to meet on campus during either cohort but does not have the minimum number before the actual start of the cohort due to students not returning?

Yes, the repopulation numbers for Cohort One have been reviewed and on an ongoing basis will be reevaluated. As of 3/23/21, the courses that will be offered with in-person instruction have been identified based on criteria established by IMSA's Cabinet regarding the total number of students on campus per course. The same criteria will be used to evaluate Cohort Two, and the classes that will be offered with in-person instruction will be set two weeks prior to Cohort Two's arrival. No modifications will be made to which courses are offered in-person instruction, unless a significant increase in opt-outs reduces a course's on-campus population well below the criteria set by Cabinet.

Will management provide the names of sophomores in SI Chem who have opted out during Cohort 1 so teachers and staff can have supply kits for labs sent to those students who will continue learning remotely?

Yes, this information has already been sent to these teachers.

How will the gym be cleaned between back-to-back classes, given its size and the number of people who will be using it at one time?

During the 10 minute passing time between classes, operations staff will spray the high touch

areas down using our electrostatic sprayer system.

Is Airtame available and has it been tested in the gym and fine arts areas? Is it effective with teacher and student movement in the gym and with acoustics in both areas? If not, what alternative remote learning technologies is IMSA planning to provide in these areas?

For clarity and your understanding, the airtame does not detect movement. It is only used to mirror display and audio from a computer. We did not install an airtame in the gym. The gym will be supplied a Clear Touch with a camera so that students can see and receive instruction. The fine arts teachers have already been in communication with the Principal's Office.

What does management expect Academic OCs to do if their department's space isn't in compliance with stated guidelines from the Building OC?

Academic OC's should notify the Building OC of the issue and what room. The Building OC can contact the maintenance department at either the on duty phone or through email. All classrooms will be reset after any non back-to-back class and confirmed nightly by operational staff.

What should teachers do if a student gets sick during class? Is the process the same as pre-COVID?

If a student feels sick during class, the student will notify their teacher that they need to go see the nurse. The student will gather all of their belongings and report to the health office immediately. If able, the student should clean their desk and chair with peroxide cleaner provided in the room. The teacher should email nurse@imsa.edu to notify the staff that the student will be coming. If it is not safe for the student to leave class alone, the teacher may escort the student to the health office or assign another student to do so, while practicing physical distancing and mask wearing. Nursing will notify the teacher and attendance will be taken when a student arrives.

Which rooms will be equipped with the Clear Touch TV?

As stated in the Repopulation Plan, for the best teaching and learning experience ALL teachers will have access to hybrid technology, including Clear Touch Display. The displays are mobile and readily dispatched to the assigned rooms.

Can you release the room assignments for teachers for at least the first cohort?

The Principal's Office team has already released this information.

Can you release class rosters for at least the first cohort indicating which students are remote and which students on campus?

The Principal's Office team has already released this information.

What is the volume of outdoor air per square foot that is provided in the breathable zones or ASHRAE 62.1 equivalent (IMC Section 403.2) for each room or space (including, but not limited to, classrooms, offices, restrooms, dorm rooms, and common areas) in both the Main Building and each of the residence halls? Please provide the results at the following intervals: 2 hours before instructional hours, which would be 6:00 AM; again at 8:00 AM (the historical start time for classes); again at noon, 2:00 PM, and 4:00 PM; at 6:00 PM, when the FAQs state the system will “purge” the air of contaminants; and finally after the cycle has run.

Ventilation rates for IMSA buildings are 5 CFM per occupant for offices, gymnasiums and residence hall bedrooms, 7.5 CFM per person for residential hall common areas, and 15 CFM per occupant in classrooms and conference rooms. These CFM rates are consistent with ASHRAE standards and CDC guidelines. IMSA has been running our system in occupied mode, which is a 24/7 cycle, allowing us to continuously provide this level of CFM at all hours. Running the system in this mode does not require a purge cycle to be performed.

What specific air filters have been purchased and installed?

IMSA has purchased MERV 13 for all units that can support this filter. The typical filter specification in an IMSA HVAC system is MERV 10. A MERV 10 filter captures particles larger than 1 Microns which includes contaminants such as dust and pollen. ASHRAE’s COVID-19 recommendations include upgrading to MERV 13 in existing HVAC systems. MERV 13 filters are rated to capture contaminants as small as 0.3 microns, similar to a High Efficiency Particulate Air (HEPA) filter.

The Harvard Healthy Buildings program recommends four to six air exchanges per hour in classrooms through any combination of ventilation and filtration.

What is the number of air exchanges per hour in each room or space in the Main Building and the residence halls that will be used by students and staff?

IMSA classrooms have been inspected to confirm they have the equivalent of 3 to 7 air changes per hour based upon a mathematical extrapolation of the ASHRAE recommended exchange rate of 15 cubic feet per minute per person. ASHRAE standard for residential halls is 5 CFM per person in bedrooms and 7.5 CFM for public spaces. Recommended ventilation guidelines for open spaces and other residential areas at IMSA have been confirmed to meet ASHRAE standards. In addition, the Harvard Healthy Buildings Programs June 2020 report also expressly states a disclaimer of, “This report on Risk Reduction Strategies for Reopening Schools is provided for informational and educational purposes only. It is intended to offer guidance regarding best practices regarding the general operations of buildings in an effort to reduce the risk of disease transmission, specifically novel coronavirus SARS-CoV-2 and the disease it causes, COVID-19.

Adherence to any information included in this report will not ensure successful treatment in

every situation, and user acknowledges that there is no “zero risk” scenario. User acknowledges that each building and situation are unique and some of the guidance contained in the report will not apply to all buildings or countries outside the United States. Furthermore, the report should not be deemed inclusive of all proper methods nor exclusive of other methods reasonably directed to obtaining the same results. The report is in no way intended to override or supersede guidance from government and health organizations, including, without limitation, the Centers for Disease Control and Prevention, the World Health Organization, the United States Government, and or any States. The information contained herein reflects the available information at the time the report was created. User recognizes that details and information are changing daily, and new information and/or the results of future studies may require revisions to the report (and the general guidance contained therein) to reflect new data. We do not warrant the accuracy or completeness of the guidance in this report and assume no responsibility for any injury or damage to persons or property arising out of or related to any use of the report or for any errors or omissions. As you are know, IDPH released updated guidance on March 8, 2021 for schools. The guidance states that schools should “ Improve ventilation to the extent possible, including some or all of the following activities: **[NOTE: BOLDED ARE THE THINGS WE ARE CURRENTLY DOING]**

- **Increase outdoor air ventilation, using caution in highly polluted areas. When weather conditions allow, increase fresh outdoor air by opening windows and doors.** Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Use child-safe fans to increase the effectiveness of open windows. Position fans securely and carefully in or near windows so as not to induce potentially contaminated airflow directly from one person over another. Strategically place fans to help draw fresh air into the classroom from open windows or to blow air from the classroom out open windows.
- **Decrease occupancy in areas where outdoor ventilation cannot be increased.**
- **Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.**
- **Increase total airflow supply to occupied spaces, when possible.**
- **Disable demand-controlled ventilation controls that reduce air supply based on occupancy or temperature during occupied hours.**
- **Further open minimum outdoor air dampers to reduce or eliminate heating, ventilation, and air conditioning (HVAC) air recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold, hot, or humid weather.**
- **Improve central air filtration:**
 - o **Increase air filtration to as high as possible without significantly diminishing design airflow.**
 - o **Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass**
 - o **Check filters to ensure they are within service life and appropriately installed.**
- **Consider running the HVAC system at maximum outside airflow for two hours before and after the school is occupied.**
- Use portable high-efficiency particulate air fan/filtration systems to help enhance air

- cleaning (especially in higher risk areas, such as the health office).
- Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers (especially in higher risk areas, such as the health office).
 - Consider using ultraviolet germicidal irradiation as a supplement to help inactivate the virus that causes COVID-19, especially if options for increasing room ventilation are limited.
 - Consider that ventilation is also important on school buses.

On what basis has IMSA chosen to deploy portable ozone generators in the building?

Upon further study, IMSA has decided not to use the generators as a method for cleaning any spaces. Our protocol will be to continue the use of electrostatic devices, in conjunction with our primary treatment of CDC approved chemicals.

Updated: March 24, 2021

How will IMSA accommodate remote or in-person students with hearing issues who rely on lip reading and who will be stymied by a masked instructor? The Closed Caption function on Zoom is problematic and tends to mangle data for technical terms in math and science.

IMSA is providing teachers with a clear face shield. If a student needs an accommodation, they will contact the Principal's Office.

Can teachers who don't have private offices or offices with doors they can close be provided with dedicated classroom spaces from which they can teach fully remote classes or Titan Crew in between their face-to-face on campus classes?

Designated spaces have been identified and will be shared with everyone prior to Repopulation. Teachers will sign up via the IMSA calendar to use the designated spaces.

If a teacher wishes to arrange an in-person, socially-distanced help session or study group, what will the protocol be for finding a space to do it in and ensuring this does not interfere with facilities cleaning processes?

Per the Repopulation Plan, teachers can schedule one-on-one appointments with students. This can take place in a teacher's office with enough space to practice physical distancing, or sign up by appointment to use a designated available room via the IMSA calendar. All health and safety measures must be practiced including physically distancing and wearing of masks.

Some teachers are especially anxious about how sound quality could impact learning for remote students. Will they be given a chance to test out sound

quality with classroom technology and Zoom before repopulation?

Technology training for faculty members will take place on March 17th. For repopulation, the sound quality will be the same as what the students are experiencing now while learning remotely through Zoom. The principal's office will work with any student that may need an accommodation.

Can we build projected alternate schedules in advance, since we know there is some likelihood that cleaning needs, building entry procedures, meal service, etc., could change what needs to happen with the overall schedule? Is there a way to estimate how much classes might be shortened, or how the day itself might be lengthened?

We have already addressed the appropriate cleaning of classrooms to align with the schedule that has been developed.

What move-in dates will be offered to faculty prior to building repopulation?

The class schedule has been modified. No classes will be held on Tuesday, April 6th. This allows students moving into campus the opportunity to do so without missing classes and provides time for faculty to prepare for teaching students both in person and at a distance. Wednesday April 7 is an I day. Classes will resume on Thursday, April 8th.

Will faculty be permitted to move classes outside during clement weather? (That is commonly done now when things are nice in the spring.) If so, will masks be required outdoors if we can maintain social distancing?

Classes can be moved outside weather permitting. Physical distancing and mask wearing are to take place. In addition, all individuals will be required to go through the temperature scan when entering back into the Academy.

What will happen with repopulation at IMSA if any region or the state as a whole reverts to phase 3?

IMSA will consult with our health partner, and look at the recommended guidance from IDPH and the Kane County Health Department to help inform decision making.

Updated: March 15, 2021

If everyone in my shared office space has had their vaccination, do we need to wear masks in that shared office?

Yes, everyone needs to wear masks. Masks should be worn at all times during in-person meetings and participants should be physically distanced. Masks can be taken off once you are alone in your workspace and the workspace is closed off to all others.

When are employees required to be on campus?

Employees are required to be on campus on the days they have been assigned to work on

campus.

Will the cafeteria be available to employees? Would we be allowed the two free meals every week?

Due to space limitations, staff, including faculty, will not be allowed to dine in the cafeteria. Free meals have been discontinued.

Can we have our classes outdoors if the weather is good?

Yes, however physical distancing measures, and wearing of masks is required.

Will the employee break areas in the offices be available for use? If so, are there limitations on use of communal coffee pots/Keurigs, microwaves and refrigerators?

Employee break areas are available, but physical distancing measures are required. Because employees will need to remove their masks to eat, eating in break areas will be limited to one person at a time. Employees must wipe down all surfaces before and after their meal.

Employees will have access to refrigerators, coffee pots, and microwaves. Employees will need to follow all health and safety guidelines, practice physical distancing, and wipe down surfaces and things they might use both before and after use.

What is the process for food deliveries for employees?

Employees can have food deliveries to the building. Employees will need to meet the driver outside the main entrance. Delivery drivers will not be able to enter the building. Employees will be temperature checked to come back into the building.

Is testing time considered part of our work day or must this be completed outside of our 8-hour shift?

Every employee will be assigned a unique testing date and time. It will be a part of the employee's normal work day.

What information has been updated since the release of the Repopulation plan in November 2020?

The [Repopulation Addendum](#) provides updates to the original plan released in November 2020. Additionally, this FAQ was updated in February 2021.

RETURNING TO IMSA

Will every employee be required to work on campus during student repopulation?

No. Employees with student facing responsibilities and front-line employees, as determined by Cabinet and HR will be required to work on campus to fulfill job duties. Therefore, some employees will continue to work completely remote, others will complete all of their work on

campus, and others will do a hybrid of the two.

How will an employee know if they are required to be on campus to complete their work responsibilities during student repopulation?

The employee's Cabinet member will communicate expectations related to if and when they may need to complete their work responsibilities on campus. This will be determined by a number of factors including their job responsibilities and the number of students that will be on campus.

Where can I go to take a short break from my workspace?

If you need to take a short break, you need to go outdoors. Upon reentry into the building, you'll need to follow the entry protocols.

Am I free to walk around the building as I see fit?

No. Movement through the building needs to be limited. Only go where you have a business need.

May in-person meetings resume on campus?

Whenever possible, meetings should still be held via Zoom, even while on site. If you need to meet in person, please ensure that the meeting space allows for appropriate physical distancing and is done by appointment. If you go to a person's office and/or desk, please follow any signage for guidance on how to get the person's attention (i.e. knock, call, etc.) but do not just enter before being given permission. As a reminder, walk-ins are not encouraged and masks should be worn at all times during in-person meetings and can only be removed once you are alone in your workspace and the workspace is closed off to all others.

VIOLATING HEALTH AND SAFETY PROTOCOLS

How can an employee report a student that is in violation of IMSA's health and safety protocols?

Employees should address the student violation immediately to correct their behavior. Employees should then send a follow-up email to Chief Hearing Officer Dana Ginnett (dginnett@imsa.edu) containing the following:

1. Date and time of incident
2. Name/s of student/s involved
3. Name/s of supporting staff involved/present (if any)
4. Fact-based summary of infraction/misbehavior

As a reminder, employees should not be giving consequences or punishments; the Chief Hearing Officer will be responsible for that. Another reminder, employees should be following this protocol for any violation, not just COVID-related violations.

How can an employee report an employee that is in violation of IMSA's health and

safety protocols?

Employees can report employee violations through the Live Safe app or send an email directly to the Office of Human Resources (hr@imsa.edu).

What are the consequences for an employee who fails to comply with health and safety protocols?

Employees who disregard IMSA's health and safety guidelines while on campus may be subject to disciplinary action in accordance with [board policy](#).

EMPLOYEE ACCOMMODATIONS

If an employee is medically unable to comply with a specific health and safety protocol guideline, what should he/she/they do?

The employee can contact the Office of Human Resources (hr@imsa.edu) with a doctor's note specifying the issue and any restrictions the doctor recommends. Any reasonable accommodations will be determined on a case by case basis based on job responsibilities and specified restrictions from medical documentation.

If an employee requires a religious accommodation for a specific health and safety protocol guideline, what should he/she/they do?

The employee can contact the Office of Human Resources (hr@imsa.edu) to request a reasonable accommodation. In the request, the employee should provide details related to why the accommodation is being requested, including the conflict that exists between a specific job responsibility and the employee's religious belief and/or practice. Any reasonable accommodations will be determined on a case by case basis based on job responsibilities and the employee's religious belief and/or practice.

If an employee is at high risk for severe complications from COVID-19 and is expected to work on campus, what should he/she/they do?

If an employee is at-risk for severe complications from COVID-19, that employee can contact the Office of Human Resources (hr@imsa.edu) with a doctor's note specifying the issue and any restrictions the doctor recommends. Any reasonable accommodations will be determined on a case by case basis based on job responsibilities and specified restrictions from medical documentation.

If a reasonable accommodation is not able to be provided, employees with at least 1 year of service at IMSA will be eligible to go on FMLA for up to 60 days. If an employee is not eligible for FMLA or uses up their FMLA, other possible considerations, including termination for inability to perform the essential functions of the job may be considered.

Employees are required to present a doctor's note to return to work or to remove any work restrictions previously required by a doctor.

LIVE SAFE SCREENING

How will the Live Safe app Daily Screening Test Questionnaire work?

Employees intending to come to the main academic building will be required to log on to IMSA's Live Safe app each day before leaving home and take the Live Safe Daily Questionnaire Screening Test. Upon entering the building, you will need to present your results to Security at the front desk.

What do I do if the Live Safe app Daily Screening Test Questionnaire says I should not enter the building?

Stay home and notify your supervisor that you are not cleared to come to the main building.

What do I do if I don't have a smartphone and therefore don't have the Live Safe app?

If you have access to a computer, you can complete the questionnaire here:

<https://livesafe.jotform.com/20292612503585>. If you do not have access to a computer, an IPAD will be available at the main building entrance where you can check in on the app prior to entry.

COVID TESTING, QUARANTING, AND THE VACCINE

Will there be regular COVID testing of employees on campus?

Yes. Employees will undergo rapid COVID testing 2x a week on campus.

When can I expect the rapid COVID testing on campus to take place?

IMSA will be developing a schedule to space out testing for employees in order to maintain social distancing.

- The Principal's Office will assign testing times for teachers based on class schedules.
- Student Affairs leadership will assign testing times for live-on employees.
- HR will assign remaining staff testing times based on work schedules.

Will guests coming into IMSA's campus, who are not employees nor students, undergo COVID Testing?

No. Only IMSA employees and IMSA students will undergo COVID testing on campus.

If I'm not scheduled to work on campus at IMSA, but think I might have COVID, can I come to campus just to get tested?

No. Do not come to IMSA's campus for the sole purpose of getting tested. Please go to a testing facility.

What should an employee do if they test positive for COVID-19?

Employees should notify their supervisor that they will be out sick. The supervisor will then notify IMSA's contact tracing team. A member of the contact tracing team will then contact the employee to ask some questions about the employee's situation in relation to COVID-19 and to

help prevent the spread of the virus.

How many “COVID” days can an employee take before needing to use their sick time?

If it is determined, either on the basis of symptoms or because of COVID exposure, that an employee must be quarantined, employees can take up to 10 days of paid time that won't count against sick time. Those who cannot work from home while quarantining will need to obtain approval from HR by providing more information/documentation about why they cannot work from home in order to qualify for the 10 days of paid sick leave. Inability to work from home could be related to health reasons or that their job responsibilities can not be completed remotely.

To enter these days on the timesheet, employees should select unscheduled closure and write “COVID” in the comments section. Once an employee has taken 10 “COVID” days, if they are still unable to work, they would use their regular sick time leave.

When can an employee who tested positive for COVID return to work on IMSA's campus and what steps should they take to do so?

Employees may enter IMSA's physical building when the following conditions are met:

- a. At least 10 days have passed since symptom onset and
- b. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- c. Other symptoms have improved.
- d. Nurse Angie calls the employee and determines the employee meets the health criteria to return to work per the contact tracing plan.

Will employees, who need to quarantine, but are asymptomatic, be expected to work remotely, if possible?

Yes. Employees who need to quarantine, but are able to work remotely, should work remotely until they are approved to return to work on campus.

How do I report travel outside of Illinois?

Any employee who plans to travel outside of Illinois is asked to report the travel prior to leaving to Human Resources (hr@imsa.edu). As a reminder, please follow current CDC and IDPH guidelines related to self quarantine before returning to campus.

Is IMSA requiring employees to be vaccinated?

No. IMSA is not requiring employees to be vaccinated. While it is strongly encouraged that our employees get the vaccine, it is not mandatory.

LIVE-ON EMPLOYEE PROTOCOLS

Will live-on employees, who are at high risk for severe complications from

COVID-19, or who live with someone at high risk for severe complications from COVID-19, be eligible for alternative housing arrangements off-campus?

No. These employees may seek reasonable accommodations related to job responsibilities. See the “Employee Accommodations” section for more information.

Will live-on employees and/or their dependents be relocated if they test positive for COVID-19?

Yes. IMSA has set up an isolation wing for any students, live-on employees, or dependents who test positive for COVID-19. The employee or dependent will also have the option to make their own arrangements to leave campus until they are symptom free and able to return to their apartment.

If a live-on employee and/or dependent comes into direct contact with someone with COVID-19 but tests negative, what happens?

The employee or dependent may remain in their IMSA apartment but should quarantine for the appropriate period of time. Employees will work remotely during this time.

Hiring

Will there be additional staff hired to support the repopulation of campus?

Yes. Cabinet has identified additional staffing needs that would need to be met to support the repopulation of campus.

What additional staff positions will IMSA be hiring for?

All openings will be posted in the coming days at imsa.edu/careers. As part of our recruiting strategy, the HR team will also be sharing these positions with staff-I, so please feel free to share these openings with your professional networks.

Will IMSA be calling back any employees who were laid off due to the pandemic?

No. However, employees who were laid off may apply and receive full consideration during the hiring process.

What is the timeline for filling these additional positions?

Ideally, the HR team is hoping to have hired candidates start 1 week before students return to campus to allow for job training.

EMERGENCY PROTOCOLS

What do I do if the fire alarm goes off? Tornado alarm? Active Shooter alarm?

Respond as you normally would to these emergencies.

If we are restricting access to certain areas, will the ALICE rooms need to be reevaluated?

No, you would respond as you normally would.

MISCELLANEOUS

This FAQ didn't address the specific and detailed question I have, what should I do?

This document is meant to complement IMSA's repopulation plan. If you haven't already, you can check the repopulation plan for an answer.

If you are still unable to find an answer, please follow-up with the person who you feel would be able to specifically address your question. For example, if you have a question specifically related to performing your job, it would probably be best to follow-up with your supervisor/department team.